

Whitehorse High School Rules of Order and Procedure for School Community Council (SCC)

Adopted by the Council on September 25, 2025

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 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 main objective
- Listen to and value diverse opinions
- Be sure the opinions of those the council represent 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. This training is virtual, through emailed resources from the School LAND Trust agency. 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 SCC meetings will be held the last Thursday of each month, unless pre-determined for an adjustment. The meetings will not be held in December, May, June, and July.

The chair or a co-chair conducts the meetings, makes assignments and requests reports on assignments. In the absence of the chair or co-chair, another member shall conduct meetings. The council consists of the principal, an ex officio voting member, 1 school employee who is elected in odd years, 4 parent members who are elected in odd years, and 3 parent members

who are elected in even years. The council must have a quorum to vote, which is a majority of SCC members (5). After an SCC Member misses 3 consecutive meetings, their position will be vacated. The parent members of the SCC will then appoint a parent member in the vacated position and school members will appoint school employee members.

The council shall elect a chair from the parent members and a co-chair at the first meeting of the year after the council is seated each year. The chair conducts the meetings, makes assignments, and requests reports on assignments. In the absence of the chair, the co-chair shall conduct meetings. The chair may delegate responsibilities to other council members.

The agenda of each upcoming meeting, along with draft minutes from the previous meeting, will be provided to all council members at least one week in advance via posting on the school website. The agenda will include the date, time, and location of the meeting, and any proposed action items. 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 $\frac{2}{3}$. 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.

Written minutes will be taken at all meetings, prepared in draft form 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 reports and other activities or tasks that the council agrees to undertake or participate in. The timeline will assist in the preparation of agendas and ensure the council completes its work efficiently. Tabled items automatically forward to the next meeting. The secretary will prepare the agenda for review by the council 2-weeks prior. If no comment, automatic posting to the website will occur 1-week prior.

The election will be held in August each year and the notice of elections must be made at least ten days in advance of the election date. Eligible candidates may file for election during Fall Registration. Voting will occur in person on a specified date each August.

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.

Public Comment will be allowed after the next meeting date is confirmed. The speaker will be given 3-minutes of uninterrupted time to present their comment. The speaker will not get a reply from the SCC during the meeting, but may request a response from the Principal, to occur within one-week of the meeting.

Reports from the counselor, assistant principal, and principal will be heard every meeting. The SpEd Department and Athletic Director will report quarterly, at separate meetings so that a total of 4 reports occur each meeting.

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 behaviors plan

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.