

Hidden Hollow Elementary 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 council meets monthly, or more often if business dictates.
- The agenda of each upcoming 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 and time.
- Minutes will be kept of all meetings. Minutes will be provided to Council members in the week following a meeting for approval/corrections. If members have any corrections it can be discussed at next meeting. Once members of the Council approve minutes, they will be finalized and posted on school's website.
- A motion (or action to be taken by the council) is stated as a motion. Someone else will "second" the motion to indicate that at least one other person feels the motion is worthy of discussion. The council will then discuss and give input as called upon by the chair. When discussion seems complete the chair may call upon a vote by the council on the motion.
- 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 be sure the council accomplishes their work in a timely manner
- The chair conducts the meetings, makes assignments and requests reports on assignments. In the absence of the chair, the vice chair will conduct the meetings
- Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53A-1a-108.1(9)(i).

Parliamentary Motions

*A tie vote is a lost vote

Motion	You Say:	Debatable	Amendable	Vote Required	Does it Require a 2 nd ?
Adjourn	I move to adjourn	No	No	Majority	No
Recess	I move to recess for	No	No	Majority	No
Close Nominations	I move to close nominations	No	Yes	2/3	Yes
Amend the motion	I move to amend the motion by	Yes	Yes	Majority	yes
Main motion	I move to	Yes	Yes	Majority	yes
Point of Order	Point of Order	No	No	Ruled on by chair	No
Withdrawal of Motion	I move to withdraw the motion	No	No	Majority	No

*A main motion may be amended

*Nominations can be closed by saying, "I move to close nominations."

*Most motions are main motions

*A point of order is offered when there is some question if procedure had been followed correctly.

*To stop debate or discussion on a motion and force the vote a member would say "I move the previous question." This requires a second and a 2/3 vote.

*Hasty action may be corrected by use of the motion to reconsider. This motion may be made only by one who voted on prevailing side.

*A person who made the motion may withdraw the same motion.