Thomas Edison Charter Schools – Land Trust Committees
Rules of Order and Procedure

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 you represent are included in discussions
- Expect accountability and be prepared to be accountable
- Act with integrity

Rules of Procedure:
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, will be posted on the school website and made available in the main office. The agenda will include the date, time and location of the meeting.

Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting.

The council at Edison North consists of the principal, two school employees who are elected in even years, one school employee who is elected in odd years, and six parent/grandparent members, half of whom are elected in even years and half in odd years. In the event there is a tie vote in an election, the principal shall flip a coin to determine the outcome.

The council at Edison South consists of the principal, two school employees, one of which is elected in even years and the other is elected in odd years, and five parent/grandparent members, two of which are elected in even years, and three of which are elected in odd years. In the event there is a tie vote in an election, the principal shall flip a coin to determine the outcome.

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 equal to a majority of council members.

All council members will read the Thomas Edison Charter Schools Conflict of Interest Policy and complete a Conflict of Interest Disclosure Statement annually.

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.

Simple Motions of Parliamentary Procedure

Used by some organizations to assist those new to the process

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.

Thomas Edison Charter Schools - Conflict of Interest Policy:

Thomas Edison Charter Schools are publicly funded and bound by applicable federal and state laws governing non-profit and charitable organizations. In order to protect the financial interests and tax-exempt status of the schools, TECS prohibits any action that constitutes a conflict of interest in its contracts, agreements, transactions and services.

This policy applies to all "TECS representatives" defined as board members, administrators, key employees, consultants and volunteers who make or influence decisions on school contracts, agreements, transactions and services. Conflicts of interest occur when a TECS representative directly - or indirectly through business, investment, affiliation or family - stands to benefit financially from school-related contracts, agreements, transactions and services. Financial benefit includes direct and indirect renumeration as well as gifts or favors that are not substantial.

TECS representatives will complete a conflict of interest disclosure statement annually. Any TECS representative who has an interest in a contract or other transaction presented to the board or a committee thereof for authorization, approval, or ratification shall make a prompt and full disclosure of their interest to the board or committee prior to its acting on such contract or transaction. Such disclosure shall include any relevant and material facts known to such person about the contract or transaction that might reasonably be construed to be adverse to the school's interest.

No board member shall cast a vote on any matter which has direct bearing on services to be provided by that member, or any organization which such member represents or which such member has an ownership interest or is otherwise interested or affiliated, which would directly or indirectly financially benefit such member. All such services will be fully disclosed or known to the board members present at the meeting at which such contract shall be authorized. Additionally, no TECS representative with governing board delegated powers shall establish or authorize contracts, agreements, transactions and services in which such representative has a conflict of interest.

Thomas Edison Charter Schools Conflict of Interest
Disclosure Statement

I have read and understand my legal and ethical obligations under the Thomas Edison Charter Schools Conflict of Interest Policy. I acknowledge my agreement with the intent of this policy and hereby attest that I will abide by the policy during my term of service or employment at TECS.

_____ I am not aware of any conflict of interest.

_____ I have a conflict of interest in the following area(s):

_____

_____

_____

_____

_____

_____

Signed: _____Title/Position:_____

Print Name: _____ Date: _____