

## **Rules of Order and Procedure**

All meetings are open to the public. Agendas of each upcoming meeting with the date, time, and location of the meeting will be posted on the website. Minutes are kept of all meetings and are posted on the website after approval by the council. Agendas and draft minutes will be distributed to council members one week prior to each meeting.

The West High SCC will have a minimum of 6 and a maximum of 20 parent/guardian members. The SCC strives to equitably represent the West High student and family community. A group of parents who feel that they are not adequately represented on the SCC may petition the council for an additional representative position. Employee members must always be at least 2 fewer than the number of parent/guardian members.

If the number of parents willing to serve exceeds the seats available, elections will be held in September, with public notice of the election (positions available and how to declare candidacy, as well as when, where, how to vote) from the principal at least 10 days before voting. Terms are two years long, starting the first day of school. At the last meeting of the school year, a Chair will be elected from the parent/guardian members, and a Co- Chair will be elected from the parent/guardian or employee members. If the Co-Chair position is uncontested, S/he may be appointed by the Chair. Terms are one year long, and are renewable. The Chair conducts the meetings, with the Co-Chair substituting in their absence.

Members' attendance at meetings is important to our success. The council must have a quorum to vote. If a member misses 2 or more meetings in a row, they may be removed by a vote of the committee. We operate under the principles of Shared Governance, using informal parliamentary procedures. (Both can be found in the Shared Governance Guide found on the SCC page of the West High website.)

To promote ethical behavior and civil discourse each council member shall:

- Attend council meetings on time and prepared
- Disclose any conflicts of interest
- 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