

OCJH School Community Council

Rules of Order and Procedure

Oak Canyons Vision and Goals:

Norms:

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- Meetings begin promptly and typically last one hour
 - We communicate in advance if unable to attend
 - We speak candidly, and listen genuinely to each other
 - We assume goodwill
 - We support the decisions made by the Council
 - We focus on the work of the SCC and continuously reflect on our effectiveness
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Rules of Procedure:

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 in the main office. The agenda will include the date, time and location of the meeting.

Minutes will be kept 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 council consists of the principal, up to 3 school employee(s) who are elected in even years, 3 school employee(s) who is/are elected in odd years, and up to 10 parent members, half of whom are elected in 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. (Size of the council should be determined by the council, but councils are required to consist of the principal, at least one school employee, and at least four parents with a two-parent majority on the council. Elections are required to be staggered)

Attendance by members is expected. If a member misses two consecutive meetings without communicating with the chair, then the chair will contact the member and determine if they want to continue on the council. If the member doesn't want to continue, the council will consider the seat vacant and the remaining parent members will appoint a parent to fill the unexpired term.

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