

Oak Canyon Jr. High Rules of Procedure:

- All meetings are open to the public.
- 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.
- Discussion items must be submitted 10 days prior to a scheduled meeting.
- Minutes will be kept of all meetings, prepared in draft format, for approval at the next scheduled meeting.
- Meetings will last approximately 1 hour.
- Additional meetings may be called.
- Meetings shall be conducted and action taken according to very simplified Rules of Parliamentary Procedure (see table below) as required in 53A-1A-108.l(9)(i). There will be a high level of respect for others and everyone will have the opportunity to speak. Items on the agenda take priority over other discussions coming before the council. Action items will be voted on by motions and voting. The motions and voting are recorded in the minutes.
- The chair may ask for a motion.

Simplified Rules of Parliamentary Procedure

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 nomination	yes	no	yes	majority
Main Motion	yes	yes	yes	majority
Point of Order	no	no	no	ruled on by chair