

Rules of Order and Procedure

Noah Webster Academy School Land Trust

To promote ethical behavior and civil discourse each council member will strive to:

- 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
- Act with integrity

Rules of Procedure:

All meetings are open to the public and the public is welcome to attend.

Meeting agendas will be posted on the school website and are also available by contacting the School Land Trust chair. Requests for items to be added to the agenda must be made more than a week before the next scheduled meeting.

Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting. Minutes of previous meetings are available on the school website.

The council will prepare a timeline for the school year that includes due dates for all required reporting and other activities/tasks that the council agrees to assume or participate in.

The chair conducts the meetings, makes assignments and requests reports on assignments. In the absence of the chair, the chair will designate another member to conduct the meeting.

Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53A-1a-108.1(9)(i). Items on the agenda take priority over other discussions coming before the council. Council action will be taken by motions and voting with votes and motions recorded in the minutes. If a vote is needed and there isn't sufficient time to hold a meeting, votes may be given by email.

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. The council members can discuss the motion as needed. When discussion seems complete the chair may call for a vote on the motion. A majority is required to pass the motion.

Attached is a chart that could be used if the council feels they would like to use additional motions of Parliamentary Procedure in their meetings.

Simple Motions of Parliamentary Procedure

MOTION	DOES IT REQUIRE A 2ND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	IS A VOTE REQUIRED
Adjourn	yes	no	no	majority
Amend a motion	yes	yes	yes	majority
Close nominations	yes	no	yes	2/3
Main motion	yes	yes	yes	majority
Point of Order	no	no	no	ruled on by chair
Previous Question	yes	no	no	2/3
Reconsider	yes	yes	no	majority
Withdrawal of Motion	no	no	no	majority

- A tie vote is a lost vote.
- A main motion may be amended.
- A point of order is offered when there is some question if procedure had been followed correctly.
- To stop debate or discussion on a motion and force the vote a member would say, "I move the previous question." This requires a second and a 2/3 vote.
- Hasty action may be corrected by use of the motion to reconsider. This motion may be made only by one who voted on the prevailing side.