

# Rules of Order for Parkside Montessori School Council Meetings

Date reviewed: October 7, 2024

1. We will assume the good intentions of all members of the School Council.
2. We will address all comments to the Chair, who is to be addressed as *Chair*.
3. We will wait to speak until recognised by the Chair.
4. We will debate and discuss ideas only, and not people. To facilitate this, we will remember to speak to the Chair; even if asking a question of another person; and we will avoid using the names of other members.
5. We will each be allowed to speak for two minutes, twice (2 times) on each issue.
  - We will wait to speak for a second time until everyone has had the opportunity to speak once.
  - We will not speak in response to a question or comment without the express permission of the Chair.
  - We cannot save our time for another issue or transfer it to another person.
6. When necessary, without taking offence, we expect the Chair (or other members of the 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 decision will be listed on the Agenda
    - The Chair will introduce, or ask the appropriate individual to introduce, the issue to be decided.
    - The Chair will open the floor for comments, concerns or questions.
    - The Chair will summarize the discussion, highlighting areas of agreement with, or proposed changes to the initial issue.
    - The Chair will test the group for agreement and allow for more discussion if needed.
    - The Chair will again test for agreement. If all parties present are in general agreement, and can support the direction, the decision is 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 *clearly defined proposal* ...”).
    - The motion will be seconded.
    - The Chair will state the motion. (“It is moved and seconded...”)
    - The Chair will ask for any comments or discussion (debate) on the motion, starting with the person who made the motion.
    - The Chair will repeat the motion after debate and will call the question (give direction for the vote).
    - Voting will be by show of hands: in favour or opposed. Anyone is free to abstain from voting, but abstentions will not be recorded.
8. We will support, and not hinder, the Chair in fulfilling his/her duties which include, but are not limited to:
  - Moving the meeting through its agenda in a timely manner
  - Promoting discussion
  - Facilitating group decision-making
  - Ensuring that everyone has an opportunity to be fairly heard
  - Ensuring that no voice dominates
  - Avoiding repetition and preventing dysfunction

