

RULES OF ORDER AND PROCEDURE
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.

Minutes will be kept for all meetings. Minutes will be prepared in draft form and will be emailed to all council members for approval. Once council members have approved the minutes will be posted to the school website.

The council consists of the principal, school employees, and parent members. We are a unique school with fewer students than a traditional elementary school so we want involved parents to stay involved for as long as they wish. The state has agreed that it is not necessary for us to hold an election. Anyone who wants to join is welcome. The only caution is that if you submit your name we encourage you to be an active participant on the committee.

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 council must have a quorum to vote. A quorum is equal to the 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(10). Items on the agenda take priority over other discussions coming before the council. Council actions will be taken by motions and voting with votes and motions recorded in the minutes.

- 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 $\frac{2}{3}$ 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.