

Rules of Order and Procedure

Cache County School District | Lewiston Elementary

Adopted by the Council on October 28, 2025

Reviewed and ratified on January 14, 2026

Code & Rule References

The Rules of Order & Procedure adhere to all relevant legal requirements for School Community Councils and the School LAND Trust Program, as outlined in Utah Code §§ 53G-7-1202, 53G-7-1203, 53G-7-1206, and 53G-7-13, as well as Utah Administrative Rules R277-477 and R277-491.

Council Duties

In accordance with Utah Code § 53G-7-1202, the responsibilities of the council include:

- Creating (all components of) the School LAND Trust Plan, to include:
 - The Goal Statement, Academic Area, Measurement, Action Plan Steps, and Expenditures
- Advising and making recommendations to school and school district administrators and the local school board regarding:
 - the school and its programs
 - school district programs
 - a child access routing plan
 - safe technology utilization and digital citizenship
 - other issues relating to the community environment for students
- Partnering with the school's principal and other administrators to ensure that adequate on and off-campus Internet filtering is installed and consistently configured to prevent viewing of harmful content by students and school personnel
- In accordance with state board rule regarding school community council expenditures and funding limits: working with students, families, and educators to develop and incorporate safety principles at the school; and holding at least an annual discussion with the school's principal and district administrators regarding safety principles
- Providing input to the school's principal on a positive behavior plan

Council Member Expectations

To promote ethical behavior and respectful discussion, each council member shall:

- Attend council meetings on time and come prepared
- Make decisions with the best interests of students as the primary focus
- Listen to and value diverse opinions
- Ensure that the perspectives of those the council represents are considered in discussions
- Be accountable for their actions and expect accountability from others
- Act with integrity

Rules of Procedure:

1. Open Meetings: All meetings are open to the public.

2. Meeting Agendas and Minutes:

- The agenda for each upcoming meeting, along with draft minutes from the previous meeting, will be provided to all council members at least one week in advance.
- The agenda will be posted on the school website and will include the date, time, and location of the meeting, along with any proposed action items.

3. Meeting Minutes: Written minutes will be taken at all meetings. These minutes will be prepared as a draft for approval at the next scheduled meeting. Once approved, minutes will be retained for three years. One year of minutes will be retained on the school website.

4. Annual Timeline: The council will create a school-year timeline. This timeline will include due dates for all required reports and other activities or tasks that the council agrees to undertake or participate in. The timeline will help prepare meeting agendas and ensure the council completes its work efficiently.

5. Election Procedures:

- The public will be notified of the council's opening in the August back-to-school letter. Parent members shall be elected by majority vote of those voting in an election held at the school. Only parents or guardians of students attending the school are eligible to vote in this election. Written notice of this election shall be given at least two weeks before the date of the election. Results of the election shall be made available to the public upon request.
- Eligible candidates will inform the school principal of their interest in serving on the council.
- If an election is needed, parents will be notified on the Tuesday after Labor Day via the school newsletter and emails home.
- Votes can be cast by any of the following options:
 - In person
 - By mail

6. Council Composition: The council's composition ensures a two-parent majority and includes the following members:

- The principal (an ex officio voting member).
- Two school employee members, one of whom is elected in even-numbered years, and one of whom is elected in odd-numbered years.
- Five parent members, three of whom are elected in even-numbered years, and two of whom are elected in odd-numbered years.

7. Filling Vacancies: If a full council is not elected or if a seat becomes vacant, parent members of the council will appoint individuals to fill vacant parent positions, and school employee members will appoint individuals to fill vacant school employee positions.

8. Removing Members: A council member may be removed from office under the following circumstances:

- Member Relocation: Council membership may be discontinued when a member's relocation prevents them from serving on the council.
- Attendance: The member fails to attend three consecutive regular council meetings.

The process for removal is as follows: If a parent member is absent 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. The remaining parent members will appoint a parent to fill the unexpired term. The procedure for filling the resulting vacancy is outlined in Section 7, 'Filling Vacancies'.

9. Resignation of members: A council member may resign from their position by providing written notification to the council chair. The procedure for filling the resulting vacancy is outlined in Section 7, 'Filling Vacancies'.

10. Council Officers: At the first meeting of each year after the council is seated, the council will elect a chair from the parent members and a vice-chair from either the parent or school employee members. The principal is not eligible to hold an office.

11. Officer Responsibilities: The chair will conduct meetings, make assignments to council members, and request reports on those assignments. In the chair's absence, the vice-chair will conduct the meetings. The chair may delegate responsibilities to other council members as needed.

12. Quorum: A quorum, which is a majority of the council members, is necessary to conduct official business and vote. This quorum requirement does not necessitate a two-parent majority.

13. Reporting Conflicts of Interest: If a council member needs to disclose a conflict of interest, they will contact our local school board member assigned to Lewiston Elementary SCC or the current chair.

14. Parliamentary Procedure: Meetings will be conducted and actions taken in accordance with the simplified rules of parliamentary procedure, as required by Utah Code § 53G-7-1203. Council actions will be decided by motions and voting, with all votes and motions recorded in the meeting minutes.

What is Parliamentary Procedure?

Simplified 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 nomination	yes	no	yes	2/3
Main Motion	yes	yes	yes	majority
Point of Order	no	no	no	Ruled on by the chair
Previous Question	yes	no	no	2/3
Reconsider	yes	yes	no	majority
Withdrawal of motion	no	no	no	majority

Understanding the Motions:

- Motion: A formal proposal for the council to take a specific action. A motion must be stated clearly.
- Second: Another council member must indicate their support for the motion to allow it to be discussed and voted upon.
- Discussion: Once a motion is seconded, council members can offer their input and opinions when recognized by the chair.

- Voting: After discussion, the chair will call for a vote on the motion. The outcome depends on the type of motion and the required majority.
- Calling the Previous Question: A member can make a motion to end the discussion on the current motion by saying, "I move the previous question." This requires a second and two-thirds (2/3) vote to pass. If it passes, the council immediately votes on the original motion without further discussion. If it fails, the council continues discussing the original motion. This motion is typically used to expedite the meeting.
- Tie Vote: A vote in which the number of votes for and against the motion is equal is considered a lost vote.
- Main Motion: The primary type of motion used to introduce new business or ideas. Main motions can be debated and amended.
- Amend a Motion: A motion to change the wording or details of the main motion. Amendments require a second, are debatable, and require a majority vote.
- Point of Order: A member raises a "point of order" if they believe a procedural error has occurred during the meeting. The chair will rule on whether the point is valid.
- Reconsider: A motion to bring back a previously decided motion for further discussion and another vote. This motion can only be made by a member who voted on the winning side of the original motion and requires a second and a majority vote.
- Withdrawal of Motion: The person who initially made the motion can withdraw it before a vote is taken. This does not require a second or debate and is usually granted by the chair.
- Close Nominations: A motion to end the process of nominating candidates for an office. It requires a second and two-thirds (2/3) vote.

Introduction to Robert's Rules of Order

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. It is important because it's a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order Newly Revised Edition is the basic handbook of operation for most clubs, organizations, and other groups. So, it's important that everyone know these basic rules!

Parliamentary Procedure is the best way to get things done at your meetings, but it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.

Organizations using Parliamentary Procedure usually follow a fixed order of business.

Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer reports.
5. Committee reports.
6. Special orders - Important business previously designated for consideration at this meeting.
7. New business.
8. Announcements.
9. Adjournment.

The method used by members to express themselves is in the form of moving motions.

A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four basic types of motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and are voted on before a main motion.
3. Privileged Motions: their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are motions presented?

1. Obtaining the floor
 1. Wait until the last speaker has finished.
 2. Rise and address the Chairman by saying "Mr. Chairman," or "Mr. President."
 3. Wait until the Chairman recognizes you.
2. Make your motion
 1. Speak in a clear and concise manner.
 2. Always state a motion affirmatively. Say, "I move that we..." rather than, "I move that we do not..."
 3. Avoid personalities and stay on your subject.
3. Wait for someone to second your motion.
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second, then your motion is lost.
6. The Chairman states your motion.
 1. The Chairman will say, "it has been moved and seconded that we..." thus placing your motion before the membership for consideration and action.
 2. The membership then either debates your motion or may move directly to a vote.
 3. Once your motion is presented to the membership by the Chairman, it becomes "assembly property" and cannot be changed by you without the consent of the members.
7. Expanding on your motion.
 1. The time for you to speak in favor of your motion is now, rather than when you first present it.
 2. The mover is always allowed to speak first.
 3. All comments and debate must be directed to the Chairman.
 4. Keep to the time limit for speaking that has been established.
 5. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the question to the membership
 1. The Chairman asks, "Are you ready to vote on the question?"
 2. if there is no further discussion, a vote is taken.
 3. On a motion to move, the previous question may be adapted.
9. Voting on a motion:
 1. The method of vote on any motion depends on the situation and the by-laws or policy of your organization. There are five methods used to vote by most organizations. They are:
 1. By Voice: The Chairman asks those in favor to say "Aye," and those opposed to say "No." Any member may move for an exact count.
 2. By Roll Call: Each member answers "Yes" or "No" as their name is called. This method is used when a record of each person's vote is required.

3. By General Consent: When a motion is not likely to be opposed, the Chairman says, "If there is no objection...". The membership shows agreement by their silence. However, if one person says, "I object," the item must be put to a vote.
4. By Division: This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot: Members write their vote on a slip of paper. This method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table: This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table" for reconsideration by the membership.
2. Motion to Postpone Indefinitely: This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Reviewed 09/17/25

Approved 09/17/25