

GRANT ELEMENTARY COMMUNITY COUNCIL RULES OF ORDER AND PROCEDURE

The council consists of the principal, one school employee who is elected in even years, one school employee who is elected in odd years, and six parent members, half of whom are elected in even years and half in odd years. In the event there is a tie vote in an election, the principal shall flip a coin to determine the outcome. (Size of the council should be determined by the council, but councils are required to consist of the principal, at least one school employee, and at least four parents with a two-parent majority on the council. Elections are required to be staggered)

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

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 prepared by Superintendent Covington 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 the 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/virtual attendance of 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. A Zoom link will be made available to members if requested.