**South Hills School Community Council**

***Rules of Order and Procedure***

* Only items on the agenda are voted upon, though other items may be discussed.
* A quorum must be present to vote with at least two more parents than school employees.
* Once a discussion has taken place, an SCC member or the Chair will call for a vote.
* A member of the SCC will make a motion.
* The motion is seconded by another SCC member.
* The Chair will call for a vote.
* The motion carries by simple majority.
* The results of the vote are recorded in the meeting’s minutes by the secretary.