

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 and 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. Meetings will be held on Monday's at 9:30 a.m. If school happens to be canceled the day of a meeting, the meeting will be held virtually at the same designated time.

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. Previous minutes will be reviewed at the following meeting. Once meeting minutes have been approved the minutes will be posted to the school website.

The council consists of 4 parents (2 - 2 year term, 2 - 1 year term), 2 school employees 1 of which is the principal. If more parents are interested in serving than the number of seats available, an election will be held. The school employee will be voted on by staff members. The only caution is that once you have committed to your term we encourage you to be an active participant on the committee. If a member is unable to fulfill their commitment, they will be removed from the council and an election will be held or a new member will be appointed by the remaining council.

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 procedures 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