

Hayden Peak School Community Council (SCC)

Rules of Order and Procedure

Updated 10.18.2024

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
- Act with integrity

Rules of Procedure:

- All meetings are open to the public and the public is welcome to attend.
- The council consists of the principal, 1 school employee who is elected in even years, 1 school employee who is elected in odd years, and 5 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.
- The agenda of each upcoming meeting as well as draft minutes of the prior meeting will be made available to all council members and the public (via the school website) one week in advance.
- Meeting minutes will be kept and approved via email or at the next scheduled meeting.
- The chair or a co-chair conducts the meetings, makes assignments and requests reports on assignments. In the absence of the chair or co-chair, the vice-chair or other co-chair shall conduct meetings.
- Items on the agenda take priority over other discussions coming before the council. Action of the council will be taken by motions and voting. The motions and voting are recorded in the minutes.
- At the initiation of each school year the council will prepare a timeline for the school year that includes meetings, critical tasks and due dates. The timeline may be modified as agreed upon and included with meeting minutes.
- Any council member not attending at least 60% of meetings may be removed from the council.
- Meetings shall be conducted and action taken according to simplified rules of parliamentary procedure. A motion (or an action to be taken by the council) is stated as a motion. 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. Then the council members may provide input and discussion as called upon by the chair. When discussion seems complete the chair may call for a vote on the motion. 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. If the vote on 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 vote to call the previous question is usually used to move business along.

[Link to the 2024-25 TSSA Plan](#)