

RULES OF ORDER & PROCEDURE

Liberty Elementary

Adopted by the Council on 10/22/24

Revised and adopted updated version 05/13/25

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.

The council shall establish a timeline for the election, including noticing the election at least ten days in advance of it taking place.

Elections will be held during August Back to School Night each year in the Library. The principal will inform the community of the upcoming election 10 days in advance via two Parent Square posts and messages. Parents who wish to be on the council will let it be known by providing a brief description of themselves and the reason they would like to be elected. Community members will fill out secret ballots which will be collected and counted by the head secretary.

The council consists of the principal, an ex officio voting member, one school employee, who is elected in each years, and two parent members who are elected in even years, two parent members who are elected in odd years.

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. If a member does not attend three SCC meetings in a row (by video or in person) the parent members of the council shall appoint members to fill unfilled parent positions.

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.