



Tsehootsooi Middle School Student Council Rules of Order

Preamble:

These rules are designed to help our Student Council meetings run fairly, efficiently, and productively. They ensure that every member has a chance to be heard, that we debate ideas respectfully, and that we make clear decisions for the benefit of the entire Tsehootsooi Middle School student body.

Article I: Membership & Officials

- **1.1 Composition:** The Council shall consist of **14 voting members**:
 - **4 Elected Officers:** President, Vice-President, Secretary, Treasurer.
 - **4 Appointed Senators:** Selected by the school administration based on application and merit.
 - **6 Class Representatives:** Three (3) representatives elected from the 7th-grade class and three (3) representatives elected from the 8th-grade class.
 - **1.2 Faculty Sponsor:** A faculty member appointed by the school administration shall serve as the Council Sponsor. The Sponsor provides guidance, ensures adherence to school policy, and holds a veto power as defined in Article VII.
 - **1.3 Guests:** All meetings are open to the Tsehootsooi Middle School student body and faculty. Guest participation is outlined in Article VIII.
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Article II: Basic Meeting Rules

- **2.1 Quorum:** A meeting can only officially conduct business if a **quorum** is present. For our council of 14, a quorum is **8 voting members**.
 - **2.2 Presiding Officer:** The **President** (or Vice-President in the President's absence) is the Chairperson. They run the meeting, enforce these rules, and stay neutral. They do not debate and only vote to break a tie.
 - **2.3 Secretary:** The **Secretary** keeps the minutes (a written record) of what was discussed and decided at each meeting.
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Article III: Order of Business (The Meeting Agenda)

Meetings will generally follow this order:

1. **Call to Order**
 2. **Roll Call** (To confirm quorum of 8 members)
 3. **Reading and Approval of Minutes**
 4. **Officer Reports**
 5. **Committee Reports**
 6. **Old Business (Unfinished Business)**
 7. **New Business** (For pre-submitted motions only)
 8. **Open Floor** (For guest comments and new motions from members)
 9. **Announcements**
 10. **Adjournment**
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Article IV: Advance Submission of Motions

- **4.1 Requirement:** Any main motion to be discussed under "**New Business**" must be submitted in writing to both the **Student Council President** and the **Faculty Sponsor** at least one (1) week (seven calendar days) prior to the scheduled meeting.
- **4.2 Agenda Publication:** A formal agenda, including all submitted motions, will be published and distributed to all council members at least 24 hours before the meeting.
- **4.3 Exception for Open Floor:** Motions may be made without prior notice **only** during the "**Open Floor**" period. The right to make such a motion is restricted to the **14 voting members**. A motion made during Open Floor still requires a second and is subject to the same debate and voting rules.

Example of Article IV:

- **One Week Before Meeting:** Representative Gomez wants the council to buy new flags for the gym. She writes down her motion: *"I move to allocate \$150 from the student activities fund to purchase new school flags."* She emails this to the President and Faculty Sponsor.

- **Before the Meeting:** This motion is added to the official agenda under "New Business." Everyone knows it will be discussed.
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Article V: How to Bring Up an Idea (Making a Motion)

A **motion** is a formal proposal for action.

- **Step 1: Get Recognition.** Raise your hand. The President will call on you.
- **Step 2: Make Your Motion.** Say, **"I move that..."** and state your idea clearly.
- **Step 3: Second the Motion.** Another **voting member** must say, **"I second the motion!"** Without a second, the motion fails.
- **Step 4: Debate and Discussion.** The President states the motion. Members debate respectfully.

Example of Article V during New Business:

- President: "We now come to New Business. The first motion on the agenda, submitted by Rep. Gomez, is to allocate \$150 for new school flags. Rep. Gomez, please present your motion."
 - Rep. Gomez: "Thank you, Madam President. I move that we allocate \$150 from the student activities fund to purchase new school flags."
 - Senator Jones: "I second the motion!"
 - President: "It has been moved and seconded to allocate \$150 for new flags. Is there any debate?"
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Article VI: Debate and Voting

- **Debate:** Only voting members may debate. Speakers must be recognized by the Chair and stay on topic.
- **Voting:**
 - **Voice Vote** is standard.
 - A **Show of Hands** shall be used for any financial motion (involving money) or if any member requests it.

- A majority vote (**more than half of those voting**) is needed to pass a motion. With 14 members, if all are present and voting, 8 votes are needed to pass.
 - The President votes only to break a tie.
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Article VII: The Role and Power of the Faculty Sponsor

- The Faculty Sponsor advises the council on school policy, budgeting, and administrative feasibility.
 - The Sponsor does not make or second motions and does not vote.
 - **Veto Power:** The Faculty Sponsor holds the power to **veto** any passed motion that violates school policy, district rules, safety guidelines, or the school budget. The veto must be explained to the council and is final.
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Article VIII: Guest Participation & Open Floor

- All students and faculty are welcome to attend meetings as guests.
- Guests may not make motions, second motions, or vote.
- During **Open Floor**, a guest may raise their hand to be recognized by the President to ask a question or share an idea.
- **Only voting members** may introduce a new motion during Open Floor, as per Article IV, Section 4.3.

Example of Article VIII during Open Floor:

- President: "We now come to Open Floor. Are there any comments or questions from our guests?... Yes, the student in the blue shirt."
- Guest Student: "Hi, I was wondering if we could have a pizza fundraiser?"
- President: "Thank you for the suggestion. Are there any voting members who would like to bring this forward as a motion?"
- Officer Torres: "Madam President, I would. I move that we form a committee to explore a pizza fundraiser for next month."
- Representative Lee: "Second!"

- President: "It has been moved and seconded to form a pizza fundraiser committee. Is there any debate?" (The council now debates and votes on this new motion).

Article IX: Code of Conduct

- **Respect is Paramount.** Debate ideas, not people.
- **One Speaker at a Time.**
- **Listen Actively.**
- **Be Prepared.**

Quick Reference Guide for Voting Members

What you want to do...

What you say...

Suggest a planned idea

Submit in writing 1 week early. Then say: "I move that we..."

Suggest a new idea during Open Floor

"I move that we..."

Support an idea for discussion

"I second the motion!"

Speak about the idea

Raise hand. "Madam President..."

Call for a counted vote

"I call for a division of the house."

End the meeting

"I move to adjourn."

Approved by the Tsehootsooi Middle School Student Council on this date:
