

# **SOUTH SUMMIT MIDDLE SCHOOL COMMUNITY COUNCIL**

## **Rules of Order and Procedure**

**ADOPTED BY THE SOUTH SUMMIT MIDDLE SCHOOL COUNCIL ON September 8, 2025**

### **Elections:**

Elections shall be held the first week of September. Notification with instructions on how to apply as a candidate for the school community council will be posted on the school website and will be sent to all parents at least ten days prior to the election. A ten-day window shall then be given for candidates to submit their applications to the principal. Once the window is closed, the elections shall take place by electronic voting, allowing parents two business days to place their votes. Voting is required unless the number of applications does not exceed the number of open positions. When positions remain open after elections, existing parent members shall appoint parent members, and existing school employees shall appoint employee members.

The council shall consist of the principal, one school employee who is elected in even years, and one school employee who is elected in odd years; and six parent members, half of whom are elected in the even years and half in odd years. In the event there is a tie vote in an election, the principal shall flip a coin to determine the outcome.

### **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 the council represents are included in discussions
- Expect accountability and be prepared to be accountable
- Act with integrity

### **Conflict of Interest Summary:**

This section outlines the procedure for handling conflicts of interest (COI) to ensure all School Land Trust Committee decisions are made objectively and solely in the best interest of the school community.

#### **A. Definition**

- a. A conflict of interest exists when a member's private interest (financial, professional, or personal) could reasonably appear to interfere with their objective judgment regarding an expenditure or decision of the Land Trust funds.

#### **B. Required Procedure**

- a. Any committee member who perceives a conflict of interest related to an item on the agenda must follow these steps:
  - i. **Immediate Disclosure:** Verbally notify the Committee Chair (or remaining members) of the conflict and its nature prior to the discussion of the item.
  - ii. **Recusal:** The conflicted member **must** physically leave the meeting room during the discussion and deliberation of the agenda item.
  - iii. **Abstention:** The conflicted member must not cast a vote on the matter. The member will not be counted toward the quorum required for that specific vote.
  - iv. **Documentation:** The member's name, the nature of the conflict, and their recusal/abstention **must** be recorded in the official meeting minutes.

**Rules of Procedure:**

Council members will receive training to understand the responsibilities of the council. Council members receive training before preparing and taking action on School LAND Trust Plans and reports.

All meetings are open to the public and the public is welcome to attend or join via Google Meet. Meetings will be held at 2:30 on the following dates.

**September 8, 2025, October 13, 2025, November 10, 2025, January 12, 2026, March 9, 2026, April 13, 2026, and May 11, 2026**

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, and will be posted on the school website. The agenda will include the date, time and location of the meeting, and any proposed action items.

Written minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting. Approved minutes will be retained for three years.

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 its work in a timely manner.

**August and September**

- Conduct Fall elections
- September 8, 2025 - Hold first meeting
  - Orientation for new member and schedule member training
  - Collect member contact information and set meeting schedule for the year
  - Review required website information and Rules of Order & Procedure
  - Elect a Chair and Vice Chair
  - Review the current School LAND Trust Plan, implementation of the prior year's plan, and the Teacher and Student Success Act Plan (TSSA)

**Before October 20th**

- Submit council members and principal assurance on the SCHOOL LAND TRUST website
- Update the school website postings
  - Member names and way to contact them
  - Proposed meeting schedule for the year
  - Invitation for parents to serve on the council
  - Updated Rules Of Order and Procedure
  - Teacher and Student Success Act Plan (TSSA)
  - Links to Plans and Reports for current year plan as well as two prior year plans
  - Current distribution amounts
  - Minutes for at least one year
  - Meeting notice, agenda, and draft minutes - one week in advance of a council meeting

## November & December

- Discuss School Safety and Digital Citizenship Reports with school leaders
- Provide input to the principal on the Positive Behavior Plan

## January & February

- Submit final Report online for the 2024-2025 school year by district due date
- Review year-to-date budget and submit a Plan Amendment for approval, as needed
- Participate in an academic discussion in relation to the current School LAND Trust Plan implementation and decide the academic needs to be addressed in the upcoming school year
- Make recommendations to the principal about the Teacher and Student Success Act Plan (TSSA)

## March & April

- Prepare and approve School LAND Trust Plan by district due date
- Council Members sign district created council assurance form at the meeting when council approves the school plan
- Report on current school plan implementation and budget
- Celebrate student and school year successes, including plan implementation

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. A quorum is a majority of council members.

To assure a quorum can be present, members who are unable to attend scheduled meetings should notify the chairperson as soon as reasonably possible. Members who miss two consecutive meetings will be notified by the chair that they will be replaced if they do not attend the next meeting. The council will consider the seat(s) vacant and the remaining parent members will appoint a parent/parents to fill the unexpired term(s).

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

### Simple Motions of Parliamentary Procedure

Used by some organizations to assist those new to the process

| MOTION               | DOES IT<br>REQUIRE A<br>2ND? | IS IT<br>DEBATABLE? | CAN IT BE<br>AMENDED? | IS A VOTE<br>REQUIRED |
|----------------------|------------------------------|---------------------|-----------------------|-----------------------|
| Adjourn              | yes                          | no                  | no                    | majority              |
| Amend a motion       | yes                          | yes                 | yes                   | majority              |
| Close<br>nominations | yes                          | no                  | yes                   | 2/3                   |

| MOTION                  | DOES IT<br>REQUIRE A<br>2ND? | IS IT<br>DEBATABLE? | CAN IT BE<br>AMENDED? | IS A VOTE<br>REQUIRED |
|-------------------------|------------------------------|---------------------|-----------------------|-----------------------|
| Main motion             | yes                          | yes                 | yes                   | majority              |
| Point of Order          | no                           | no                  | no                    | ruled on by<br>chair  |
| Previous<br>Question    | yes                          | no                  | no                    | 2/3                   |
| Reconsider              | yes                          | yes                 | no                    | majority              |
| Withdrawal of<br>Motion | no                           | no                  | no                    | majority              |

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.