SOUTH JUNIOR HIGH ★ EAGLES ★ COMMUNITY SCHOOL SITE COUNCIL

Robert's Rules of Order

A family guide to how our council makes decisions

WHY WE USE IT

Robert's Rules of Order is a widely used way to run meetings so every member has a voice and every decision is clear. Our Community School Site Council uses it for **Action Items**, such as purchase requests and SPSA decisions.

OUR TWIST

After a motion and a second, council members vote with Fist to Five instead of a show of hands, so everyone shows their level of support at the same time.

THE PATH OF A MOTION

1	2	3	4	5
Motion	**Second**	**Discussion**	**Fist to Five**	**Decision**
A member proposes	Another member agrees	Questions and changes	Members vote	Title I Coordinator Announces

MAKING A MOTION, STEP BY STEP

1. **Get the floor** A member raises their hand and waits for the Title I Coordinator to call on them.
2. **Make the motion** They state it clearly: "I move that the council approve…"
3. **Wait for a second** The Title I Coordinator asks, "Is there a second?" If no one seconds, the motion dies and discussion continues.
4. **Explain the motion** Once seconded, the member who made the motion may speak first.
5. **Discuss and amend** The Title I coordinator guides discussion. Changes are made only if the member who made the motion agrees.
6. **Close discussion** The Title I Coordinator restates the motion and confirms a quorum (7 of 12 members) is present.
7. **Vote with Fist to Five** On the count of three, every voting member holds up a hand at the same time (see page 2).
8. **Announce and record** The Title I Coordinator announces the result, and the secretary records it in the meeting minutes.

FIST TO FIVE VOTING

When the Title I Coordinator calls the vote, each council member holds up a fist or one to five fingers to show how much they support the motion.

5	4	3	2	1	Fist
Full support, I'll champion it	Strong support	I can live with it	Some concerns to discuss	Major concerns	Can't support it yet

3 to 5 = Support **Fist to 2 = Concerns**

READING THE RESULT

Motion passes

Every member shows 3 or more.

Concerns raised

Anyone showing a fist, 1 or 2 shares their concern. The motion may be amended, then the council votes again.

Still no agreement

After a second vote, the item moves to the next meeting for more discussion.

WHAT IT SOUNDS LIKE

MEMBER	*"I move that the council approve the purchase of…"*
MEMBER	*"I second the motion."*
Title I Coordinator	*"It has been moved and seconded that… Is there any discussion?"*
Title I Coordinator	*"Please show your Fist to Five on three. One, two, three."*
Title I Coordinator	*"Everyone showed three or more. The motion passes."*

HOW FAMILIES CAN TAKE PART

Council meetings are open to the public. Families, students and community members are welcome to share questions, comments and ideas during **Public Comment**. Voting on motions is done by council members.

Questions? Contact Mr. Andy Nguyen at nguyen_a@auhsd.us