



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](#)