

Centennial Middle School Community Council 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. Members of the public can give feedback on agenda items if called upon by the chair.

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 at the next scheduled meeting.

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 preparation of agendas to be sure the council accomplishes their work in a timely manner. (see example at <https://www.schools.utah.gov/schoollandtrust/timelines>)

The council consists of the principal, 1 school employee who is elected in even years, 1 school employee who is elected in odd years, and 6 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. (Size of the council should be determined by the council, but councils are required to consist of the principal, at least one school employee, and at least four parents with a two-parent majority on the council. Elections are required to be staggered)

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

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.

The council must have a quorum to vote. A quorum is equal to a majority of council members. Though non-elected participants may be involved in discussions in council meetings, they may not make motions, comment on motions, or vote.

If a parent member is absent from two consecutive meetings, the chair will contact the member to assess the problem. If it is determined that it would be best to replace the parent who has been unable to attend meetings, the council will appoint a parent to fill this seat for the remainder of the unexpired term.

Any conflict of interest that a council member might have, must be disclosed at the beginning of a meeting. Those with conflicts may not contribute in the discussion or voting for that agenda item.