

## **RULES OF ORDER & PROCEDURE**

**Washington County/Hurricane Middle School**

**Adopted by the Council on 10/24/23**

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

### **Community Council Norms**

- Focus on improving issues rather than complaining about them.**
- Follow the agenda and stay focused on the topics at hand.**
- Open minded opinions and conversations without dominated discussions.**
- Start meeting on time with intent on one hour or less meetings.**

### **Rules of Procedure:**

Council members will receive training to understand the responsibilities of the council. Council members receive training before preparing and taking action on School LAND Trust Plans and reports.

All meetings are open to the public and the public is welcome to attend.

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 and will be posted on the school website. The agenda will include the date, time, and location of the meeting, and any proposed action items.

Written minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting. Approved minutes will be retained for three years.

The council shall establish a timeline for the election, including noticing the election at least ten days in advance of it taking place.

### **Membership Voting Process**

- Parents invited to participate on community council in opening letter to parents and on the school website.**
- Parents that want to participate need to notify the principal by email, phone call, or in person.**

- Elections will be held in August and can be done on written ballots, electronic, or both.
- The Community Council will be elected and put into place before the first meeting of the year.

The council consists of the principal, one (1) school employee who is elected in even years, one (1) school employee who is elected in odd years, two (2) parent members elected in even years, and three (3) parent members elected in odd years. There will always be a two parent majority. (Size of the council MUST BE ADOPTED BY VOTE OF THE COUNCIL and consistent with 53G-7-1202. Elections are required to be staggered with half of the council elected each year.)

When a full council is not seated in the election or a seat is vacated, the parent members of the council shall appoint members to fill unfilled parent positions and school employee members shall appoint school employee members.

The council shall elect a chair from the parent members and a vice-chair from the parent or school employee members at the first meeting of the year after the council is seated each year. A principal cannot hold office.

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 chair may delegate responsibilities to other council members.

The council must have a quorum to vote. A quorum is a 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. Council actions will be taken by motions and voting with votes and motions recorded in the minutes. Council can vote to change the process as needed.