Rules of Order and Procedure

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 you represent are included in discussions
- Expect accountability and be prepared to be accountable
- Act with integrity

Rules of Procedure:

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, will be posted on the school website and made available in the main office. The agenda will include the date, time, and location of the meeting.

Minutes will be kept of all meetings, prepared in draft format for approval that the next scheduled meeting.

The council consists of the principal, 1 school employee and 4 parent members, half of whom are elected in even years and half in odd years. In the event there is a tie vote in an election, the principal shall flip a coin to determine the outcome.

The chair conducts the meetings, makes assignments, and requests reports on assignments. In the absence of the chair the vice-chair shall conduct the meetings.

The council must have a quorum to vote. A quorum is equal to a majority of council members.

If a parent member is absent from two consecutive meetings, the chair may notify the member that if the member does not attend the next meeting, the council will consider the seat vacant and the remaining parent members will appoint a parent to fill the unexpired term.

Council members are expected to disclose a conflict of interest to the school principal or the council chair.

Meetings shall be conducted, and action taken according to very simplified rules of parliamentary procedure as required in 53G-7-1203(10). Council actions will be taken by motions and voting with votes and motions recorded in the minutes.