

Wasatch Elementary School Community Council

Rules of Order and Procedure : 2019-2020



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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

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Operating Procedures

- The council meets monthly, or more often if business dictates. Meetings are conducted using informal parliamentary procedures (see Appendix I).
- Meeting agendas are set by the SCC chair in consultation with the SIC Chair and the principal or designee.
- An open agenda is used so that individual members of the council may introduce business items or points of view for consideration. Council members shall not be discouraged or prohibited from discussing any issue or concern not prohibited by law.
- Before decisions are made, a quorum of one--half of the membership must be present.
- Minutes of the council proceedings must be distributed to members of the council at least one week (7 days) prior to each meeting and approved by vote of the council members at a subsequent meeting.
- Once minutes have been approved by vote of the members, they become the official record of the proceedings. Official minutes must be posted on the school website as soon as possible after they have been approved. *Salt Lake City School District recommends that audio recordings of council meetings be made and kept at the school for one year. Posting of audio recording on the school's website is optional.*
- One week prior to each council meeting, the SCC Chair, assisted by the school principal, must post the following on the school website and provide this information through at least one other direct delivery method:
 - Notice of the upcoming meeting, including the date, time, and place
 - Agenda for the meeting
 - Official minutes (approved by the committee via email or by some other agreed upon procedure) or unofficial minutes of the previous meeting (labeled "draft," or "awaiting formal approval").

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Timelines

The SCC Chair will refer to the District Timeline provided on the District Website as a guideline for agenda topics and meeting submission deadlines. Annually, on or before October 20th, state law requires each council to make the following reports to the school community:

- The council's proposed meeting schedule for the school year
- A summary of the annual report about how the School LAND Trust program funds were used to enhance or improve academic excellence at the school, consistent with Section 53A--1a--108.1(5)(b).
- A list of council members' phone number, email address or both (school email or phone numbers are not acceptable for parent members).

These reports may be communicated in the following ways:

- Post on the school website; and
- Using one or a combination of the following methods of delivery to ensure that all parents or guardians receive the information:
 - Send to each student's household by mail, voicemail, or email; and/or
 - Give to parents and guardians, in written form, during annual registration or with report cards.

Principals shall ensure that school websites fully communicate the opportunities provided to parents to serve on the school community council and how parents can directly influence the expenditure of the School LAND Trust Program funds.

The council may determine additional operating procedures through mutual agreement.

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Shared Governance Guide

The chair and/or chair elect (a parent or guardian) and vice--chair (a parent or a school employee, excluding the principal) are elected by the council in the spring to serve beginning July 1, though state law allows some flexibility in the beginning date of council and leadership terms. Wasatch elects the chair and vice chair in the Fall.

Council may determine procedures for replacing SCC members should they fail to meet attendance requirements as set by the council. Wasatch requests Council members attend at least 50% of the meetings to remain in good standing.

Wasatch holds elections each fall; Chair/Vice Chair positions for the year are determined at the first meeting. An SCC may create subcommittees or task forces to advise or make recommendations to the council or to develop all or part of a plan. Individuals whom are not council members, including parents, school employees, or other community members, may serve on a subcommittee or task force. Any plan or part of a plan developed by a subcommittee or task force is subject to the approval of the SCC.

A group of parents who feels that they are not adequately represented on the SCC may petition the council for an additional representative position. The SCC can accept or reject the petition. Petitioners may appeal the SCC decision to the District's Shared Governance Committee

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Decision--making

Under shared governance, groups strive for consensus. Consensus is a collective opinion arrived at by a group whose members have listened carefully, communicated openly, been able to state their opposition to other members' views, and sought and considered alternatives in a constructive problem--solving manner. All members, because they have had the opportunity to influence the decision, should understand and support it.

Consensus evolves from open discussions, until participants feel satisfied with their decision. Reaching consensus should be the goal in all councils and committees of the district. Consensus does not mean one hundred percent agreement. Seldom will everyone be wholly satisfied with any decision. Consensus does require that all participants be able to accept and support a decision.

Consensus takes time, and decisions should not be rushed. When the process is effectively implemented, it provides the opportunity for compromise and precludes the unilateral, capricious, or arbitrary exercise of power. When it is clear a decision cannot be reached through consensus, the law requires a simple majority vote using parliamentary procedures that must be recorded.

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Procedural Guidelines

The following guidelines have been modified from those that have proven helpful to school boards and may be helpful to School Community Councils.

1. A council should agree on and adopt an agenda format that it will follow at regular meetings.
2. Action items on the agenda require:
 - A motion by a council member;
 - A second to the motion;
 - A discussion of the motion by the school community council;
 - A vote by the school community council.
3. Each motion should be limited to one idea or issue.
4. No new motion may be made while another is being discussed.
5. A motion may be amended and votes on the amendments must be taken before acting on the original motion.
6. Before a vote on a main motion is taken, business can be interrupted by a motion:
 - To table the main motion;
 - To postpone action;
 - To refer the motion to a committee;
 - To withdraw it from consideration;
 - To adjourn the meeting.
 - The subsidiary motions must be disposed of prior to action on the main motion.
7. Debate can be closed formally with a motion to move the question and a two-thirds affirmative vote.
8. When the council chair senses the discussion has ended, a vote may be taken without a formal motion to close debate unless a member objects.
9. Some motions are not debatable, such as a motion to adjourn or to appeal a decision to the chair. See the simplified chart of "Parliamentary Motions" (Appendix I).
10. A community council member, but no one else, may question a council procedure by rising to a point of order at any time. After the point is stated, the chair issues a ruling that may be appealed to a vote of the full council. Council policy should specify the number of votes required to over--rule the chair or to suspend a rule.

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11. Before a motion is voted upon, it should be read aloud by the secretary.
12. The chair, by virtue of membership on the council, is expected to vote on each issue before the council.
13. The chair should indicate before each vote whether a simple or special majority is required.
14. The chair should keep readily at hand a reference guide, such as the chart of parliamentary motions (Appendix I).

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Appendix I: Parliamentary motions

Shared Governance Guide

PARLIMENTARY MOTIONS

Motion & Order of Precedence	You Say:	Debatable	Amendable	Vote Required
8. Adjourn	I move to adjourn	No	No	Majority
7. Recess	I move to recess for	No	No	Majority
6. Close Debate	I move the previous question	no	no	2/3
5. Postpone Definitely	I move to postpone the motion to	Yes	Yes	Majority
4. Refer to Committee	I move to refer the motion to	Yes	Yes	Majority
3. Amend the Amendment	I move to amend the amendment by	Yes	Yes	Majority
2. Amend or substitute	I move to amend the motion by	Yes	Yes	Majority
1. Main Motion	I move to	Yes	Yes	Majority
Reconsider		Yes	Yes	Majority
Rescind		Yes	Yes	Majority
Incidental Motions - no order of precedence. Arise incidentally and decided immediately				
Point of Order (to enforce rules)	Point of Order	No	No	None
Parliamentary Inquiry	Parliamentary questions	No	No	None

- A tie vote is a lost vote.
- 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.

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- 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.

Appendix II: School Community Council Election Procedures

- Each school will outline and adopt a timeline for the election of council members at their school. The timing of the election must remain the same for at least four years.
 - In May 2017, Wasatch Elementary SCC opted to continue to hold elections in the fall. This election cycle will therefore remain in effect for the 2017/2018, 2018/2019, 2019/2020 and 2020/2021 school years.
- Wasatch will notice parents at least 10 days prior to the election; notice will include the open positions, how to file, and when and where the election will be held. This will most likely be accomplished through the Star Folder, School Website, and Yahoo Parent Group.
- If there is not a contested race, the school need not hold an election.
- There are no term limits for parent/guardians. They may serve if they have a child attending the school for at least one year of their two--year term.
- The school community council may determine the size of the council by a majority vote of a quorum. Terms are to be staggered so that approximately half of the council is up for election each year.
 - Wasatch Elementary has determined that its Council size is 5 faculty & at least 7 parents (Parents desiring to serve on the council if underrepresented, will be added at the discretion of the SCC). The council size will be re-evaluated each May.
- After the council is seated, the council elects a chair and vice--chair. The chair is a parent member and the vice--chair may be a parent member or an employee member. A secretary will also be elected and is responsible for taking minutes of the meetings.
- The Chair and Principal will review the Election Checklist provided by Schoollandtrust.org to ensure the election process is legal (Appendix III).

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Appendix III: Election Checklist

SOURCE (SLCSD last update 9/24/15)

<http://www.slcschools.org/board--of--education/shared--governance/School-Community--Council--Timeline.php#.VdJ4--UUsgf4>

School Community Council Timeline

Topics, Considerations and Due Dates for the 2019-20 School Year

(as provided by SLC District Superintendent Office)

August/September

—Review approved LAND Trust Plan and LAND Trust Plan budget—Review EEP SMART goals for Semester 1

--Focus Schools – Review 90-day plans

--Review and modify SCC Operating Procedures (posting of minutes, SCC schedule, representation, etc.)

--Discuss upcoming events

--Attend SCC chair and Principal Meeting at District Office (Rm. 112-114): September 11, 2019 (6:00-8:00 p.m.)

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- Publish meeting schedule for the year
- Begin 2019-20 LAND Trust Process/Parent Compact
- Conduct SCC elections (in the event of contested races). Timeline of elections must be consistent for four years
- Review Dress Code
- Review Fundraiser Approval
- Review student learning data from previous school year

October

- LAND Trust Council Membership Report, Principal Assurance Form, Final Report due October 20, 2019
- Review UCAS data/refine EEP plan if necessary
- Review and update School Emergency Plan
- Attend Fall 2019 Statewide School Community Council Training,
- Complete council responsibilities regarding Safe Technology and Digital Citizenship requirements

November

- Review board-approved fees (Policy S-10) and fee schedule for 2019-20 revisions
- Review approved student school clubs
- Attend SCC Chair and Principal Meeting at District Office (Rm. 112-114): November 13, 2019 (6:00-8:00 p.m.)

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December/January

- Discuss Overnight/Extended Trips or Activities for 2019-20 at a minimum of two meetings
- Review Child Access Routing Plan (aka Safe Walking Route/SNAP)
- Discuss boundary considerations if any
- Fee/Fee Schedule: Due January 31, 2020
- Review EEP goals for 2nd semester
- Focus Schools – Review 90-day plans

February

- Continue 2019-20 EEP/LAND Trust Process/Parent Compact
- Discuss Overnight/Extended Trips or Activities for 2019-20 at minimum of two meetings
- Attend SCC Chair and Principal Meeting at District Office (Rm. 112- 114): February 12, 2020 (6:00-8:00 p.m.)
- Forward annual SCC Survey Link (or PDF copy of survey) to all SCC members
- Complete SCC Survey by March 29, 2020

March

- Final Review of Safe Walking Route (SNAP)
- Overnight/Extended Trips or Activities: Due March 8, 2020
- School LAND Trust Plan draft and EEP Priorities: Due March 22, 2020
- Review technology needs based upon Safe Technology and Digital Citizenship requirements

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April

- Safe Walking Route or SNAP due April 1, 2020
- Attend SCC Chair and Principal Meeting at District Office (Rm. 112-114): April 16, 2020 (6:00-8:00 p.m.)
- EEP Priorities/School LAND Trust Plan final and Signature Pages: Due April 22, 2020
- Review LAND Trust budget
- If not conducted in the fall, conduct SCC elections (in the event of contested races) Timeline of elections must be consistent for four years.

May

- Parent Compact due May 5, 2020
- SCC Review High School Graduation plans
- Principal reviews request for religious complaints under I-11
- Review Outdoor Advertising Plan