

Draper Elementary School Community Council Rules of Order and Procedure 2025-2026

To promote ethical behavior and civil discourse, each council member shall:

- Attend council meetings on time and prepared
- Make decisions with the needs of all the 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:

All Meetings are open to the public, and the public is welcome to attend.

- Meeting Dates/Times and the agenda will be posted on the School Website
<https://draper.canyonsdistrict.org/school-community-council/>

The number of School Community Council members will be limited to fifteen total members (established May 2012). The number of parent or guardian members must exceed the number of school employee members by two people.

Members, parents, and employees have an expectation of attendance.

- If, for some reason, a member cannot attend, they need to notify the chair ahead of time.
- If a member is not able to attend the meeting in person, they will be given an option to attend via phone or Zoom.
- A parent or employee with two or more unexcused absences may be replaced by a vote of the council.

Elections for SCC members will be held within the first thirty-five days of the school year.

- Notification of available SCC parent member seats, election dates, and procedure for declaring candidacy for the SCC will be given with the registration information from Draper Elementary at least ten days prior to elections.
- If the number of candidates is less than or equal to the available seats, then all candidates will be appointed to the SCC; otherwise, a

formal election will take place.

- If there are more candidates than available seats, two alternates will be selected from the remaining, unelected candidates in the order of the number of votes received.
 - Alternates will attend all meetings
 - Alternates will be appointed as voting members of the council if a seat is vacated prior to the next election and the council votes to fill the vacated seat.
- The Principal shall oversee the election consistent with [53G-7-1202](#) (School Community Councils - Duties-Composition-Election procedures and selection of members); elections shall run three consecutive school days.
- The dates for the elections will be determined by the standing SCC at the last meeting of the school year and communicated to the Principal.
- All SCC terms are for two years, with no term limits for parents or guardians. They may serve if they have a child attending Draper Elementary School in the fall of their first year.
- Each year, there should be at least one parent member and one staff member starting a two-year term
- Once the council is seated, a chair, vice chair, and notetaker will be elected by the council.
- Chair must be a parent or guardian
- Notetaker and vice chair may be a parent/guardian or an employee
- Membership needs to approve elected persons by majority vote
- Chair responsibilities: The chair shall:
 - Be a parent member
 - Conduct meetings using Robert's Rules of Order and under the direction of the school principal
 - Prepare an agenda for meetings and have it posted to the school website one week prior to the scheduled meeting
 - At the beginning of every meeting, review and update meeting minutes, as needed, from the prior meeting
 - Obtain approval of prior meeting minutes to be posted to the Draper Elementary School website within 5 days of approval
- Vice Chair responsibilities: The Vice Chair shall:
 - Be a parent or employee member
 - Assist Chair as needed
 - Review the meeting minutes draft before the next meeting

- Notetaker responsibilities: The Notetaker shall:
 - Be a parent or employee member
 - Record meeting minutes at every meeting.
 - Record individual council member votes by name if the vote is not unanimous.
 - Share meeting minutes with all SCC members within 5 days of the meeting.

The chair prepares the agenda for each upcoming meeting, consulting the Canyon's School District SCC Timeline

- The chair will email the agenda and draft minutes to all SCC members at least one week prior to the meeting
- All SCC members will have access to SCC meeting minutes and agendas via a Google Drive link
- Agendas will include the date, time, location of the meeting, and topics that will be discussed

The notetaker will record meeting minutes at every meeting in draft format and send the draft meeting minutes to the chair within 5 days of the meeting

- Draft meeting minutes will be shared with all SCC members via email prior to the next meeting
- SCC members may also access the meeting minutes at any time using the Google Drive link

The chair conducts the meetings, makes assignments, and requests reports on assignments. In the absence of the chair, the vice-chair shall conduct meetings.

If a parent member misses two meetings, the chair will notify the member that if the member misses an additional meeting, the council will consider the seat vacant and the remaining parent members will appoint a parent to fill the unexpired term.

Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53A-1a-108.1(9)(i). Items on the agenda take priority over other discussions coming before the council.

- Action of the council will be taken by motions and voting.
 - A motion (or an action to be taken by the council) is stated as a motion (i.e., "I'd like to motion that we...").
 - 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 (i.e. "I second that we...")
 - Then the council members provide input and discussion as called upon

- by the chair.
- o When the discussion seems complete, the chair may call for a vote on the motion
 - The council must have a quorum to vote. A quorum is equal to a majority of council members.
 - SCC members can vote “aye” “nay” or “abstained.”
- o Or when a member of the council “calls the previous question” (a motion to end discussion of the first motion), a “second” is required and then, without discussion, the chair calls for a vote that must pass by 2/3
- o If the vote of 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 motion to call the previous question is usually used to move business along
- The motions and voting are recorded in the minutes.

Robert's Rules of Order chart can be used if the council feels they would like to use additional 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 |

- A tie vote is a lost vote
- A main motion may be amended
- Nominations can be closed by saying, "I move to close nominations."
- Most motions are main motions
- A point of order is offered when there is some question whether 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 the 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

Conflict of Interest

- All Council members will be asked to report any conflict of interest at the first SCC meeting in the Fall and each time an agenda item occurs where a conflict arises.
- Council members to whom some private benefit may come as a result of a Council action must publicly declare a conflict of interest and follow the recommendation of the Council on participation in the action.
- The benefit may:
 - Be either direct or indirect;
 - Create a material personal gain; or
 - Provide an advantage to self, relations, friends, or groups or

Approved September 15, 2025

associations of loyalty.

- Membership in an association is not of itself a conflict of interest unless it prevents an objective consideration of pertinent information during Council discussion and deliberation.
- The member is not to discuss a matter in which he/she has a conflict of interest with another Council member.
- The Council must decide the level of participation for a Council member who has a conflict of interest.
 - The levels of participation are described as
 - (1) full participation
 - (2) no voting on issues of conflict
 - (3) the Council suggests that the member withdraw from participation in the presentation, discussion, or vote.

These Rules of Order and Procedure were adopted by Draper Elementary SCC Council on 09/15/202