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## Rules of order and Procedure for Spanish Fork Jr. High School Community Council Table of Contents

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### 1. Purpose and Philosophy:

- 1.1. The Spanish Fork Jr. High School Community Council recognizes that it is a public body and as such the Council has a responsibility to conduct its official business in an open manner. All meetings will be open to the public. However, public participation in the meetings is limited as provided in section 3.4 below.
- 1.2. This policy establishes expectations for council members and Rules of Order and Procedures for conducting School Community Council meetings

### 2. Council Member Expectations

- 2.1. All council members are expected to act with integrity and maintain a high level of ethical behavior. Each council member will agree to attend meetings on time and be actively engaged and on-task. Members will be accountable for all assignments and hold others accountable.

### 3. Regular Council Meetings

#### 3.1. Notice Requirements

- 3.1.1. The Council shall give public notice at least once each year of its annual regular council meeting schedule. The public notice shall specify date, time and place of the regular council meeting.
- 3.1.2. In addition to the annual notice above, the Council shall also give at least seven (7) days public notice of the agenda, date, time, and place of each of its meetings.

#### 3.2. Agenda

- 3.2.1. The agenda for all council meetings shall provide reasonable specificity to notify the public as to the topics to be considered at the council meeting. The School Community Council Facilitator will prepare the agenda for each meeting after consulting with the School Community Council Chair and the principal. Others wishing to have an item placed on the agenda shall submit the item to

**600 S 820 E. Spanish Fork, UT 84660      Phone: 801-798-4075      Fax: 801-798-4097**  
**<http://sfjhs.nebo.edu/>**

the Facilitator, or another member of the School Community Council at least seven (7) days prior to the scheduled meeting.

### 3.3. Rules of order

3.3.1. The School Community Council Chair will use the publicized agenda to run each meeting. If the Chair is absent the Co-Chair will run the meeting

3.3.2. All actions of the council will proceed by a motion and second to the motion.

3.3.3. Voting shall be made by either a show of hands or a verbal indication such as “aye” or “nay” on each motion.

3.3.4. When a tie vote exists on a motion, the motion will be declared to have failed.

### 3.4. Public Participation

3.4.1. Patrons who wish to address the Council shall contact a member of the School Community Council prior to a meeting to make their request known.

3.4.2. To ensure sufficient time to conduct its business, the council has allotted the total amount of time for public comments will not exceed 15 minutes. Comments are limited to three (3) minutes for each individual unless the person is speaking on behalf of a group, in which case the comments are limited to five (5) minutes. The Council may time speakers to ensure compliance with this provision.

3.4.3. Topics may include suggestions for improving school services or programs, and comments are welcome regarding new issues or new program or policy suggestions.

3.4.4. Comments are not allowed regarding the following subjects:

3.4.4.1. Employment or personnel issues

3.4.4.2. Complaints, criticism, or personal attacks against individual students, employees or other citizens

3.4.4.3. Individual or specific concerns regarding the patron’s own student or other students.

3.4.5. The Council Chair or other presiding officer may terminate the remarks of any individual who does not adhere to this policy. Individuals addressing the council who engage in inappropriate or disruptive conduct will be removed from the meeting. Patrons in the audience should conduct themselves in a respectful, civil, and courteous manner, as inappropriate or disruptive conduct by members of the audience will not be tolerated.