

# Rules of Order and Procedure Requirements

## District School Community Councils

Rules of Order & Procedure, or commonly known as “bylaws” are a set of policies that govern and prescribe a public meeting. A school community council (SCC) shall adopt Rules of Order & Procedure, conduct a public meeting in accordance with the Rules, and make the Rules of Order & Procedure available to the public at each public meeting and on the school’s website.

### Required Sections

- ☐ **Process for electing the School Community Council:** The detailed process of establishing a School Community Council, to include membership, staggered terms, election of officers, member removal, filling vacancies, and conflicts of interest.
- ☐ **Membership:** The exact number of parent members and school employee members to form the council, consistent with 53G-7-1202. Remember, the Council Membership Form must match Rules of Order & Procedure.
  - ☐ **Example:** There will be 6 parent members and 4 school employee members, including the principal.
  - ☐ No ambiguous language may be used: “up to”, “not limited to”, etc.
- ☐ **Staggered Terms:** A statement of how many positions are open in odd and even years to ensure half of the seats are open each year. *For newly opening schools, verify the initial election established both 1-year and 2-year terms to begin the staggering process.*
- ☐ **Election of Officers:** Describe the process to elect a Chair (parent) and Vice Chair (parent or school employee)
- ☐ **Member Removal:** Explain the grounds for removing a council member (e.g., moving away, excessive absences) and the process for doing so.
- ☐ **Filling Vacancies:** Describe the process for filling vacant council positions that occur during the year.
- ☐ **Conflicts of Interest:** Outline the process for council members to report any potential conflicts of interest if required by the local governing board’s policies.
- ☐ **Parliamentary Order and Procedure, Ethical Behavior, and Civil Discourse:** This section should reference a standard parliamentary authority (such as Robert’s Rules of Order) or provide comparable information on how the council will conduct its business in an organized and respectful manner.

## Recommended Sections

*In addition to the required sections, it is recommended to include other items that will help councils establish a clear framework for council formation and operation. Those recommended sections can be found below.*

- ☐ **Public Comment:** Outline guidelines for public participation in council meetings.
- ☐ **Agenda Items:** Describe how agenda items are proposed and prioritized for council meetings.
- ☐ **Tie-Votes:** Explain the procedure for resolving tie votes during council decisions.
- ☐ **Absentee Ballots:** If applicable, provide guidelines for absentee voting in council elections.
- ☐ **Electronic Meetings:** If the council allows electronic meetings, outline the rules and procedures for conducting them, ensuring compliance with local board policy and 53G-7-1203.
- ☐ **Other Challenges:** Address any other anticipated challenges or situations that might arise and provide guidance on how the council should handle them.
- ☐ **Robert's Rules of Order:** Create or adopt a standardized framework for conducting meetings and making decisions as a group.

## Resources

- [Template for Rules of Order and Procedure](#)
- [Rules of Order and Procedure Training Video](#)