RULES OF ORDER & PROCEDURE

Washington County School District | Panorama Elementary
Adopted by the Community Council

Code & Rule References

The Rules of Order & Procedure adhere to all relevant 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

In accordance with Utah Code § 53G-7-1202, the responsibilities of the council include:

- Creating (all components of) the School LAND Trust Plan, to include:
    - The Goal Statement, Academic Area, Measurement, Action Plan Steps, and Expenditures
- Advising and making recommendations to school and school district administrators and the local school board regarding:
    - the school and its programs
    - school district programs
    - a child access routing plan
    - safe technology utilization and digital citizenship
    - other issues relating to the community environment for students
- Partnering with the school's principal and other administrators to ensure that adequate on and off campus Internet filtering is installed and consistently configured to prevent viewing of harmful content by students and school personnel
- In accordance with state board rule regarding school community council expenditures and funding limits: working with students, families, and educators to develop and incorporate safety principles at the school; and holding at least an annual discussion with the school's principal and district administrators regarding safety principles
- Providing input to the school's principal on a positive behavior plan

Council Member Expectations

To promote ethical behavior and respectful discussion, each council member shall:

- Attend council meetings on time and come prepared
- Make decisions with the best interests of students as the primary focus
- Listen to and value diverse opinions
- Ensure that the perspectives of those the council represents are considered 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.

3. **Meeting Agendas and Minutes**:
    - The agenda for each upcoming meeting, along with draft minutes from the previous meeting, will be provided to all council members at least one week in advance.
    - The agenda will be posted on the school website and will include the date, time, and location of the meeting, as well as any proposed action items.

4. **Meeting Minutes**: Written minutes will be taken at all meetings. These minutes will be prepared in draft form for approval at the next scheduled meeting. Once approved, minutes will be retained for three years.

5. **Annual Timeline**: 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.

6. **Election Procedures**:
    - In August, the principal will inform parents of open seats. Generally, these will be the two naturally occurring open seats. These will be listed as two-year seats. There may be additional (one-year) open seats from non-returning council members.
    - If we have more than two parents nominate themselves for the open seats, we will hold an election during the last week in August.
    - Council elections will take place in person at Panorama Elementary School. We will have ballots in the office where votes can be cast.

7. **Council Composition**: The council's composition ensures a two-parent majority and includes the following members:
    - The principal (an ex officio voting member).
    - 1 school employee member, elected by the staff to serve for two years.
    - 4 parent members, half of which are elected in even-numbered years, and half of which are elected in odd-numbered years.
8. **Filling Vacancies**: If a full council is not elected or if a seat becomes vacant mid-year, parent members of the council will appoint individuals to fill vacant parent positions, and school employee members will appoint individuals to fill vacant school employee positions. Appointed members will serve the remainder of the previous member's term.

9. **Removing Members**: A council member may be removed from office under the following circumstances:

    - **Member Relocation:** Council membership may be discontinued when a member's relocation prevents them from serving on the council.

    - **Attendance:** The member fails to attend two consecutive regular council meetings without contacting the council or school.

    The process for removal is as follows: The procedure for filling the resulting vacancy is outlined in Section 8, 'Filling Vacancies.

10. **Resignation of members:** A council member may resign from their position by providing written notification to the council. The procedure for filling the resulting vacancy is outlined in Section 8, 'Filling Vacancies.

11. **Council Officers**: At the first meeting of each year after the council is seated, the council will elect a chair from the parent members and a vice-chair from either the parent or school employee members. The principal is not eligible to hold an office.

12. **Officer Responsibilities**: The chair will conduct meetings, make assignments to council members, and request reports on those assignments. In the chair's absence, the vice-chair will conduct the meetings. The chair may delegate responsibilities to other council members as needed.

13. **Quorum**: A quorum, which is a majority of the council members, is necessary to conduct official business and vote. This quorum requirement does not necessitate a two-parent majority. At least two parent-members must be present to be considered a quorum.

14. **Reporting Conflicts of Interest**: Council members must adhere to the conflict of interest policy established by the district (policy 2810.6 https://procedure.washk12.org/policy/2000/2810).

15. **Parliamentary Procedure**: Meetings will be conducted and actions taken according to simplified rules of parliamentary procedure as required by Utah Code § 53G-7-1203.

Council actions will be decided by motions and voting, with all votes and motions recorded in the meeting minutes.

Simplified 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

Understanding the Motions:

- **Motion:** A formal proposal for the council to take a specific action. A motion must be stated clearly.
- **Second:** Another council member must indicate their support for the motion to allow it to be discussed and voted upon.
- **Discussion:** Once a motion is seconded, council members can offer their input and opinions when recognized by the chair.
- **Voting:** After discussion, the chair will call for a vote on the motion. The outcome depends on the type of motion and the required majority.
- **Calling the Previous Question:** A member can make a motion to end the discussion on the current motion by saying, "I move the previous question." This requires a second and a two-thirds (2/3) vote to pass. If it passes, the council immediately votes on the original

motion without further discussion. If it fails, the council continues discussing the original motion. This motion is typically used to expedite the meeting.

- **Tie Vote:** A vote that results in an equal number of votes for and against the motion is considered a lost vote.
- **Main Motion:** This is the primary type of motion used to introduce new business or ideas. Main motions can be debated and amended.
- **Amend a Motion:** A motion to change the wording or details of the main motion. Amendments require a second, are debatable, and require a majority vote.
- **Point of Order:** A member raises a "point of order" if they believe a procedural error has occurred during the meeting. The chair will rule on whether the point is valid.
- **Reconsider:** A motion to bring back a previously decided motion for further discussion and another vote. This motion can only be made by a member who voted on the winning side of the original motion and requires a second and a majority vote.
- **Withdrawal of Motion:** The person who originally made a motion can ask to withdraw it before a vote is taken. This does not require a second or debate and is usually granted by the chair.
- **Close Nominations:** A motion to end the process of nominating candidates for an office. It requires a second and a two-thirds (2/3) vote.