

# San Rafael Middle School Community Council



## Rules of Order and Procedure

Emery County School District/San Rafael Middle School

**Adopted by the Council on 9/15/2022**

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:**

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, 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 will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting.

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.

The council shall establish a timeline for the election, including noticing the election at least ten days in advance of it taking place.

- The council consists of the principal, 2 school employees who are elected yearly, and 5 parent members.
- Elections will be held in the fall of each school year using a secret ballot.
- Application to the Community Council will be requested 10 days prior to the election.
- Parent members will serve a two-year term and are elected in even years and in odd years. In the event there is a tie vote in an election, the principal shall flip a coin to determine the outcome in the presence of other elected community council members.

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 vacant parent positions and school employee members shall appoint vacant school employee member positions.

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 or 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 council must have a quorum to vote. A quorum is equal to a majority of council members (5). Any member with a conflict of interest will inform the principal of the conflict in writing as soon as the conflict is realized.

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.

#### **Simple Motions of Parliamentary Procedure**

<b>MOTION</b>	<b>DOES IT REQUIRE A 2ND?</b>	<b>IS IT DEBATABLE?</b>	<b>CAN IT BE AMENDED?</b>	<b>IS A VOTE REQUIRED?</b>
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.

- A tie vote is a lost vote.
- 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.

## ***San Rafael Middle School Community Council***

Parent participation on school community councils is important. The Council prepares, adopts, and implements education plans at our school. We need your voice.

### **Why Participate?**

- Improved student success and wellbeing for ALL students.
- Engaged parent representation in decision making will allow for greater equity
- A diverse pool of parent viewpoints will help serve our students best.

The school's community council determines how money is spent each year to benefit our students.

***Please join us for the next SRMS Community Council Meeting!***