

Washington County School District

Sunset Elementary Community Council

Adopted by the Council on 10/07/2025

Code & Rule References

The Rules of Order & Procedure adhere to all relevant legal requirements for School Community Councils and the School LAND Trust Program, as outlined in Utah Code §§ 53G-7-1202, 53G-7-1203, 53G-7-1206, and 53G-7-13, as well as Utah Administrative Rules R277-477 and R277-491.

Council Duties

In accordance with Utah Code § 53G-7-1202, the responsibilities of the council include:

- Creating (all components of) the School LAND Trust Plan, to include:
 - The Goal Statement, Academic Area, Measurement, Action Plan Steps, and Expenditures
- Advising and making recommendations to school and school district administrators and the local school board regarding:
 - the school and its programs
 - school district programs
 - a child access routing plan
 - safe technology utilization and digital citizenship
 - other issues relating to the community environment for students
- Partnering with the school's principal and other administrators to ensure that adequate on and off campus Internet filtering is installed and consistently configured to prevent viewing of harmful content by students and school personnel
- In accordance with state board rule regarding school community council expenditures and funding limits: working with students, families, and educators to develop and incorporate safety principles at the school; and holding at least an annual discussion with the school's principal and district administrators regarding safety principles
- Providing input to the school's principal on a positive behaviors plan

Council Member Expectations:

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

Rules of Procedure:

1. **Training:** Council members will receive annual training to understand their responsibilities. Training is the responsibility of the local school board.
2. **Open Meetings:** All meetings are open to the public, and the public is welcome to attend.
3. **Meeting Agendas and Minutes:**
 - o The agenda for each upcoming meeting, along with draft minutes from the previous meeting, will be provided to all council members at least one week in advance.
 - o The agenda will be posted on the school website and will include the date, time, and location of the meeting, as well as any proposed action items.
4. **Meeting Minutes:** Written minutes will be taken at all meetings. These minutes will be prepared in draft form for approval at the next scheduled meeting. Once approved, minutes will be retained for three years.
5. **Annual Timeline:** The council will create a timeline for the school year. This timeline will include due dates for all required reports and other activities or tasks that the council agrees to undertake or participate in. The timeline will be used to help prepare meeting agendas and ensure the council completes its work efficiently.
6. **Election Procedures:**
 - o Elections will take place in September. The election will be announced via email at least ten days before the election.
 - o Eligible candidates will email if interested in filing for election.
 - o A ballot will be sent via email and will be recorded in a Google Form
7. **Council Composition:** The council's composition ensures a two-parent majority and includes the following members:
 - o The principal (an ex-officio voting member).
 - o 2 school employee member(s), half of which are elected in even-numbered years, and half of which are elected in odd-numbered years.

- o 4 parent member(s), half of which are elected in even-numbered years, and half of which are elected in odd-numbered years.

8. **Filling Vacancies:** If a full council is not elected or if a seat becomes vacant, parent members of the council will appoint individuals to fill vacant parent positions, and school employee members will appoint individuals to fill vacant school employee positions.

9. **Removing Members:** A council member may be removed from office under the following circumstances:

- o **Member Relocation:** Council membership may be discontinued when a member's relocation prevents them from serving on the council.
- o **Attendance:** The member fails to attend two consecutive regular council meetings without Acceptable Reason, e.g., prior notification to and approval by the council chair or designated officer.

The process for removal is as follows: A member will be notified that the seat is considered vacant if they miss two or more meetings. The procedure for filling the resulting vacancy is outlined in Section 8, Filling Vacancies.

10. **Resignation of members:** A council member may resign from their position by providing written notification to the council chair. The procedure for filling the resulting vacancy is outlined in Section 8, 'Filling Vacancies.

11. **Council Officers:** At the first meeting of each year after the council is seated, the council will elect a chair from the parent members and a vice-chair from either the parent or school employee members. The principal is not eligible to hold an office.

12. **Officer Responsibilities:** The chair will conduct meetings, make assignments to council members, and request reports on those assignments. In the chair's absence, the vice- chair will conduct the meetings. The chair may delegate responsibilities to other council members as needed.

13. **Quorum:** A quorum, which is a majority of the council members, is necessary to conduct official business and vote. This quorum requirement does not necessitate a two-parent majority.

14. **Reporting Conflicts of Interest:** Council members must adhere to the conflict-of-interest policy established by the district. Please refer to WCSD Policy #2810 for detailed guidelines.

15. **Parliamentary Procedure:** Meetings will be conducted and actions taken according to simplified rules of parliamentary procedure as required by Utah Code § 53G-7-1203. Council actions will be decided by motions and voting, with all votes and motions recorded in the meeting minutes

Simple Motions of Parliamentary Procedures

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

A **motion** is an action to be taken by the council and is stated as a motion. Someone else on the council “**seconds**” the motion indicating 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 the 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 the procedure has 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

