



# Bountiful Elementary Community Council

## Rules of Order and Procedure

(adopted December 8, 2021)

### **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.

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

The Council consists of the principal, at least one school employee, and at least four (and no more than seven) parent members, half of whom are elected in even years and half in odd years.

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.

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.

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. All other procedural questions shall be resolved by the Council Chair in a manner that is reasonable for the situation.

In the event of a possible personal conflict of interest as to any matter before the Council, the member with a possible conflict of interest shall disclose the nature of such conflict and, as appropriate, abstain from discussions and voting on that matter.