

RULES OF ORDER AND PROCEDURE
JORDAN SCHOOL DISTRICT/KAURI SUE HAMILTON SCHOOL
Adopted by the Council on 9/14/26
CODE AND RULE REFERENCES

The Rules of Order and Procedure comply with all legal requirements for School Community Councils and the School LAND Trust Program, as outlined in Utah Code 53G-7-1202, 53G-7-1203, 53G-7-1206, and 53G-7-13, as well as Utah Administrative Rules R277-477 and R277-491.

COUNCIL DUTIES

Per Utah Code 53-G-7-1202, the responsibilities of the council include:

- Creating the School LAND Trust Plan
- Advising and making recommendations to school and school district administrators regarding the school and its programs
- Developing and incorporating safety principals at the school
- Providing input to the principal on positive behavior interventions and supports

COUNCIL MEMBER EXPECTATIONS

To promote ethical behavior and respectful discussion, 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
- Be accountable for their actions and expect accountability from others
- Act with integrity

RULES OF PROCEDURE

1. **Training:** Council members will receive annual training to understand their responsibilities. Training is the responsibility of the local school board.
2. **Open Meetings:** All meetings are open to the public, and the public is welcome to attend. Meetings will be held on Mondays at 9:00 a.m. If school is canceled the day of a meeting, the meeting will be held virtually at the same time.
3. **Meeting Agendas and Minutes:**
 - a. The agenda for each upcoming meeting and draft minutes from the previous meeting will be provided to all council members at least one week in advance.

- b. The agenda, including date, time, and location, will also be posted on the school website.
 - c. Minutes will be taken at all meetings, prepared in draft form for approval at the next scheduled meeting. Once approved, minutes will be posted on the school website for three years.
- 4. **Annual Time Line:** The council will create a timeline for the school year. This timeline will include due dates for all required reports and other activities or tasks that the council agrees to undertake or participate in. The timeline will be used to help prepare meeting agendas and ensure the council completes its work efficiently.
- 5. **Election Procedures:**
 - a. When there are open seats on the School Community Council, parents/guardians will be notified electronically about vacancies and term limits.
 - b. Parents/guardians may submit their name for membership.
 - c. If more parents are interested than there are seats available, an election will be held at the school.
 - d. Parents/guardians will be notified electronically at least ten days before the election.
 - e. Elections will take place during the Kauri Sue Hamilton School Back to School Open House, with ballots cast in person.
- 6. **Council Composition:** The council's composition ensures a two-parent majority and includes the following members:
 - a. The principal
 - b. 1 school employee, elected by staff
 - c. 4 parent members (2 for a 1-year term, 2 for a 2-year term)
- 7. **Staggered Terms:** To ensure continuity from year to year, parent terms are staggered: two parent members serve two-year terms and two parent members serve one-year terms. This structure ensures that at least one experienced parent member remains on the council from year to year. For the 2026-2027 school year, one parent member is returning and the remaining parent members are new. Thereafter, as terms expire, seats will be filled in a manner that maintains a staggered structure.
- 8. **Filling Vacancies:** If a full council is not elected or a seat becomes vacant, parent members will appoint individuals to fill vacant parent positions. School employee members will appoint individuals to fill vacant employee positions.
- 9. **Member Removal:** The council will vote to remove a member if they move away or have excessive absences. Defined by the council on September 14, 2026, 2 absences are considered excessive.

10. **Resignation of Members:** A council member may resign from their position by providing written notification to the council chair or secretary. The procedure for filling the resulting vacancy is outlined in Section 7, 'Filling Vacancies.'
11. **Council Officers:** At the first meeting of each school year, the council will elect a chair from the parent members and a vice-chair from either the parent or school employee members. The principal may not serve as an officer. A council member must nominate each officer, and another council member must second the nomination. Nominations and elections for the chair and vice-chair will take place at the first meeting of the school year.
12. **Officer Responsibilities:** The chair will conduct meetings and assign tasks. In the chair's absence the vice-chair conducts meetings. The chair may delegate responsibilities as needed.
13. **Quorum:** A quorum is the majority of council members. The council must have a quorum to vote.
14. **Reporting Conflicts of Interest:** Council members must adhere to the conflict of interest policy established by Jordan School District. Please refer to Policy DP381 for detailed guidelines.
15. **Parliamentary Procedure:** Meetings will be conducted and actions taken according to simplified rules of parliamentary procedure as required by Utah Code 53-G-7-1203. Council actions will be decided by motions and voting, with all votes and motions recorded in the meeting minutes. Agenda items take priority over other discussions.

Understanding the Motions:

- A tie vote means the motion does not pass.
- Most motions are main motions and may be amended.
- A point of order may be raised if there is a question about procedure.
- To end debate and force a vote, a member may say, "I move the previous question." This requires a second and a two-thirds vote.
- Hasty actions may be corrected by a motion to reconsider, made only by someone who voted on the prevailing side.
- The person who made a motion may withdraw it.