Weber School District | Roy High School
Rules of Order and Procedure
Adopted by the Council on October 2026

Code & Rule References

The Roy High School Community Council adheres 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 behaviors 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**:
    - **Public Notification:** Official notice of the upcoming election, including open positions and candidate nomination details, will be distributed to the school community at least 10 days prior to election day. Through the school communication platform and Back to School Night.
    - **Voting & Announcement:** Once voting concludes, final election results will be announced promptly through our official school communication channels, including the school website, email bulletin, and social media pages.
    - **How to Declare Candidacy:** Eligible parents and guardians can declare candidacy by submitting an online Electronic Declaration Form.
    - **Election Details:** If the number of candidates exceeds the available seats, an election will take place. Official election details, including voting dates, times, and candidate information, will be provided to the school community prior to voting.
    - **Candidate Window:** Online sign-ups will remain open for 5 days.
    - **Electronic Voting Process:** Elections will be conducted entirely online via a secure electronic voting form.
    - **Election Notification & Access:** All eligible voters will receive an email link to the online ballot at least 10 days prior to the close of voting.

- **Results Announcement:** Final election results will be tallied electronically and published through our official school communication channels shortly after voting ends.

7. **Council Composition**: The council's composition ensures a two-parent majority and includes the following members:
    - The principal (an ex official voting member).
    - Up to 4 school employee member(s), half of which are elected in even-numbered years, and half of which are elected in odd-numbered years.
    - Up to 10 parent member(s), 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, 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.

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 2 consecutive regular council meetings without prior notification to and approval by the council chair.

    The process for removal is as follows:

    1. Document Absences: The council secretary will document both unexcused absences in the meeting minutes.
    2. Contact Member: The council chair will contact the member to discuss their absences and provide an opportunity to respond.
    3. Removal: If the absences remain unexcused, the council may vote to remove the member.
    4. Fill Vacancy: 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 chair. 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.

14. **Reporting Conflicts 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 enable the Council to act.

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.