

**SOUTH HILLS MIDDLE SCHOOL**  
**School Community Council Rules of Order and Procedure**  
**Approved December 4, 2024**



**To promote ethical behavior and civil discourse each member shall:**

- Attend council meetings on time and be 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

**Purpose and Mission of the Council**

Serving on the SHMS School Community Council (SCC) enables parents and teachers to directly impact the direction of academic programs and goals of the school. The Council also plays a key role in contributing to faculty professional development, establishment of safety programs, as well as budgeting the state LAND Trust allocation given to the school. Plans made by the Council are submitted to and approved by the Jordan School District School Board, as well as the Utah State Board of Education.

**Rules of Procedure:**

All meetings are open to the public and the public is welcome to attend.

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 the 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.

The Council shall consist of six (6) parents and two (2) school employees, one of whom is the principal. All parents who are interested in serving on the Council must complete the SHMS School Community Council Candidate Form which will include an election bio not to exceed 200 words. An election shall be held prior to the first Council meeting. The election will run for five (5) days. All Council candidates' bios will be published on the school website and a Skylert will be sent by the school notifying all parents of the Council election process, dates, and candidates.

Voting shall occur in the school's Main Office by secret ballot for a period of 5 days. Voter identification will be verified prior to being given a ballot.

Once the Council has been elected, the Council will ensure that half of the Councilmembers are up for re-election each year. The council will elect among themselves a chair and a co-chair who will each serve a two-year term. They shall alternate election years so both are not elected at the same time whenever possible. The chair conducts the meetings, makes assignments, and requests reports on assignments. In the absence of the chair, the vice-chair shall conduct the meetings.

The council must have a quorum to vote. A quorum exists when more than half of the council members are present and the parents outnumber the school employees by two or more. Attendance and voting can be accomplished with members via virtual meetings.

If a parent member is absent without explanation from two consecutive meetings, the chair will notify the member that if the member does not attend the next meeting, the council will consider the seat vacant and the remaining parent members may appoint a parent to fill the remainder of the term.

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 motion and voting with votes and motions recorded in the minutes.

A **motion** (or an action to be taken by the council) is stated as a motion. Someone else on the council “**seconds**” the motion indicating that at least one other person on the council feels the motion is worthy of discussion. Then the council members may provide **input and discussion** as called upon by the chair. When discussion seems complete **the chair may call for a vote on the motion**. Or when a member of the council “**calls the previous question**” (a motion to end discussion of the first motion), a second is required. Without discussion the chair calls for a vote that must pass by 2/3. If the vote on the previous question fails the council goes back to discussing the first motion. If the motion to call the previous question passes, the chair directly calls for a vote on the first motion. A vote to call the previous question is usually used to move business along.

- A tie vote is a lost vote.
- Most motions are main motions. A main motion may be amended.
- 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 the prevailing side.
- A person who made the motion may withdraw the same motion.