

## **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.