

Rules of Order and Procedure 2024-2025

Hillside Middle School Community Council

Each member will:

- Attend council meetings on time each month
- Respect all members of the council
- Make decisions that focus on student needs
- Listen to and value diverse opinions
- Be sure the opinions of those the council represents are included in discussions

Rules of Procedure:

Council members will receive training to understand the responsibilities of the council and what to expect for the year.

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 prior to the meeting, at least one week in advance and will have the date and time of the meeting.

The council will prepare a timeline for the school year that includes due dates

Written minutes will be kept of all meetings. Approved minutes will be retained for three years.

The council consists of the principal, 2 school employee(s) who are elected in even years, and 5-7 parent members who are elected in even years.

The chair conducts the meetings (required), 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 (required). A quorum is a majority of council members.

To assure a quorum can be present, establish a process to remove and replace a member, as needed.

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.