

Rules of Order and Procedure

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:

All meetings are open to the public and the public is welcome to attend. (required)

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, will be posted on the school website.. The agenda will include the date, time and location of the meeting. (required)

Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting. (required)

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. (best practice) The suggested timeline is as follows:

August/September: Elections, Vice-chair election, meeting calendar, and White Ribbon Week, welcome new members, clarify role of Community Council, report on last year's plan.

October: Ratify timeline and procedures

November: Data

December: Data

January: Brainstorm Plan

February: Draft Plan

March: Finalize draft for District School Board

April: Revise plan as directed by School Board and submit to the State

May: Complete any State-required revisions. Elect Chair for following year, determine White Ribbon Week and schedule NetSmartz with the State Attorney General's office (Cole Parkinson).

The council consists of the principal, one school employee and six parent members (three of whom are elected in even years and three in odd years). In the event there is a tie vote in an election, the principal shall flip a coin to determine the outcome; 'heads' belongs to the candidate whose last name comes first in the alphabet and 'tails' belongs to the candidate whose last name comes later in the alphabet. Size of the council should be determined by the

council, but councils are required to consist of the principal, at least one school employee, and at least four parents with a two-parent majority on the council. Elections are required to be staggered.

Elections will be held once annually at the beginning of the school year.

Concerns:

Anonymity: Fair election while ensuring one vote per voter

Representation: Everyone has the ability to vote but can't include those not connected to Westridge, etc.

Representation: Everyone has the ability to vote even if they don't have transportation to the school or access to the internet.

Security: Who tallies the votes? How do we ensure impartiality?

Length of time: hours?

Notification of election will be announced 10 days prior to the election (required).

Parent/guardians who are interested in becoming a candidate must complete a candidate form (suggested).

Nominations will be due 3 days prior to the election (suggested).

Chair, Principal and Secretary will meet to create the ballot or certify that there are no more nominees than vacancies on the council, at which point no election is required and the nominees are appointed to the council.

In the case of a resigned council seat, the remaining members of that represented body of the council (i.e., parents or school employees) will vote to appoint a replacement for the duration of the vacated seat.

The council must have a quorum to vote (required). 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 and the remaining parent members will appoint a parent to fill the unexpired term.

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.

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. (required)

In the event that council decisions must be made urgently before the next scheduled meeting and schedules don't allow for a physical meeting, meetings may be held via email and voting may be submitted electronically.

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.

TIMELINE FOR SCHOOL COMMUNITY COUNCILS and THE SCHOOL LAND TRUST PROGRAM Effective August 2017 www.schoollandtrust.org ELECTIONS – Spring or Fall Councils may choose to hold elections in the spring before the last week of the school year OR near the beginning of the school year. • Once established, the election timeline must remain consistent for at least four years. • Notice of the election is provided at least 10 days in advance of the election Mid-August – October 1st • District Business Administrator submits data from district’s Annual Programmatic Report on the web for prior fiscal year expenditures for the School LAND Trust Program in each school. • District Business Administrator reallocates current year funding between schools to reflect changes in enrollment, new and closing schools and sends back to USOE to deposit in the database. • District updates district contact information and spring due dates for school plans on the website. In the fall by October 20th • The principal posts the following on the website and in the school office: o The proposed schedule of meeting dates for the year o The names of council members, with a phone or email contact (or both) o A summary of the implementation of the School LAND Trust Program school plan including how the goals were completed and how the money was spent. • Principals enter fall reports on the website o Membership Report – names and email addresses of the current school community council o Signed Principal Assurance – assurance that the council is properly constituted and that elections and subsequent appointments were made according to the law and board rule o Final Report on last year’s implementation and with measurement results After October 20th, districts review the Final Reports and make them live to the public from the website. Spring Due Date – Selected by the District (Due date must be prior to May 1st) • Principals enter spring reports on the website o Progress Report for the School LAND Trust program for the current year o School Plan for the School LAND Trust program for next year. o Committee Signature Form Prior to the end of the school year • Districts review spring reports • Review of School Plans by School Children’s Trust Section at the State Office of Education and results reported to the district (primarily to assure compliance with the law and state board rule) • Local board approval of School LAND Trust Plans for next school year • Approval of School Plans on the website so plans are viewable to the public. July – Distribution of School LAND Trust Funds to districts for all schools with approved plans. Paula Plant, School Children’s Trust, Utah State Office of Education 801-538-7555 – paula.plant@schools.utah.gov