

Dixie Middle School Community Council
Rules of Order and Procedure (Amended April 17, 2013)

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

Election of Council Members and Officers:

1. The Dixie Middle School Community Council shall be composed of no more than twelve (12) members with at least two (2) more parent members than educator members.
2. Council members serve for a two-year term and may be re-elected for additional terms subject to their eligibility according to state law. Terms for members of the council shall be staggered so that only half of the council is up for election on any given year.
3. On or about August 1 of each year, a notice regarding elections will be posted on the front doors of the school and also on the school marquee on the corner of 700 South and 100 East. A general e-mail notification to parents may also be sent as is feasible.
4. Nominations for council membership shall be accepted through the posted deadline.
5. If nominations do not exceed the available council positions, all nominees shall be considered elected to the Community Council. If there are more nominations than available seats, elections shall be held prior to the end of August.
6. The Council Chair shall assist the Principal as needed in the conducting of elections.
7. The outgoing Council Chair shall conduct the first meeting of the Community Council where the election of officers for the current year will be conducted. This meeting shall be held in September with a minimum two-week notice given to council members.

Rules of Procedure:

1. All meetings are open to the public and the public is welcome to attend.
2. 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.
3. Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting.
4. 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.
5. The chair or a co chair conducts the meetings, makes assignments and requests reports on assignments. In the absence of the chair or co-chair, the vice-chair or other co-chair shall conduct meetings.
6. Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53A-1a-108.1(9)(i). Items on the agenda take priority over other discussions coming before the council. Action of the council will be taken by motions and voting. The motions and voting are recorded in the minutes.
 - 6.1. 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.
 - 6.1.1. When discussion seems complete the chair may call for a vote on the motion.
 - 6.1.2. Or when a member of the council "calls the previous question" (a motion to end discussion of the first motion), a second is required and then, 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.
 - 6.2. A tie vote is a lost vote.
 - 6.3. A main motion may be amended.
 - 6.4. Nominations can be closed by saying, "I move to close nominations."
 - 6.5. Most motions are main motions.
 - 6.6. A point of order is offered when there is some question if procedure had been followed correctly.

- 6.7. 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.
- 6.8. A person who made the motion may withdraw the same motion.

Simple Motions of Parliamentary Procedure

MOTION	DOES IT REQUIRE A 2ND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	IS A VOTE REQUIRED?
Adjourn	Yes	No	No	Majority
Amend a motion	Yes	Yes	Yes	Majority
Close nominations	Yes	No	Yes	2/3
Main motion	Yes	Yes	Yes	Majority
Point of Order	No	No	No	Ruled on by Chair
Previous Question	Yes	No	No	2/3
Reconsider	Yes	Yes	No	Majority
Withdrawal of Motion	No	No	No	Majority