

Rules of Order and Procedure (amended and approved on 3/21/2017)

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

- Be made aware of the dates and times of the year's scheduled meetings at the time of application
- Be informed of the impact of their attendance and participation as well as the need for a quorum at all meetings for voting purposes
- 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 you represent are included in discussions
- Expect accountability and be prepared to be accountable
- Act with integrity

Rules of Procedure:

All parents or guardians of students are welcome to be members of Bingham High School Community Council. Interested parties need to fill out an application and submit it to administration. Bingham High School Community Council does not hold elections and all interested parties are welcome.

Administration will manage candidate applications and conduct a membership status inquiry prior to the new school year.

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 preparation of agendas to be sure the council accomplishes their work in a timely manner.

A chair and co-chair or vice chair will be elected at the first meeting of the year.

The chair will create an agenda for each meeting. Requests for agenda items, a preliminary agenda, and a draft copy of the minutes will be emailed to all members at least one week prior to the next meeting. A final agenda will be posted to the school website seven days prior to the meeting.

The chair will note in the agenda time limits for each agenda item and if a Time Certain is needed for specific agenda items.

The chair or a co-chair will conduct the meetings, make assignments and request reports on assignments. In the absence of the chair or co-chair, the vice-chair or other co-chair shall conduct meetings.

An interim chair will be appointed at the last meeting of the current school year and will continue until a new chair is elected at the first meeting of the subsequent school year. The interim chair will assist the administration in setting the meeting dates for the upcoming school year. The interim chair will also create the agenda for the first meeting of the year.

All meetings are open to the public. It will be determined at the beginning of the meeting if a guest will be given voice. If a member of the public wishes to address the council they must contact a member of the council and request to address the council at the next meeting. If it is after the agenda is posted but at least 24 hours before

the meeting, the council will address the patron at the beginning of the meeting, and if needed the concerns will be added to the agenda of the following meeting.

Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting. With this exception: The minutes of the final meeting of the year will be reviewed and approved via email.

If a scheduled meeting needs to be cancelled, postponed and/or rescheduled, the chair will email notice to council members; they will then email their consent or dissent. A majority vote is required to cancel, postpone and/or reschedule a meeting.

If business needs to be conducted during the interim it will be done via email. All business that requires a vote will need to be done during a regularly scheduled meeting with the exception of approving the minutes of the final meeting of the year.

Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53A-1a-108.1(9)(i). Items on the agenda take priority over other discussions coming before the council. Action of the council will be taken by motions and voting. The motions and voting are recorded in the minutes.

A motion (or an action to be taken by the council) is stated as a motion. Someone else on the council “seconds” the motion indicating that 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 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 and then, 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.

Attached is a chart that could be used if the council feels they would like to use additional motions of Parliamentary Procedure in their meetings.

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 tie vote is a lost vote.
- A main motion may be amended.
- Nominations can be closed by saying, "I move to close nominations."
- Most motions are main motions.
- A point of order is offered when there is some question if procedure had 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.