

# **Westland Elementary School Community Council 2016-2017**

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## **RULES OF ORDER AND PROCEDURE**

### **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:**

All meetings are open to the public and the public is welcome to attend. Council will be capped at 16 members - including a two parent majority. Members serve for two years and are required to attend three of the scheduled meetings or may be voted off the council. The goal is to have an actively participating council.

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 by email. Approval should be submitted no later than one week after receiving email of draft minutes.

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

Minutes shall be conducted and action taken according to Robert's Rules of Order.

- Member makes a clearly worded motion to take action or a position.
- Motion must be seconded.
- Chairman restates the motion.
- Discussion/debate occurs.
- Chair closes the discussion and states the question/asks for a vote.
- Chairman provides voting directions.
- Chairman announces the results of the vote.

(Robert's Rule of Order – Main Motion Process and Cheat Sheet are on this website)