

Rules of Procedure

- **Purpose**

These Rules of Procedure govern the conduct of meetings of the Gateway Preparatory Academy Governing Board. All meetings shall be conducted in accordance with the Utah Open and Public Meetings Act and other applicable state laws.

- 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

- **Open Meetings**

All meetings of the Governing Board are open to the public unless properly closed in accordance with Utah law.

- **Types of Meetings**

- **Regular Meetings**-The Governing Board shall hold regular meetings as scheduled by the Board to conduct school business.
- **Special Meetings**-Special meetings may be called by the Board Chair or by a majority of Board members when necessary to address time-sensitive matters.
- **Work Sessions**-The Board may hold work sessions for the purpose of reviewing information, discussing issues, and preparing for future action.
- **Closed Sessions**-The Board may enter closed session only for purposes permitted under Utah law, including matters relating to personnel, student issues, negotiations, litigation, or security matters.

- **Meeting Notice and Agendas**

- Meeting agendas shall be posted at least 24 hours in advance on the Utah Public Notice Website, the school website, and at the school's main office.
- The agenda shall include the date, time, and location of the meeting.
- When School Land Trust matters are included on the agenda, the agenda shall be posted at least one week in advance as required by law.

- **Minutes**

- Minutes shall be kept for all Board meetings.
- Draft minutes shall be prepared and presented for approval at the next scheduled meeting.
- Approved minutes shall be available to the public in accordance with applicable law.
- Meetings shall be conducted and action taken in accordance with the very simplified rules of parliamentary procedure required by [53G-7-1203\(10\)](#).
- Council actions will be taken by motions and voting with votes and motions recorded in the minutes.

- **Basic Motions and Parliamentary Procedure**

- Board actions shall be conducted using simplified parliamentary procedure consistent with Robert's Rules of Order.
- A motion is a formal proposal for Board action and must be made by a Board member.
- A motion shall receive a second before discussion occurs.
- The Board Chair shall recognize members for discussion and ensure orderly participation.

- After discussion, the Chair shall call for a vote.
- The following basic motions may be used by the Board:
 - **Main Motion** – Introduces new business for consideration by the Board. Requires a second, is debatable, and may be amended.
 - **Amend Motion** – Modifies the wording of a motion before a vote. Requires a second, is debatable, and may be amended.
 - **Previous Question** – Ends discussion and brings the motion to an immediate vote. Requires a second and a two-thirds (2/3) vote.
 - **Point of Order** – Raised to address a question of procedure. Does not require a second and is ruled on by the Chair.
 - **Reconsider** – Allows the Board to revisit a motion previously decided. Requires a second and is debatable.
 - **Adjourn** – Ends the meeting. Requires a second and is not debatable.
- A majority vote of those present is required for approval of most motions unless otherwise specified.
- A tie vote shall result in failure of the motion.
- The Chair may rule on procedural matters in accordance with these rules.
- **Quorum and Voting**
 - A quorum of the Governing Board is required to conduct official business.
 - A quorum consists of a majority of the Board members.
 - Board action shall be taken by motion and vote, and all motions and votes shall be recorded in the minutes.
- **Roles and Responsibilities**
 - The Board Chair shall preside over meetings, assign responsibilities, and request reports from Board members or administration.
 - In the absence of the Chair, the Vice-Chair shall preside over the meeting.
 - The council consists of the governing board of Gateway Preparatory Academy (Two-Parent Majority or 5/7 parents) and the school director.
- **Board Planning and Annual Work Plan**
 - The Board will prepare a timeline for the school year that includes due dates for required reporting and other activities or responsibilities assumed by the Board.
 - The timeline will assist in the preparation of meeting agendas and help ensure that the Board completes its work in a timely manner.
- **Conflict of Interest**
 - Board members shall complete a Conflict-of-Interest disclosure annually.
 - Board members shall comply with the school's Conflict of Interest Policy when participating in board decisions.
- **Electronic Meetings**
 - The Governing Board may conduct meetings electronically in accordance with Utah Code §52-4-207.
 - Board members may participate in meetings through electronic means such as telephone or video conference if the technology allows participants to hear and be heard during the meeting.
 - Electronic meetings shall include instructions for public access through the posted meeting notice.
 - Meetings may be conducted entirely electronically without an anchor location if all members of the Board attend electronically and no written request for an anchor location is received at least twelve (12) hours before the meeting.

- **Public Comment**
 - Public comment may be offered during the public comment portion of the agenda.
 - Individual comments are limited to three minutes unless otherwise authorized by the Board Chair.
 - Personnel matters may not be addressed during public comment.
 - Public comment materials should be shared with the Board at least 24 hours prior to the meeting when possible.
 - Board action will not be taken on items raised during public comment unless the item appears on the meeting agenda as an action item.
- **Communication with the Board**
 - The preferred method of communication with the Governing Board is by email at board@gpacharter.org.

Board Reviewed and Approved:

March 23rd, 2021

April 20th, 2023

Possible Motions of Parliamentary Procedure

Used by some organizations to assist those new to the process

| Motion | Does It Require A 2nd | Is It Debateable | 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 board) 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 engage in discussion** as called upon by the chair. When the discussion seems complete, **the chair may call for a vote on the motion**. Or when a member of the board **“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 majority. 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 whether the procedure has 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 majority vote.
- Hasty action may be corrected by the 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.

Bulleled List for the Bottom of the Board Agenda

- All meetings of the Governing Board are open to the public unless properly closed in accordance with Utah law.
- Meeting agendas and draft minutes of the prior meeting will be provided to Board members at least 24 hours in advance. Agendas will be posted on the Utah Public Notice Website, the school website, and made available at the school's main office. Agendas will include the meeting date, time, and location. If School Land Trust matters are on the agenda, the agenda will be posted at least one week in advance.
- The Board may conduct meetings electronically in accordance with [Utah Code §52-4-207](#). Notice of electronic meetings will include instructions for public access. Meetings may be held without an anchor location if all members attend electronically and no written request for an anchor location is received at least 12 hours prior to the meeting.
- Minutes will be kept for all meetings and prepared in draft format for approval at the next scheduled meeting.
- The Board will prepare a timeline for the school year that includes due dates for required reporting and other activities or responsibilities assumed by the Board. This timeline assists with agenda planning to ensure Board responsibilities are completed in a timely manner.
- The Governing Board consists of the Board members of Gateway Preparatory Academy and the School Director. The Board maintains a two-parent majority (5 of 7 members).
- The Board Chair conducts meetings, assigns tasks, and requests reports on those assignments. In the absence of the Chair, the Vice-Chair conducts the meeting.
- A quorum is required to conduct official business. A quorum consists of a majority of Board members.
- Board members complete a Conflict-of-Interest disclosure annually and follow the school's Conflict of Interest Policy.
- Meetings shall be conducted and action taken according to simplified parliamentary procedure as required in [Utah Code 53G-7-1203\(10\)](#). Board actions are taken by motion and vote, with motions and votes recorded in the minutes.
- Public Comment Procedures:
 - Comments are limited to 3 minutes per individual.
 - Personnel matters may not be addressed during public comment.
 - Public comment materials should be shared with the Board at least 24 hours in advance when possible.
 - The preferred communication method with the Board is email: board@gpacharter.org.
 - Board action cannot be taken on topics raised during public comment unless the item appears as an action item on the meeting agenda.