

# Emerson Elementary School Community Council

## Rules of Order and Procedure

**Statutory Reference:** These Rules of Order and Procedure are adopted by the Emerson School Community Council to comply with Utah State Code Section 53A-1a-108.1.

Subsection 53A-1a-108.1(10):

(10) (a) As used in this Subsection (10), "rules of order and procedure" means a set of rules that govern and prescribe in a public meeting:

(i) parliamentary order and procedure;

(ii) ethical behavior; and

(iii) civil discourse.

(b) A council shall:

(i) adopt rules of order and procedure to govern a public meeting of the council;

(ii) conduct a public meeting in accordance with the rules of order and procedure described in Subsection (10)(b)(i);

and

(iii) make the rules of order and procedure described in Subsection (10)(b)(i) available to the public:

(A) at each public meeting of the council; and

(B) on the school's website.

### **1. To promote ethical behavior and civil discourse each council member shall:**

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

### **2. Rules of Procedure:**

- a) All meetings are open to the public and the public is welcome to attend.
- b) 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.
- c) Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting.
- d) 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.
- e) The chair or a co-chair conducts the meetings, makes assignments and requests reports on assignments. In the absence of the chair or co-chair, the vice-chair or other co-chair shall conduct meetings.
- f) Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in UCA §53A-1a-108.1. Items on the agenda take priority over other discussions coming before the council. Official action of the council will be taken by motions and voting. The motions and voting are recorded in the minutes.
- g) Any official 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 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 original motion. If the motion to call the previous question passes, the chair directly calls for a vote on the original motion. A vote to call the previous question is usually used to move business along.

### 3. Additional points of Parliamentary Procedure

- a) A tie vote is a lost vote.
- b) A main motion may be amended.
- c) A point of order is offered when there is some question if procedure had been followed correctly.
- d) 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.
- e) 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.
- f) A person who made the motion may withdraw the same motion.

### 4. Additional Guidelines Regarding Agendas

- a) The Chair shall work with the principal to set the agenda for each meeting and consider requests from other council members, parents, or teachers to place items on the agenda. The Chair has the authority to finalize the agenda, and shall attempt to maintain an appropriate number of discussion items to keep the meeting to approximately one hour.
- b) An individual requesting to have an item placed on an agenda shall provide the following information to the chair:
  - i) A detailed description of the issue;
  - ii) The requested length of time to present the issue; and
  - iii) If the individual is representing a group, a description of the group, and whether or not the individual represents the collective position of the group.

### 5. School Community Council Elections – Parent/Guardian and School Employee Members

- a) The Emerson SCC consists of 12 parent/guardian members and at least 4 school employee members.
  - i) The 4 school employee members shall be the principal, a member of the SIC, a representative from lower grades, and a representative from upper grades.
  - ii) There may be more than 4 school employees, but no more than 10 school employee members on the SCC.
- a) Parent/Guardian members of the council are elected in the fall by the parent/guardian population at Emerson, to serve a two-year term beginning that immediate school year and continuing into the next school year.

- ~~b)c~~) It is the intent that the SCC membership reflect the makeup of demographics of the school and also contain representation from various programs located in the school, including the neighborhood program, the ELP/IP program, and the Behavioral Support program.
- ~~e)d~~) If a parent/guardian member does not attend three consecutive SCC meetings without prior notification to the chair or valid excuse, the SCC may determine that the parent/guardian member's seat is vacant and may be filled by a replacement to serve the remainder of the term.
- i) The parent/guardian members may nominate a replacement or announce the open position to the parent/guardian population at the school.
  - ii) The parent/guardian members shall vote from eligible candidates at a regularly scheduled SCC meeting.
  - iii) An eligible replacement candidate shall be from the same representative group (i.e., Neighborhood, IP, Behavioral Support, or minority).
- ~~e)e~~) In the spring, the principal establishes how many parent/guardian member terms will be expiring and how many seats are up for election that fall.
- ~~e)f~~) During the first meeting of the school year, the principal announces the number of seats that will be up for election. The council establishes election dates and prepares for the election.

Adopted January 14, 2015. Amended January 13, 2016.