

**Rules of Order and Procedure for Lakeview Elementary Community Council 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. 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 available to the public through the school office or website. Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting. 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. The chair or a co-chair conducts the meetings, makes assignments and requests reports on assignments. In the absence of the chair or co-chair, the vice-chair or other co-chair shall conduct meetings. Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53A-1a-108.1(9)(i). Items on the agenda take priority over other discussions coming before the council. Action of the council will be taken by motions and voting. The motions and voting are recorded in the minutes. 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 and then, 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. Attached is a chart that could be used if the council feels they would like to use additional motions of Parliamentary Procedure in their meetings.

**Membership:**

Council membership will include: the principal, 2-4 school employees, 4-6 parents with two more parent members than employees (including the principal). Membership will be by nomination and election (if a position is contested) and if not filled, then voted and appointed by the council. Members will serve for a two-year term; after that time they must follow the nomination and election process to continue to serve on the council. There are no term limits however, terms should be staggered so that only part of the council will be up for election at one time. Members must attend at least half of the council meetings each year (six meetings per year are anticipated) to retain their seat on the council; failure to do so will result in dismissal. If a member is dismissed, they may appeal to the council to remain for the rest of their term. If a member is dismissed, the council will appoint a new member to fill the vacated seat for the remainder of the term. The council will have the minimum offices of: a parent chair or parent & employee co-chairs, vice-chair, and secretary.

**Elections:**

Elections will be held within the first 30 days of the school year each fall, until after the 2016 election year when the election schedule will have remained consistent for four years, per state law, and could be changed if desired by the council. Election notice will be provided to all parents at least ten days prior to elections; notice will include open positions, how to file a nomination, date & place of election. Nominations may be for yourself or another person who will have a student at Lakeview Elementary during the upcoming school year; all nominees will be contacted to accept the nomination prior to having their name placed on the ballot. Nominations can be e-mailed or filed with the school office. Elections will only be held if a position is contested. Ballots will be deposited in a secure box at the school with elections beginning on September 14th and ending September 18. Elected members will begin their term immediately. If there is a tie in voting, those members currently sitting on the council, who have a child attending the school, will vote to break the tie.

**Miscellaneous:**

If the council is unable to have a quorum meet to do business, all the council members will be notified with the necessary information and an e-mail vote may be taken. Laws concerning school community councils, accessed at [www.schoollandtrust.org](http://www.schoollandtrust.org), will be followed.

**Website:**

The school website will provide the following information: parent opportunities, proposed yearly meeting schedule, council member contact information, current agenda, and previous minutes, grant amounts received in the past, report on previous year's usage of funds & accomplishments, rules of order, optional election information

**Simple Motions of Parliamentary Procedure**

- A tie vote is a lost vote.
- A main motion may be amended.
- Nominations can be closed by saying, "I move to close nominations."
- Most motions are main motions.
- 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.