

Rules of Order and Procedure



2020-2021 School Year

TO PROMOTE ETHICAL BEHAVIOR AND CIVIL DISCOURSE EACH COUNCIL MEMBER SHALL:

- Attend council meetings on time and prepared
- Make decisions with the needs of the students 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

CONDUCTING A MEETING

- All meetings are open to the public and the public is welcome to attend.
- The agenda of upcoming meetings 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.
- Minutes will be kept of all meetings and posted on the school website.
- The council will prepare a timeline for the school year that includes due dates for all required reporting, meetings, and other activities tasks that the council agrees to participate in.
- The chair conducts the meetings, makes assignments and requests reports on assignments. In the absence of the chair, the vice-chair shall conduct meetings.
- Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedures. Items on the agenda take priority over other discussions coming before the council. Council action will be taken by motions and voting with votes and motions recorded in the minutes.
- A motion or action taken to the council is stated as a motion. Someone else on the council “seconds” the motion indicating at least one other

person on the council feel 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 council members “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 two-thirds. If the vote fails, the council goes back to discussing the first motion. If the vote 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.

SIMPLE MOTIONS OF PARLIAMENTARY PROCEDURE

<u>Motion</u>	<u>2nd required?</u>	<u>Debatable?</u>	<u>Amended?</u>	<u>Vote?</u>
Adjourn	yes	no	no	majority
Amend a motion	yes	yes	yes	majority
Close nominations	yes	no	yes	two-thirds
Main motion	yes	yes	yes	majority
Point of order	no	no	no	Chair rules
Previous Question	yes	no	no	two-thirds
Reconsider Motion	yes	yes	no	majority
Withdraw motion	no	no	no	majority

OTHER MEETING RULES

- A tied vote is a lost vote.
- Most motions are main motions.
- A person who made the motion may withdraw the same motion.
- Maximum members on the council is 12 persons. Parent members must hold the majority of the council by at least 2 persons with licensed members having a maximum of 5 persons and parent members having a maximum of 7 persons. Note: Public is always welcome to attend and contribute to a discussion.
- The Principal can determine how members join the council. He/She may extend a council seat to members, parents or licensed employees, by personal invitation or seek out interested persons by other means (i.e. mass e-mail, posting on the school's website, etc.) If interested persons exceeds the maximum number of council members, an election must be held to nominate members on the council.

ELECTION OF THE CHAIR AND VICE-CHAIR

- After the school community council is seated each year, the council shall annually elect at the first meeting a chair and vice-chair. The chair shall be elected from the parent members and the vice-chair shall be elected from the parent or school employee members, excluding the principal.
- The principal will conduct the election for chair and vice-chair, in that order, according to the following procedure:
 - a) Members interested in either office may use the self-nomination process. Nominations may also be made by other council members.
 - b) Voting shall be by regular voice vote by the school community council. A nominee must receive a majority vote, further nominations may be made, and subsequent elections

will be conducted by secret ballot until a nominee receives a majority.

- When a vacancy occurs in the office of the chair or vice-chair for any reason, a replacement shall be elected for the unexpired term.

REMOVAL AND REPLACEMENT

- If a member of the council fails to attend three consecutive meetings without being excused in advance, or fails to perform the duties of his/her office, the members of the council shall remove him/her from office and declare the position vacant. The position shall be filled by the regularly established election procedure.

CONFLICT OF INTEREST

- A member who has a personal or private interest in any proposed or pending matter which presents a conflict of interest will disclose such interest and will not vote unless the member's participation is necessary to obtain a quorum or otherwise to enable the council to act.