

**RULES OF ORDER AND PROCEDURE  
THE KAURI SUE HAMILTON SCHOOL  
SCHOOL COMMUNITY COUNCIL**

**To promote ethical behavior and civil discourse each council member shall:**

- Attend council meetings on time and be 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, including the date, time and location of each upcoming meeting, will be made available to all council members with the draft minutes of the prior meeting, at least one week in advance and will be posted on the school website.

Draft minutes of all meetings will be prepared in for approval at the next meeting.

Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53A-1a-108.l(10). Items on the agenda take priority over other discussions coming before the council. Council action will be taken by motions and voting with votes and motions recorded in the minutes.

A motion, or 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. The council members then provide input and discussion. 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 motion 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 used to move business along.

A quorum or simple majority is required to take action.

A tie vote is a lost vote.

A main motion may be amended.

Most motions are main motions.

A person who made a motion can withdraw a motion.

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.

Adopted November 2016