

Salt Lake Center for Science Education School Community Council Rules of Order and Procedure

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:

- 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. If there is an agenda item requiring a vote, members will be notified and the agenda will indicate the required vote.
- Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting.
- The council will consist of the principal and at least two more parents than employees and can have up to a total of 20 members.
- Parents will serve a two year term.
- 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.
- If a parent member is absent from a meeting, the chair may notify the member that if the member does not attend the next meeting, the council may consider the seat vacant and the remaining parent members may appoint a parent to fill the unexpired term.
- Members of S.C.C. must notify the chair of any potential conflicts of interest.
- 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.