

GRANT ELEMENTARY COMMUNITY COUNCIL 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 prepared to be accountable
- Act with integrity

Rules of Procedure

1. All meetings are open to the public and the public is welcome to attend.
2. 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.
3. Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting.
4. The council will use the timeline in the 2018-19 School Community Council Handbook that includes the due dates for all required reporting and other activities/tasks that the council agrees to assume or participate in. The timeline will assist in preparation of agendas to be sure the council accomplishes their work in a timely manner.
5. The chair conducts the meetings, makes assignments, and requests reports on assignments. In the absence of the chair, the vice-chair shall conduct meetings.
6. The council must have a quorum to vote.
7. Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required. Council actions will be taken by motions and voting with votes and motions recorded in the minutes
8. The council will allow for call in council members to be a part of the voting party for the current council meeting. Council members wishing to call in must notify the chair, vice chair or principal in advance. At that time, they will decide which number that call will be made to.