



School Community Council Rules of Order

Established February 2018

Expectation of Members:

Each member of the council has been elected to make decisions on behalf of the student body, these decisions must be made in the students' best interest in a timely manner using integrity and unbiased decision making. Each council member has a duty to:

- Attend each council meeting prepared and on time.
- Make every decision with the needs of students as the primary focus.
- Seek out, listen to, and value diverse opinions.
- Ensure that opinions of those you represent are included in discussions.
- Assume accountability.

Election of Members:

- The council consists of the school director, one school employee who is elected in odd years, and four parent members, two of whom are elected in even years and two in odd years. In the event there is a tie vote in an election, the director shall flip a coin to determine the outcome. If a parent resigns early, and the spot must be filled before the next election, the council will appoint a new member.
- Council will elect new officers each year at the first meeting.
- Election will be run in accordance with the check list found on Utah's School LAND Trust website www.schoollandtrust.org/wp-content/uploads/sites/32/2016/02/18-SCC-Election-Checklist.pdf

Rules of Procedure:

(adopted in part from the Rules of Order template found at <http://www.schoollandtrust.org/training/>)

- 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 at the front entrance of the school. The agenda will include the date, time and location of the meeting.
- Minutes will be kept by the Secretary 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.
- The chair conducts the meetings, makes assignments and requests reports on assignments. In the absence of the chair the vice-chair shall conduct meetings.
- The council must have a quorum to vote. If a parent member is absent 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 will appoint a parent to fill the unexpired term.
- Meetings shall be conducted, and action taken according to very simplified rules of parliamentary procedure as required in 53A-1a-108.1(10). Council actions will be taken by motions 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.
 - Parliamentary Procedures:
 - 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.

Motion	Require a 2nd?	Debatable?	Can it be Amended?	Vote Required?
<i>Adjourn</i>	Yes	No	No	Majority
<i>Amend a Motion</i>	Yes	Yes	Yes	Majority
<i>Close Nominations</i>	Yes	No	Yes	2/3
<i>Main Motion</i>	Yes	Yes	Yes	Majority
<i>Point of Order</i>	No	No	No	Ruled on by Chair
<i>Previous Question</i>	Yes	No	No	2/3
<i>Reconsider</i>	Yes	Yes	No	Majority
<i>Withdrawal of Motion</i>	No	no	No	Majority

Council Assignments:

- Prepare/Update School Improvement Plan (SIP) Includes:
 - Professional Development Plan
 - Reading Achievement Plan
 - School LAND Trust Plan
 - Digital Citizenship Plan (This plan is entirely created, approved and implemented at the school level, unless one or more councils determine they want to involve other schools in a community-based event.)
- Review the annual report provided by the district and school administration about how student devices are filtered, monitored, and supervised, the management systems used, protocol for reporting breaches, education currently provided to students and parents about safe use of the internet. The report should include what administrators see as the greatest threats and opportunities for students related to interaction with the internet.

- Councils discuss the report and any portions where the council might positively improve internet safety and use by students. Councils should consider student opportunities related to constructive and proactive internet use.
- If areas are identified for action, the council would prepare and action plan as part of the annual Digital Citizenship Plan.
- The annual plan will include how students will receive annual training about safe use of the internet.
- The annual plan will include how parents will be offered training about how to talk to their students about safe use of the internet.

Interaction with local school boards, district and school administration:

- Advise and make recommendations to school and district administrators and local school board
- Respond to local board requests

Officer Roles within Council:

(adopted in part from <http://www.schoollandtrust.org/parents-and-councils/job-descriptions/>)

Chair:

Responsibilities of the chair may be delegated to members of the council, as reasonable and needed. The chair is responsible to be sure delegated assignments are completed. The director supports the officers in completing the requirements in the law and board rule.

- Prepare School Community Council Agendas, honor agendas and time constraints. Items needing action must be included on the agenda and a quorum (majority) of the council must be present to vote.
- Prepare a yearly timeline that includes all required (and other) tasks to assist in preparation of each agenda, assuring councils have the necessary lead time to complete responsibilities, including the following:
 - review of school data, assessments (as they are made available) and demographic information
 - review of current plan implementation, preparation, amending and voting on required new plans, before they are submitted to the local school board.
 - tasks related to member elections, filling vacant positions after an election, and election of officers.
 - Provide opportunities for increased involvement of parents and school employees.
 - Encourage and model collaboration.
- With assistance from the school administration, the chair shall:
 - Assure that all meetings are open to the public and encourage participation by parents and school employees.
 - Assure training is provided to the council about their responsibilities, understanding assessments, mission and goals of the district and school, and resources available on the School LAND Trust website.
 - On behalf of the council, provide ongoing support for implementation of approved school action plans.
 - Provide notice to parents by posting the following information on the school website, in the school office and to parents without access to the internet. Posting of election information is encouraged.
 - At least one week prior to council meetings:
 - Create and post agenda
 - By October 20th of each year:
 - Meeting schedule of council meetings for the year
 - List of school community council members, including contact email and/or phone numbers
 - Summary of the School LAND Trust Program Final Report each fall for the prior year

- Always:
 - Statement about the opportunity for parents to serve on the school community council and make decisions about the School LAND Trust Program funding
 - Funding amounts for each year from the School LAND Trust Program (link to School LAND Trust website SCHOOL Funding page) §
 - Rules of Order and Procedure
 - Information about electronic voting if the school uses the process for their council elections.
 - Work with the director to provide notice of the election at least 10 days in advance to parents and staff of council positions that are up for election, how to apply, the date, time and location of the election. The election may be conducted in the spring if it is completed prior to the last week of the school year OR near the beginning of the school year. The time of the election should be consistent for at least four years. If the council chooses to hold the election in the spring, all parents who would vote if the election were held in the fall are encouraged to file, run and vote.
- **Vice Chair:**
 - The vice chair will assume all roles of the Chair in the event they are not present at a meeting or if they resign their position
- **Secretary:**
 - Responsible for keeping detailed meeting minutes and submitting them to the Director at least one week prior to the next meeting.
 - Record votes on approval of the School LAND Trust plan by the number voting for, against and absent
 - Co-Responsible for keeping meeting running on time and members on task

Parent Involvement Plan:

- Include parent recruitment in our School Community Council (SCC) agenda.
- Redefine “Parent Involvement”.
- Identify and recruit parent players.
- Finding the “leaders” we have amongst the Parent Community. Encourage them to take small steps in being involved.
- Put the invite on our school website and do a call home.
- Promote Diversity.
- Email parents and invite them to meetings that are public as well as email the link to where parents can find minutes of each meeting.
- Explain to parents when they attend SCC why we need their help.
 - Parent participation assist with making academic decisions at Pioneer High to help their students.
 - SCC parents are part of a governing body that allocates funds to assist with student academic growth.
- Parent community awareness helps the SCC as well as helps promote school functions and fundraisers.