Roberts Rules of Order/Meeting Structure

Prior to the meeting:

- ⚲ The agenda is created before the meeting by the chair and the principal.
- ⚲ The agenda should be emailed to all council members at least one day prior to the meeting.
- ⚲ The chair should be open to agenda items suggested by other council members.
- ⚲ If the agenda is full, it is good practice to place time limits on items to keep the meeting moving forward.

Members who will not be present for the meeting you should let one of the chairs know as so as possible.

Structure of the meeting:

- ⚲ Meeting is called to order by the chair (time is recorded by the secretary).
- ⚲ Copies of the agenda and minutes from the last meeting are distributed to all members.
  - ⚲ After members have reviewed the minutes the chair calls for a motion to be made to approve the minutes. If amendments or corrections are made then the motion is made to approve the minutes as amended.
  - ⚲ The motion to approve the minutes is made by a member and is seconded by another member before it is voted upon.
  - ⚲ The chair then calls for a vote asking for:
    1. All in favor
    2. All who oppose
    3. Abstentions (members not in attendance at the last meeting must abstain)
- ⚲ The chair will then move through each item on the agenda for discussion. Items that require a vote should follow the same procedure as the approval of the minutes. For discussion items that do not appear to reaching a conclusion, it is best to assign the task to sub-committee, and bring the item back to the full council at a later date.
- ⚲ After all of the agenda items have been covered the chair will ask for a motion to adjourn.
  - ⚲ An adjournment motion is made by one of the members and seconded by another.
  - ⚲ The meeting is adjourned by the chair and the time is recorded by the secretary.

"Every Child Thrives. Every School is High Performing. No Exceptions."

960 Main Street Hartford CT 06103 ∞ www.hartfordschools.org

Meeting Rules:

A meeting cannot take place unless there is a quorum. A quorum is defined as 50% or more of the voting membership present for any vote. (**Principals and student members are non-voting**).

A council secretary needs to take minutes with sufficient detail to reflect the topics of discussion, call to order times (start of meeting), adjournment times (end of meeting) and vote tallies should be recorded as well as members present.

Motions:

Motions can be made by any non-chair council members for the purpose of discussion or a vote when they have the floor. A motion must be seconded before it is brought to a discussion or a vote. If the motion is not seconded, or is ruled out of order by the chair, the motion is dropped. A motion can be seconded "for the sake of discussion". The topic will then be discussed by the council but is not put to a vote until a motion for a vote is called and seconded.

Motions should be limited to the topic of discussion unless the floor is open.

The seconding of a motion is an important rule to follow to prevent a member from introducing topics that are of no interest to the other council members.

Sub-committee Reports:

During sub-committee reports to entire council, the chair yields the floor to the chair of sub-committee for the duration of the sub-committee report. If the sub-committee report requires a vote, the floor is returned to the chair for the motion and vote.

List of sub committee

- Budget
- SAP
- Mission/Vision
- Principal selection

Email Votes:

Voting by email is a very effective way to get business done between council meetings. The easiest way to implement it is to have the chairs submit a motion by email to all council members and allow 48 hours for email discussions and a vote. After 50% of the council's vote received is yes or no the motion is passed or rejected.

By Laws:

Each council should have a set of By Laws to define rolls and responsibilities and the workings of the council. It is important for all members to know what the rules are. Have a copy at each meeting to refer to.

"Every Child Thrives. Every School is High Performing. No Exceptions."

960 Main Street Hartford CT 06103 ∞ www.hartfordschools.org

Schedule:

Have a complete schedule to give to each member. Include regular meeting, training session and project deadlines (budget, SAP...).

Meeting Tips:

- ⚲ Stay on task and on topic.

- ⚲ Don't bring up discussion items to the full council that are better handled in a sub-committee.

- ⚲ Avoid topics that are school administration issues and <u>not</u> governance issues.

- ⚲ Be prepared. Reach out to school administration and community members for help and guidance.

- ⚲ Set deadlines. It's easy to let projects slip into next month.

- ⚲ Try to achieve a consensus not just a majority vote.

- ⚲ Attend the training seminars and workshops.

"Every Child Thrives. Every School is High Performing. No Exceptions."

960 Main Street Hartford CT 06103 ∞ www.hartfordschools.org