

RULES OF ORDER & PROCEDURE

Majestic Fields Elementary

Adopted by the Council on 10/09/2024

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

- Attend council meetings on time and prepared
- Make decisions with the needs of students as the main objective
- Listen to and value diverse opinions
- Be sure the opinions of those the council represents are included in discussions
- Expect accountability and be prepared to be accountable
- Act with integrity

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 will prepare a timeline for the school year that includes due dates for all required reporting and other activities/tasks that the council agrees to assume or participate in. The timeline will assist in the preparation of agendas to be sure the council accomplishes its work in a timely manner.

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

Election of Council Members

Annual Elections:

On or before October 10th of each academic school year, Majestic Fields Elementary will hold an election for any open community council positions, including the 2 annually rotating positions. Majestic Fields Elementary will provide at least 10 days notice of any upcoming Community Council Elections.

Notice of Open Positions:

On or before October 1st of each academic school year electronic notice will be given of any open community council positions, including the 2 annually rotating positions. Notification of openings shall be sent out electronically and posted at the school.

Application Process:

The school shall provide applications to those interested in running for any open position. All applications for open positions must be submitted at least 15 days prior to the date of the election. Any late submissions will be considered invalid.

Election Process:

At least 10 days prior to the election Majestic Fields Elementary will notify parents of the upcoming election. Parents will be notified of the location and process of elections during that time frame. Voting will take place in person at Majestic Fields Elementary.

Should there only be enough applicants to fill the open positions then no election will be held. If not enough parents apply for open positions then the current council will appoint a parent to the needed open positions.

The Community Council

The council consists of the principal, an ex officio voting member, 1 school employee(s) who is/are elected in odd years, and 2 parent members who is/are elected in even years, 2 parent members who is/are elected in odd years.

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. Community Council members must attend all council meetings. After 2 consecutive missed meetings, a council member may be removed by a majority vote. Should they be removed, the council shall appoint another member to replace that person for the remainder of the former members term.

Community Council Meetings

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.

Public Comment:

All Community Council Meetings are open to the public. At the beginning of each meeting 5 minutes will be set aside for public comment. Community members will be given no more than 1 minute to comment during this time. Should large groups of people wish to comment on a similar issue, they shall assign a spokesperson to submit a request and the spokesperson will be given 1 minute to speak for the group. Members of the community wishing to take part in public comment, must submit a request to comment to the community council secretary at least 3 days prior to the meeting. All requests for public comment must include the following information:

- **First and Last Name of Person wishing to comment**
- **Name(s) of Child(ren) currently enrolled at Majestic Fields Elementary**
- **Detailed description of the comment**

Ensuring Order at Respect

Community Council Meetings are essential. Disruptions that prevent the orderly conduct of these meetings undermine the councils ability to fulfill their roles. Individuals or groups who cause such disturbances will be removed to maintain the integrity, safety, and fairness of the proceedings.

Council Members will not respond to any comments made during public comment time. If it is deemed necessary, they will discuss any concerns brought to the council after all Agenda Items have been covered.

Simple Motions of Parliamentary Procedure

Motion	Does it require a 2nd?	Is it debatable?	Can it be amended?	Is a vote required?
Adjourn	yes	no	no	majority
Amend a motion	yes	yes	yes	majority
Close nominations	yes	no	yes	2/3
Main motion	yes	yes	yes	majority
Point of Order	no	no	no	ruled on by chair
Previous Question	yes	no	no	2/3
Reconsider	yes	yes	no	majority
Withdrawal of motion	no	no	no	majority

A **motion** is an action to be taken by the council and is stated as a motion. Someone else on the council "**seconds**" the motion indicating at least one other person on the council feels the motion is worthy of discussion. Then the council members may provide **input and discussion** as called upon by the chair. When the discussion seems complete **the chair may call for a vote on the motion**. Or when a member of the council "**calls the previous question**" (a motion to end discussion of the first motion), a second is required. Without discussion, the chair calls for a

vote that must pass by 2/3. If the vote on the previous question fails, the council goes back to discussing the first motion. If the motion to call the previous question passes, the chair directly calls for a vote on the first motion. A vote to call the previous question is usually used to move business along.

- 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 the procedure has 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 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.