

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

The agenda of each upcoming meeting with draft minutes of the prior meeting will be made available to all council members at least 48 hours in advance, will be posted on the school website and made available in the main office by request. The agenda will include the date, time and location of the meeting.

Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting.

At the first meeting of the year the council will prepare a timeline for the school year that includes due dates for all required 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.

The council will develop a program annually to use the school's allocation of School Land Trust Funds including:

1. the school's identified most critical academic needs
2. a recommended course of action to meet the identified academic needs
3. a specific listing of any programs, practices, materials, or equipment which the school will need to implement a component of the school's Success Plan to have a direct impact on the instruction of students and result in measurable increased student performance
4. how the school intends to spend its allocation of funds to enhance or improve academic excellence at the school. Also, In accordance with state board rule the Charter Trust Land Council shall work with students, families, and educators to develop and incorporate safety principles at the school and hold at least an annual discussion with charter school administrators to coordinate efforts to develop and incorporate safety principles at the school level.

The council chair conducts the meetings (or delegates), makes assignments and requests reports on assignments. In the absence of the chair, the vice-chair shall conduct meetings.

The council must have a quorum to vote. A quorum is equal to a majority of council members.

The council is comprised of a two person majority of elected parents, grandparents or legal guardians of students enrolled at Valley Academy. Community members and school employees may also serve on the council as long as the parent two person majority is met. A parent, grandparent or legal guardian of a student enrolled at Valley shall serve as chair or co-chair of the council. Council members shall be voted in by secret ballot by the school community. The council will be made up of no fewer than four and no more than six parents and no fewer than two and no more than four school employees. Council member terms shall be two years and members can serve two consecutive terms. The council will be required to vote for the executive members.

In the event that a council member leaves the council (moves, quits, removes child(ren) from school) the remaining council members will appoint a person to fill the unexpired term. A council member may

members will appoint a person to fill the unexpired term. Only parent council members can appoint new parent members. Other council positions may be appointed by the council.

Meetings shall be conducted, and action taken according to very simplified rules of parliamentary procedure as required in 53G-7-1203(10). Council actions will be taken by motions and voting with votes and motions recorded in the minutes.

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 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. Without discussion the chair calls for a vote that must pass by  $\frac{2}{3}$ . 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.

- A tie vote is a lost vote
- Most motions are main motions. 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  $\frac{2}{3}$  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.
- A person who made the motion may withdraw the same motion.