

Rules of Order and Procedure - School Community Council
Provo Peaks Elementary
Approved March 1, 2018

These rules of order are established to meet the requirement of School Community Councils to adopt Rules of Order and Procedure (53A-1a-108.1). These rules should be reviewed each fall and modified if needed. Rule changes must be voted on and approved by the council. The election process may only be modified once every four years.

To promote ethical behavior, civil discourse, and productive meetings each council member shall observe the following rules:

- Attend council meetings on time and prepared
- Make decisions with the needs of the students as the primary objective
- Listen to and value diverse opinions
- Be sure the opinions of those you represent are included in the discussion
- Be accountable for your actions and decisions, hold others accountable for theirs

Rules of Order and Procedure

Council Structure

The Council is comprised of eight (8) members including five (5) parent members and three (3) teacher members. The five (5) parent members includes the Council Chair. The three (3) teacher members includes the Principal. The Vice-Chair may be a parent or teacher member, not including the Principal. Chair and Vice-Chair are elected by Council vote each fall at the first Council meeting. If the size of the council is changed a two parent majority must be maintained.

Service Term & Election Cycle

All members serve a two-year term beginning in May. Terms are staggered to ensure continuity. Elections are held in February or March. Members elected in February/March are strongly encouraged to attend meetings between the elections and the beginning of their service term. The purpose of this election cycle is to allow new members to attend meetings where goals will be set for the following year. It also allows the council to spend fall meetings focused on ideas, data, and goals rather than elections and process.

Elections

Teacher member elections are held in private under the direction of the Principal. Parent member elections should be held over a weeks time. Election weeks should include an event where many parents will already be in attendance at the school. Candidates should be given a few minutes to introduce themselves and state any plans or goals for the council. A simple form should be prepared with the names of the candidates provided in randomized order, along with instructions about how many candidates to vote for. Votes should be collected in a secure ballot box. Parents voting should sign their name on a separate form so that votes can be tracked while still remaining anonymous. Parents declare their candidacy by notifying the council at least one week prior to the election via telephone, written, or digital message. Parents should be

notified about upcoming elections at least two weeks in advance. Election results should be double-counted separately by two current members of the Council, at least one of which should be the Chair or Vice-Chair. Results should be announced via electronic message or other means available to all parents of students within 24 hours.

If the number of candidates is equal to or less than the number of vacancies an election is not necessary. Results should still be announced to the school community. If after elections a vacancy remains, the Council may appoint any willing and qualified parent member. If a current Council member is no longer able to serve, the Council appoints a willing and qualified parent to complete the remainder of their term.

Meetings & Scheduling

All meetings are open to the public and the public is encouraged to attend. Only council members participate in the discussion except when the public is invited to comment by the Council Chair or other ranking officer. Meetings should be held at 3:45 to facilitate parent and teacher attendance. Meeting times may be adjusted as needed.

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. It must also be posted on the school website and made available in the main office. The agenda will include the date, time, location, and any items that are expected to be voted on by the council. Minutes will be kept of all meetings and prepared in draft form for approval at the next scheduled meeting.

Prior to each school year, the council will prepare a timeline for the school year that includes all planned meeting dates, submission due dates, report due dates, elections, and other activities 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. Meetings will be scheduled on a day and time that can accommodate the most council members and parents.

Meeting Structure & Rules of Order

The chair conducts the meeting, makes assignments, and requests reports on assignments. In the absence of the chair the vice-chair shall conduct the meeting. Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53A-1a-108.1(9)(i). Council action will be taken by motions and voting with votes and motions recorded in the minutes. A majority of Council Members from each group (parents and teachers) must be present for any votes to be taken.

Any action to be taken by the council is proposed as a motion by any Council Member after the necessary discussion regarding the motion is complete. Another Council Member “seconds” the motion indicating that at least two Council Members believe the motion is ready for a vote. A majority vote constitutes a passing of the motion. A tie vote results in failure of the motion. Failed motions may be discussed further and voted upon a second time, or tabled for further discussion at a later meeting if needed.