

RULES OF ORDER & PROCEDURE

Salt Lake City School District

Adopted by the Council on 11/13/2024.

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 the council represents 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 three years.

2024-2025

Parkview SCHOOL COMMUNITY COUNCIL ELECTIONS

October 31, 2024

8:00 am –5:00 pm

Cast vote in the Front Office

What is a School Community Council? The [School Community Council \(SCC\)](#) is a group of elected parent/guardian and employee representatives who work together with the principal to increase student achievement and address school safety. By law, the SCC is responsible to review school data and develop plans for school improvement. The SCC is an advisory group that helps with the development of the school's [Land Trust Plan](#), [School Improvement Plan](#), [School Safety Plan](#), [Digital Citizenship Plan](#), and [Positive Behavior Plan](#). For more information about the SCC, go to <https://schools.utah.gov/schoollandtrust/>.

How do I join the SCC? Parents elect parent representatives and employees elect employee representatives for a **two-year term**. To be eligible, a parent must have a student enrolled in the school for at least one of the years. A parent representative may work for the district, but not this school. The SCC must have two parent representatives more than employee representatives. Elections are held in the fall. We have **Four** parent openings and **one employee opening** for 2024-25 school year. Nominations will be open until **October 28, 2024, at 3:30 PM**. The election will take place on **October 31 from 8:00 am – 5:00 pm. Votes can be cast in the front office.**

We invite you to become involved in your school’s Community Council by declaring your candidacy. Please return this form by Monday, **October 28th at 3:30 PM** to Principal Kalina Potts kalina.potts@slcschools.org. Forms available on the school’s website and at the front office (hard copy).

Parkview School Community Council Membership
Parkview Elementary 2024-2025

Principal: Kalina Potts	Assistant Principal: Gabriel Guadiana
Chair: Norma Gonzales –Lira	Vice- Chair: Janina Wright

Meeting Schedule for the Year
2024-2025

November 8	November 13	November 22	December 20	January 31	February 28
March 28	April 25	May 23			

The council consists of the principal, an ex officio voting member, 1 school employee(s), who is/are elected in even years, 1 school employee(s) who is/are elected in odd years, and 4 parent members who is/are elected in even years, 4 parent members who is/are elected in odd years. *Councils must have a 2-parent majority and elections are required to be staggered with half of the council elected each year.*

When a full council is not seated in the election or a seat is vacated, the parent members of the council shall appoint members to fill unfilled parent positions and school employee members shall appoint school employee members.

The council shall elect a chair from the parent members and a vice-chair from the parent or school employee members at the first meeting of the year after the council is seated each year. A principal cannot hold office.

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 chair may delegate responsibilities to other council members.

The council must have a quorum to vote. A quorum is a majority of council members. *To ensure 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. Council actions will be taken by motions and voting with votes and motions recorded in the minutes.

Simple Motions of Parliamentary Procedure

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** is an action to be taken by the council and is stated as a motion. Someone else on the council “**seconds**” the motion indicating 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 the 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 the procedure has 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.