

# Rules of Order For Walter and Gladys Hill School Council Meetings



1. We will assume the good intentions of all members of school council
2. We will address all comments to the Chair, who is to be addressed by their first name.
3. We will wait to speak until recognized by the chair
4. We will debate and discuss ideas only and not people. The Chair will maintain order in the meeting.
5. We will each be allowed to speak for two minutes on an issue. You can not bank your time for one issue. Everyone has equal opportunity to speak.
6. When necessary, without taking offence, we expect the Chair (or other members of School Council) to remind us:
  - to stay on topic
  - to not repeat ourselves
  - to stay within the time limit
  - to extend courtesy to all members.
7. We will make decisions together, using these processes:
  - Consensus
    - A topic for discussion will be listed on the Agenda
    - The Chair will introduce, or ask for appropriate individual to introduce the issue to be decided
    - The Chair opens the floor for comment, concern, questions
    - The Chair summarizes the discussion
    - The Chair checks for agreement, allow further discussion if needed
    - The Chair will again test for agreement, if all parties present in GENERAL agreement, support the direction, decision will be made and the minutes will reflect this
  - Vote
    - A topic for decision will be listed on the Agenda
    - A motion will be made that CLEARLY defines a proposal related to the topic
      - ("I move that...")
    - The motion will be seconded
    - The Chair will state the motion
      - ("it is moved and seconded...")
    - Chair then asks if any comments on the motion, starting with the person who made the motion
    - The Chair repeats the motion if there was further debate, and will call the question (give direction for vote)
    - Voting by a show of hands: in favour or opposed.
      - Anyone is free to abstain from voting, this will not be recorded.
8. We will support, and NOT hinder, the Chair in fulfilling his/her duties which include, but not limited to:
  - Moving the meeting through the agenda in a timely manner
  - Promoting discussion
  - facilitating group decision-making
  - Ensuring everyone has a chance to be heard
  - Ensure no voice dominates
  - Avoid repetition and preventing dysfunction.

