

Open Classroom School Community Council (SCC)
Rules of Order and Procedure

ADOPTED BY THE OPEN CLASSROOM SCHOOL COMMUNITY COUNCIL ON 2/27/2024

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 you represent 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 at least 3 academic 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 preparation of agendas to be sure the council accomplishes their work in a timely manner.

The council consists of the principal and 2 elected teacher representatives (including the head teacher when applicable). The council shall also include 6 parent members, all elected in accordance with state law for two-year terms.

The chair conducts the meetings, makes assignments and requests reports on assignments. In the absence of the chair, the co-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, without valid reason, from two consecutive meetings, the chair will notify the member that if the member does not attend the next meeting, the council will consider the seat vacant and the remaining parent members will appoint a parent to fill the unexpired term.

Any council member who may have a conflict of interest regarding proposals, services, or purchases shall disclose the conflict immediately. The council member will abstain from voting when a conflict of interest is present.

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.

Simple Motions of Parliamentary Procedure
Used by some organizations to assist those new to the process

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** (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**. 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 procedure had 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.

Procedure for motions

Guidelines

- Topics may or may not have a time limit.
- Participants shall speak only when called upon by the chair.
- Discussion shall be free flowing with unlimited follow-up questions.
- Motions may be made as suggested commentary without committing the body for addressing the question.

Procedure for calling the question:

Votes are provided with (1) thumbs up, (2) thumbs sideways, and (3) thumbs down.

The votes are interpreted as follows:

- Thumbs up is counted as "yes", assent, or affirmative.
- Thumbs sideways is present but not voting or indecision
- Thumbs down is counted as "no", dissent, or negative.

Dissenters may be asked if they are open to discussing their vote. The committee will seek to have everyone's vote either "thumbs up" or "thumbs to the side"; if not, the rules described in the SLC School District Shared Governance guide shall be followed.