

## **Charter Trust Land Council Rules of Order and Procedure**

1. All meetings are open to the public.
2. The agenda for council meetings will include the date, time and location of the meeting and provide notice of the business to be conducted and topics to be considered.
3. Minutes will be prepared for all council meetings.
4. Minutes will be prepared in draft format for approval at the next scheduled meeting.
5. The agenda of each meeting with draft minutes of the prior meeting will be made available to all council members at least one week in advance of the meeting. The agenda and minutes will also be posted on the school website and made available in the school's main office.
6. 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 the preparation of agendas to be sure the council accomplishes its work in a timely manner.
7. The chair conducts the meetings, makes assignments, and requests reports on assignments. In the absence of the chair, the vice-chair will conduct meetings.
8. Meetings will be conducted and action taken according to very simplified rules of parliamentary procedure. As a general rule of order, a member of the council should present an item of business by motion prior to voting. If the motion is seconded by another member of the council, the motion should then be considered and voted upon by the council members present at the meeting.
9. A quorum of council members must be present at any meeting to take official action. A quorum consists of a majority of the current council members.
10. The minimum number of "yes" votes required to take any action is a majority of the voting members of the council present at the meeting.