

## **Rules of Order & Procedure**

### **Morgan Middle School/Morgan County School District**

### **Approved by the MMS Community Council on 2-9-2026**

To promote appropriate behavior and respectful discussion among the council, the members shall:

- Attend council meetings on time and be prepared
- Make decisions on what is best for the needs of our students
- Listen to and value other members' opinions
- Be sure the opinions of those you represent are included in discussions
- Expect accountability from all members
- Act with integrity

#### **Rules of Procedure:**

- Council members will receive training to understand the responsibilities of the council. Council members receive training before preparing and taking action on School LAND Trust Plans and reports.
- All meetings are open to the public and the public is welcome to attend.
- The agenda of each upcoming meeting with draft minutes of the prior meeting will be made available to all council members at least one week in advance. These will be posted on the school website and made available in the main office. The agenda will include the date, time and location of the meeting.
- Written minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting. Approved minutes will be retained for three years.
- The council may prepare a timeline for the school year that will include due dates for all required reporting and other activities/tasks that the council will participate in. The timeline will assist in preparation of agendas to be sure the council accomplishes their work in a timely manner.
- Elections will be held each September as directed by the district. Notice of elections must be provided at least 10 days in advance of the vote. The notice must include the positions that are available, dates and times of elections, and instructions for becoming a candidate. Parents will be notified electronically, and a notice will be posted at the school. Morgan County School District currently participates in an approved electronic voting system. Voting is required unless the number of applications does not exceed the number of open positions. The start of the term will begin immediately after the election when all new members are notified if a parent position on a community council remains unfilled after an election is held, the other parent members of the council shall appoint a parent, or parents to fill the open seats.
- The council consists of the principal, an ex officio voting member (assistant principal) and 1 school employee elected every even year, and at least 5 parent members. 3 parent members elected on even years, 2 parent members elected on odd years. A council must have a two-parent majority.
- When a full council is not seated in the election, or a seat is vacated, the parent members of the council shall appoint members to fill unfilled parent positions and school employee members shall appoint school employee members.

- The council shall elect a Chair from the parent members and a Vice Chair from the parent, or school employee members at the first meeting of the year after the council is seated each year. A principal cannot hold office.
- The Chair conducts the meetings, makes assignments, and requests reports on assignments. In the absence of the Chair the Vice Chair shall conduct meetings. The Chair may delegate other responsibilities to council members.
- The council must have a quorum to vote. A quorum is a majority of council members. With a council of eight members, five members is a quorum. In the event there is a tie vote, the principal shall flip a coin to determine the outcome.
- If a parent member is absent from two consecutive meetings, the Chair will notify the member that if the member does not attend the next meeting, the council can consider the seat vacant and the remaining parent members can appoint a parent to fill the unexpired term.
- Meetings shall be conducted, and action taken according to very simplified rules of parliamentary procedure as required in 53G-7-1203(10). Council actions will be taken by motions and voting with votes and motions recorded in the minutes.
- Virtual attendance via Zoom, or phone call for parent members, is permitted occasionally for specific circumstances, subject to approval by the Chair. Parent members should notify the Chair in advance for virtual attendance. If a parent member attends two consecutive virtual meetings the third meeting must be an in-person attendance.

## Simple Motions of Parliamentary Procedure

Used by some organizations to assist those new to the process

MOTION	DOES IT REQUIRE A 2ND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	IS A VOTE REQUIRED
Adjourn	yes	no	no	majority
Amend a motion	yes	yes	yes	majority
Close nominations	yes	no	yes	2/3
Main motion	yes	yes	yes	majority
Point of Order	no	no	no	ruled on by Chair
Previous Question	yes	no	no	2/3
Reconsider	yes	yes	no	majority
Withdrawal of Motion	no	no	no	majority

A **motion** (or an action to be taken by the council) is stated as a motion. Someone else on the council “**seconds**” the motion indicating that at least one other person on the council feels the motion is worthy of discussion. Then the council members may provide **input and discussion** as called upon by the Chair. When discussion seems complete **the Chair may call for a vote on the motion**. Or when a member of the council “**calls the previous question**” (a motion to end discussion of the first motion), a second is required. Without discussion the Chair calls for a vote that must pass by 2/3. If the vote on the previous question fails, the council goes back to discussing the first motion. If the motion to call the previous question passes, the Chair directly calls for a vote on the first motion. A vote to call the previous question is usually used to move business along.

- Most motions are main motions. A main motion may be amended.
- A point of order is offered when there is some question if procedure had been followed correctly.
- To stop debate or discussion on a motion and force the vote a member would say, “I move the previous question.” This requires a second and a 2/3 vote.
- Hasty action may be corrected by use of the motion to reconsider. This motion may be made only by one who voted on the prevailing side.
- A person who made the motion may withdraw the same motion.