RULES OF ORDER & PROCEDURE 2026-27

Emery School District/ Ferron Elementary

Adopted by the Council on 10/14/26

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 the council represents 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 and will be posted on the school website. The agenda will include the date, time, and location of the meeting, and any proposed action items.

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 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 the preparation of agendas to be sure the council accomplishes its 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.

- Notification of School Community Council member elections will begin three weeks prior to an election of council members.
- Notification will be done through public notice included on the schools Weekly Bulletin sent home with all students each week.

- Applications will be accepted by any interested parties during the three week duration.
- If needed, an election will be held to fill any vacancies one week prior to the first scheduled School Community Council meeting.
- Votes will be accepted through submission in person or by mail.

The council consists of the principal, an ex officio voting member, _1__school employee(s), who is/are elected in even years,__1_ school employee(s) who is/are elected in odd years, and __2_ parent members who is/are elected in even years, __2_parent members who is/are elected in odd years. 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 responsibilities to other council members.

The council must have a quorum to vote. A quorum is a majority of council members.

Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53G-7-1203. Council actions will be taken by motions and voting with votes and motions recorded in the minutes.

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
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** is an action to be taken by the council and is stated as a motion. Someone else on the council "**seconds**" the motion indicating 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 the 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 the procedure has 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.