

## Brighton High School Community Council Procedures

- Review: Rules of Order Per Bylaws, we follow Roberts Rules of Order– one member can talk at a time, keep all side conversations for after or in the hall, silence phones, can speak when addressed by Chair or the person conducting that topic. Also, if a topic goes on too long or is going in a circle, any member can call it back to order and end discussions. Also any voting member can issue a motion. We have an agenda and we really strive to stay on track and respect everyone's time.
- Requirements of Open/Public meetings Guests are always welcome to attend, but they are not able to join the discussion, make motions or vote. If they let the Chair know at least 9 (nine) days prior to the meeting that they would like to speak, then they can be added to the agenda and are allotted 3 minutes to address the SCC. Submitting any handouts or summaries, financial explanations, etc. provided a week prior also helps. Minutes are kept and are sent to all to make corrections usually within the week following a meeting. Once that has occurred, then the drafts are posted, usually within 2 weeks of the meeting. Any changes to the minutes after they are posted as “draft” will be discussed at the next meeting prior to approving them. Those not in attendance can then see the minutes, contact someone that was there, and get caught up with the discussions.
- Agendas will be submitted to be posted Wednesday morning, a week prior to our meeting. A draft agenda will be sent to all SCC members prior so they can add, delete or question the items on the agenda. Usually have all responses back by Tuesday night, so the final agenda can be submitted to be published that Wed morning.
- Voting – only items on the agenda will be able to be voted on at the meeting. If something comes up during the meeting that needs to be addressed, then it will be placed on the next agenda marked for Action. That way all should be well informed prior to coming what topics are up for vote. Note – even if an item on the agenda is not marked for action, like cell tower funds/TSSP/LandTrust, if it is on the agenda then it can be voted on. We try to get everything out prior so all are informed of information prior to the meeting. This has helped shorten some of the discussions because we have had time to look through the info.
- Bylaws Current version is always available online – Community tab on the school's webpage. Also, **no personnel** issues discussed in the meeting, those are to be addressed with an Admin. Also **no personal** issues you or your student have should be discussed, please address those with your counselor or admin.
- Attendance Attendance is very important, and that includes the entire meeting. It's hard to have discussions about something to then be voted on next meeting, and then have those not in attendance want/need to recap everything. Please try to be on time, and able to stay the entire time. We completely understand that life does come up, just try to minimize this, if at all possible. Please attempt to let the chair know if you'll be absent from a meeting so you can be marked excused. Officially per the bylaws, you can miss 2 meetings (counting excused). After the second one you will receive a reminder to try and attend. Once you have missed a third meeting you will be asked to submit your resignation. Then the group you are representing

(parent or employee) will fill your spot. First with the next alternate, then anyone who has shown interest, or that group can reach out and find someone. They will need to be ratified by the SCC. If they are an official alternate and have attended most of the meetings, this occurs immediately.