EMERY COUNTY SCHOOL DISTRICT
Castle Dale Elementary
- Rules of Order and Procedure -
2026-2027
Adopted by the Council on: October 14, 2026

Code & Rule References

The Rules of Order & Procedure adhere to all relevant legal requirements for School Community Councils and the School LAND Trust Program, as outlined in Utah Code §§ 53G-7-1202, 53G-7-1203, 53G-7-1206, and 53G-7-13, as well as Utah Administrative Rules R277-477 and R277-491.

Council Duties

In accordance with Utah Code § 53G-7-1202, the responsibilities of the council include:

- Creating (all components of) the School LAND Trust Plan, to include:
    - The Goal Statement, Academic Area, Measurement, Action Plan Steps, and Expenditures
- Advising and making recommendations to school and school district administrators and the local school board regarding:
    - the school and its programs
    - school district programs
    - a child access routing plan
    - safe technology utilization and digital citizenship
    - other issues relating to the community environment for students
- Partnering with the school's principal and other administrators to ensure that adequate on and off campus Internet filtering is installed and consistently configured to prevent viewing of harmful content by students and school personnel
- In accordance with state board rule regarding school community council expenditures and funding limits: working with students, families, and educators to develop and incorporate safety principles at the school; and holding at least an annual discussion with the school's principal and district administrators regarding safety principles
- Providing input to the school's principal on a positive behaviors plan

Council Member Expectations

To promote ethical behavior and civil discourse each council member shall:

- Attend council meetings on time and prepared
- Make decisions with the needs of students as the main objective
- Listen to and value diverse opinions
- Be sure the opinions of those you represent are included in discussions
- Expect accountability and be prepared to be accountable
- Act with integrity

Rules of Procedure:

- Open Meetings: All meetings are open to the public and the public is welcome to attend.
- Agendas: 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, 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.
- Minutes: Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting.
- Council Composition: The Council will consist of the principal, a teacher representative, and four parent members to serve alternating two year terms (2 in even years, 2 in odd years.)
- Election Procedures: Elections will be scheduled for the fall of each school year and held in person. Information regarding serving and election dates can be requested at the office and are also found by clicking on “Opportunity to Serve” on the school website. If there are more candidates than open positions an election will be held.

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- Training: Council members will receive annual training to understand their responsibilities.
- Filling Vacancies/Removing Members: If a council member resigns or is removed from serving for lack of participation, or there aren't enough candidates for an election, remaining members of the council will appoint another person to serve in their place.
- Annual Timeline: The council will prepare a timeline for the school year that includes due dates for all required reporting and other activities/tasks that the council agrees to assume or participate in. The timeline will assist in preparation of agendas to be sure the council accomplishes their work in a timely manner.
- Council Officers: At the first meeting of each year after the council is seated, the council will elect a chair from the parent members and a vice-chair from either the parent or school employee members. The principal is not eligible to hold an office.
- Officer Responsibilities: The chair conducts the meetings, makes assignments and requests reports on assignments. In the absence of the chair the vice-chair shall conduct meetings.
- Reporting Conflicts of Interest: Council members must adhere to the conflict-of-interest policy established by Emery County School District. Please refer to Policy GBEAA for detailed guidelines.
- Quorum: A quorum, which is a majority of the council members, is necessary to conduct official business and vote. This quorum requirement does not necessitate a two-parent majority.
- Parliamentary Procedure: Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53A-1a-108.1(10). Items on the agenda take priority over other discussions coming before the council. Council action will be taken by motions and voting with votes and motions recorded in the minutes.
    - 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.
    - 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 and then, 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.

Simple Motions of Parliamentary Procedure

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

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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 tie vote is a lost vote.
- A main motion may be amended.
- Nominations can be closed by saying, “I move to close nominations.”
- Most motions are main motions.
- 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.