Syracuse Arts Academy Jr High Campus
Rules of Order and Procedure

Adopted by the Syracuse Arts Academy Charter Jr High Campus Land Trust Council on (approved date).

Role

The council's role is to identify the school's greatest academic needs and recommend an action plan for using the acquired funds. The plan decided upon by the Charter Trust LAND Council is reviewed and approved by the charter governing board during a public board meeting. The plan is then submitted to the state for final approval.

LAND Council Size & Composition

The LAND Council shall consist of at least five members. The LAND Council shall determine the size of its membership by a majority vote. The number of LAND Council members who are parents or grandparents of students enrolled at the School shall exceed all other members combined by at least two.

Election Procedures

The LAND Council membership shall consist of the required number of parents or grandparents of students, school administrators, and may also include other School employees.

a. The School will notify parents/guardians about the LAND Council and provide information on becoming a member of the School's LAND Council.

b. If the number of interested individuals exceeds the number of open positions, an election will take place. Families will be notified of the election process at least ten (10) days before voting commences, and each family will be given the opportunity to vote. Voting will be anonymous. The School's director will oversee the elections.

c. If the number of interested individuals is less than or equal to the number of open positions, an election is not required.

d. Terms shall be for a period of one (1) year, and members are eligible for re-election.

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 the council represents are included in discussions
- Expect accountability and be prepared to be accountable
- Act with integrity

Rules of Procedure

- Council members will receive training to understand the responsibilities of the council. Council members receive training before preparing and taking action on School LAND Trust Plans and reports.
- 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 one week in advance, and will be posted on the school

website. The agenda will include the date, time and location of the meeting, and any proposed action items.

- Written minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting. Approved minutes will be retained for three years.
- 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 timeline will assist in preparation of agendas to be sure the council accomplishes their work in a timely manner.
- The chair conducts the meetings, 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 a majority of council members.
- To assure a quorum can be present, members will r.s.v.p. prior to each meeting. If a member is unable to fulfill their duty on the committee, the position will be advertised, interested parties will apply, and the committee will select a replacement for the remainder of the year.
- 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 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 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.

Public Comment

- During the agenda under the Public Comment section, the public may address any issue not related to items already on the agenda. Please state your name for the official minutes. Please limit your comments to two minutes.
- After an item has been introduced and debated by the council, the President will call for a public comment on that item only. Each public attendee shall have the opportunity to speak two times on the same issue on the same day. It shall proceed that everyone will be given their first opportunity to speak before anyone will be given their second opportunity.
- To maintain order, if someone from the public is out of order, the President will verbally counsel him or her by calling, “point of order”.

Order of Debate

- The item will be introduced by the sponsor. If the sponsor is not present, then the President will assign someone to do the introduction.
- Members debate the item (unless no one wished to debate it). Each member is allowed two separate opportunities to speak on the item.
- The President will then open the item up for Public Comment following the directions in public comment section 2.
- The item will then be opened up to the Board for additional debate if necessary.
- A member makes a motion by saying “I move that…” If it is long, it should be made in preparation and writing and given to the President or Secretary. If no motion is made then the item dies, and no further debate will occur.
- Another board member may amend the motion. If the motion is amended the President asks if there is any objection to adopting the amendment. If even one member objects, the amendment is subject to debate and vote like any other motion.
- If the motion is amended the President may open it up to further board comment if necessary.
- The President will then call the question and take a vote on the item.
- The President announces the vote.

Pattern of Formality

- The President should be addressed as Mister or Madame President as appropriate.
- Wait to be acknowledged verbally or with a nod before speaking by the President.
- Speak only to the President or through him / her.

- Avoid personalizing any issue; speak to the subject, not the person you disagree with. An example of this would be if you believe something said to be untrue, you would say, “I believe the member is mistaken” instead of saying something was a lie.
- If anyone breaches Robert’s Rules or, for example, speaks out of turn, it is called a point of order and will be corrected by the President or any other board member that catches it. One would say “Point of order.” The President would acknowledge the person and they would say what breach occurred. The President would then say, “The point of order is well taken” or, if unfounded, “The point of order is not well taken.”

Questions Council Members Consider When Making Decisions

- How will the decision affect the school?
- How does this decision relate to our mission statement and philosophy?
- What’s the potential for legal problems if I vote Yes? What if I vote No?
- Does this decision affect:
    - The students and families we serve? How?
    - SAA Charter staff? How?
    - Our community? How?
    - The Board of Trustees? How?
- Is the impact on any of these groups negative? If it is, will the decision benefit significantly more people than it will harm?
- Have we voted on this matter before? If yes, why are we considering it again? How have conditions changed?
- Do I have all the information I need to make a sound decision? What questions should I ask before making this decision?
- If someone asked me to justify why I made this decision, can I explain my reasoning?