

RULES OF ORDER & PROCEDURE

Ridge View Elementary

Adopted by the Council on 9/18/24

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 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 the preparation of agendas to be sure the council accomplishes its work in a timely manner.

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

- Council members will serve a two-year term.
- Elections will be held in the fall of each year.
- The principal will provide notice of the election at least ten days in advance of the election.
- Notice will include dates and times of the election, positions up for the election, and instructions for becoming a candidate.

- Eligible candidates must submit a Candidate Form to the principal to file for election.
- In person voting will take place by secret paper ballot in the school office.

The council consists of the principal, an ex officio voting member, 0 school employee(s), who is/are elected in even years, 1 school employee(s) who is/are elected in odd years, and 1 parent members who is/are elected in even years, 3 parent members who is/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.

If a member of a council fails to attend three consecutive meetings without being excused in advance, or fails to perform the duties of his/her office, the members of the council shall remove him/her from office and declare the position vacant. The position shall be filled by the regularly established election procedure.

A member who has a personal or private or private interest in any proposed or pending matter which presents a conflict of interest will disclose such interest and will not vote unless the member's participation is necessary to obtain a quorum or to otherwise enable the council to act.

The council must have a quorum to vote. A quorum is a majority of council members.

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.