

Bloomington Elementary

Community Council Rules of Order and Procedure

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

1. Attend council meetings on time.
2. Make decisions with the needs of students as the main objective.
3. Listen to and value diverse opinions.
4. Be sure the opinions of those you represent are included in discussions.
5. Expect accountability and be prepared to be accountable.

Rules of Procedure:

All meetings are open to the public.

The agenda for upcoming meeting with draft minutes will be made available to the public at least one week in advance. The agenda will be posted on the school website and on the school's main door.

Minutes will be kept of all meetings and will be approved at the next scheduled meeting.

The chair or a co-chair will conduct each meeting and make assignments as needed.

Actions of the council will be taken by motions and voting.

The council will set meetings dates for the entire school year at the first Community Council meeting of each school year.

Budget will be made and approved the last meeting of the year for the upcoming year.

Elections will be held the last meeting of the year.

If someone wants to present to the community council for a proposal of funds for the upcoming year, they must present and leave the room before voting and final decisions are made. In certain instances, when more research and thought are needed, the vote on the topic may not be made until the next meeting.