Washington Terrace Elementary School Community Council

Rules of Order and Procedure

1. Code of Conduct & Civil Discourse

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.
- Ensure the opinions of those the council represents are included in discussions.
- Expect accountability and be prepared to be held accountable.
- Act with integrity.

2. General Operational Rules

- **Training:** Council members will receive training to understand the responsibilities of the council. Council members receive training before preparing and taking action on School LAND Trust Plans and reports.
- **Public Meetings:** All meetings are open to the public, and community members are welcome to attend.
- **Agendas & Minutes:** 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, posted on the school website, and made available in the main office. The agenda will include the date, time, and location of the meeting, along with any proposed action items.
- **Record Retention:** Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting. Approved minutes will be retained for three years.
- **Annual Timeline:** 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 the preparation of agendas to ensure the council accomplishes its work in a timely manner.

3. Election & Voting Protocols

- **Election Schedule:** An election will be held each fall and completed by September 15th.
- **Public Notice:** The principal (or designee) will provide notice of an election that includes the dates and times of the election, positions up for election, and instructions for becoming a candidate at least ten (10) days in advance of the election.

- **Uncontested Elections:** If the race is uncontested (the number of candidates is less than or equal to the number of vacancies), ballots and voting will not be required. The qualified candidates who submitted their names will become members of the council.
- **Contested Elections:** If the race is contested, parents of students at Washington Terrace Elementary will be provided a means to cast a secret ballot. This may be conducted in person with paper ballots or electronically.
- **Tie-Breaker:** In the event there is a tie vote in an election, the principal shall flip a coin to determine the outcome.

4. Council Composition & Staggered Terms

- **Composition:** The council will consist of at least six and up to 10 total members:
    - Principal (ex officio voting member)
    - Two (2) school employee members
    - Six (6) parent members
- **Staggered Terms:** To ensure continuity, terms are staggered as follows:
    - **School Employees:** One (1) school employee elected in even-numbered years; one (1) school employee elected in odd-numbered years.
    - **Parent Members:** Three (3) parent members elected in even-numbered years; three (3) parent members elected in odd-numbered years.

5. Member Removal & Filling Vacancies

- **Unfilled Vacancies:** When a full council is not seated in the election or a seat is vacated mid-term, the parent members of the council shall appoint members to fill unfilled parent positions, and school employee members shall appoint school employee members to fill employee positions.
- **Attendance Requirement & Removal:** If a parent member is absent from two (2) consecutive meetings, the chair will notify the member that if they do 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.

6. Conflicts of Interest

- **Disclosure Requirement:** Council members are expected to act with integrity and avoid conflicts of interest that could undermine public trust.
- **Abstention Protocols:** Any member who has a personal, financial, or direct professional interest in an item, vendor, or contract being considered by the council—such as a financial stake in a School LAND Trust expenditure or a family relationship with a proposed vendor—must publicly disclose the potential conflict prior to discussion.
- **Voting & Documentation:** The member shall abstain from voting on any official council decision or expenditure related to that conflict. All disclosed conflicts of interest and abstentions will be recorded in the official meeting minutes.

7. Officer Selection & Responsibilities

- **Election of Officers:** The council shall elect a Chair from the parent members and a Vice-Chair from the parent or school employee members at the first meeting of the school year after the council is seated. The principal cannot hold office.
- **Chair Duties:** The Chair conducts meetings, sets agendas, makes assignments, and requests reports on assignments.
- **Vice-Chair Duties:** In the absence of the Chair, the Vice-Chair shall conduct meetings. The Chair may delegate responsibilities to other council members.

8. Quorum & Decision Making

- **Quorum:** The council must have a quorum to conduct official votes. A quorum is equal to a simple majority of active council members.
- **Voting Standards:** A tie vote is considered a lost vote (motion fails).

9. Parliamentary Procedure & Motions Table

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

Summary Table of Motions

Motion	Requires a 2nd?	Is It Debatable?	Can It Be Amended?	Vote Required
Adjourn	Yes	No	No	Majority
Amend a Motion	Yes	Yes	Yes	Majority
Close Nominations	Yes	No	Yes	Two-Thirds (2/3)
Main Motion	Yes	Yes	Yes	Majority

Point of Order	No	No	No	Ruled on by Chair
Previous Question (End Debate)	Yes	No	No	Two-Thirds (2/3)
Reconsider	Yes	Yes	No	Majority
Withdrawal of Motion	No	No	No	Majority

How Motions Function:

1. **Making & Seconding:** A motion (an action to be taken by the council) is stated by a member. Someone else on the council "seconds" the motion, indicating that at least one other person feels the motion is worthy of discussion.
2. **Discussion:** Council members provide input and discussion as called upon by the Chair. Most motions are **Main Motions**, which may be amended during discussion.
3. **Voting:** When discussion seems complete, the Chair calls for a vote on the motion.
4. **Ending Debate ("Calling the Previous Question"):** When a member calls the "previous question" (a motion to end discussion), a second is required. Without further discussion, the Chair calls for a vote that must pass by a 2/3 majority. If passed, the council moves directly to a vote on the original main motion.
5. **Point of Order:** Offered when there is a question regarding whether procedural rules were followed correctly.
6. **Reconsideration:** Hasty actions may be corrected using the motion to reconsider. This motion may only be made by a member who voted on the prevailing side.
7. **Withdrawal:** A person who made a motion may withdraw that same motion.