

RULES OF ORDER & PROCEDURE
Jordan School District
Rosamond Elementary School Community Council

Adopted by the Council on November 7, 2024

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.

Applications were opened and notice was given via school website and Back to School Night on August 19, 2024 that applications would be accepted through September 6, 2024. It was noted that, if required, an election would be held from September 9th - 13th.

We did not receive the needed number of applications, so subsequent messages were sent out to parents/community on September 6, 2024 and October 2, 2024. Ultimately, we had two parents apply - one new and one returning, and one educator apply - returning. No elections needed to be held.

The council consists of the principal, an ex officio voting member, 1 school employee, who is elected in even years, and 4 parent members - 2 who are elected in even years; 2 who 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 each year from the parent members and a vice-chair at the final meeting of the year if the council approves, or at the first meeting of the year, after the council is seated.

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. If a council member does not attend two meetings in a row, the remaining council members may vote to remove them. Procedures for a vacated seat then apply.

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.

Members of the public who have a vested interest in the workings of the school community council (parents/guardians, community members) may submit a comment through a council member. The council member will then present the comment in the next meeting, with a maximum of 5 minutes allotted for this per meeting. The council may, in rare instances, take a vote on whether more time should be allotted to address public comments. Responses will be recorded in the meeting minutes, and posted to the school website.

If an election is required, the school community will be notified via parent message (email, parentsquare, etc.) and the school website. At least 10 days notice shall be given prior to the election. Votes may be made by in-person ballot in the school office.

The council chair shall prepare the meeting agenda prior to each meeting, with input from the principal, and from council members, when appropriate.

Electronic meetings, if needed, shall be conducted in a manner consistent with the policy of the Local School Board, in accordance with 53G-7-1203.

If any unforeseen challenges or circumstances arise, the council will address them and determine how to best handle them, in a manner consistent with typical procedure, and in alignment with state code and district policy.

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.