

# Lone Peak Elementary School Community Council Bylaws

## Article I – Name

Lone Peak Elementary School Community Council

## Article II – Governing Laws

All Utah School Community Councils function under the following Utah laws and statutes:

Utah Code Ann.

- §53G-7-1202
- §53G-7-1203
- §53G-7-1204
- §53G-7-1205-1206
- §53F-2-404
- §53F-9-201
- §53E-4-306

Utah Administrative Code:

- R277-477-1, et seq.
- R277-491-1, et seq.

Canyons School District Policy

- Section: K-School Community-Home Relations; School Community Councils; File No.KCE ([www.canyonsdistrict.org/scc](http://www.canyonsdistrict.org/scc))

## Article III - Standing Rules

### I. Elections:

- a. SCC elections will be held within the first 35 days of the school year and will remain that way for at least 4 years (affirmed in January 2019).
- b. Notification of available SCC parent/guardian member seats, election dates and procedure for declaring candidacy for the SCC will be given with the registration information from Lone Peak Elementary, or at least 10 days prior to elections being held.
- c. If the number of candidates is less than or equal to the available seats then all candidates will be appointed to the SCC, otherwise a formal election will take place.
- d. Formal elections will take place by secret ballot deposited in a secure ballot box.
- e. If there are more candidates than available seats, two alternates will be selected from the remaining candidates in the order of the number of votes received. They will be appointed as voting members of the council if a seat is vacated prior to the next election and the council votes to fill the vacated seat.
- f. The Principal shall oversee the election consistent with 53G-7-120. Elections shall run three consecutive school days.
- g. The dates for the elections will be determined by the standing SCC at the last meeting of the school year and communicated to the Principal.
- h. All SCC terms are for two years, with no term limits for parent/guardian members. Parent/guardian members may serve if they have a child attending Lone Peak for at least one year of their two-year term. However, the child must already be enrolled in Lone Peak for a parent/guardian to be elected and serve the first year of their two-year term.
- i. The terms shall be staggered so that no more than 50% of members will be vacated each year.
- j. Once the council is seated, a chair, and vice chair will be elected by the council. The SCC Chair must be a parent/guardian and the Vice Chair may be a parent/guardian or a school employee (excluding the principal).

### II. Membership:

- a. The number of School Community Council members will be limited to 12 members (total includes both parent/guardian and school employee members).
- b. School employee members (can include the principal) must equal at least 2 of the total members.
- c. Parent/guardian members must exceed the number of school employee members by at least 2.
- d. Phone numbers and email addresses shall be collected for all Council members and will be posted on Lone Peak's website.

### III. Attendance:

- a. Attendance by all members at meetings is mandatory.
- b. If for some reason a member cannot attend, they need to notify the Council Chair prior to the meeting being missed in order to be excused.
- c. Missing two consecutive meetings, or three total meetings during a given school year may be grounds for removal and replacement by the remaining body of members.

### IV. Meetings:

- a. All meetings will be conducted using Robert's Rules of Order.
- b. The Lone Peak Elementary School Community Council shall determine monthly meeting dates/times for the school year by majority vote at the first SCC meeting of the school year.
- c. The majority of the council has to agree to cancel a meeting, or schedule additional meetings as necessary.
- d. All meetings are open to the public.
- e. Notice of all meetings shall be posted to Lone Peak's website at least one week prior to the meeting. Notice shall include the following:
  - i. Meeting time and place;
  - ii. Agenda for the meeting; and

- iii. Minutes of the previous meeting (in draft form for approval at the next scheduled meeting).
  - f. The written minutes shall be retained for at least three years.
- V. Quorum:
  - a. A majority of the members of a school community council is a quorum for the transaction of business.
  - b. The action of a majority of the members of a quorum is the action of the school community council.
  - c. A quorum is needed for any agenda item that requires a vote. If a quorum is not present at the time of a vote, the item must be rescheduled.
- VI. Subcommittees:
  - a. Subcommittees may be established or ceased by a majority vote of the Council.
  - b. Each subcommittee has to be chaired by at least one elected Council member, which will report monthly on the committee's progress.
  - c. Other Council members may serve on a committee.
  - d. Additional community members, both employee and parent/guardian, that are not elected Council members may serve on any subcommittee.
- VII. The items that are appropriate for discussion by School Community Councils include, but are not limited to:
  - a. School Improvement Plan;
  - b. School LAND Trust Plan;
  - c. Digital Citizenship Plan;
  - d. SNAP Plan;
  - e. Appropriations of Cell Tower funds;
    - i. If PTA is requesting appropriations, then an ex officio PTA member must first contact the Council Chair in advance of the meeting and ask to be added to the agenda.
    - ii. An ex officio PTA member must be present at the meeting where the request for appropriations will be made, otherwise the request will not be considered.
  - f. Assistance in the development of the Staff Professional Development Plan;
  - g. Academic needs of the school, with direction to determine the greatest academic need of the school for LAND Trust Plan expenditures; and
  - h. Parent/School communication and involvement.
- VIII. Items not to be discussed by the School Community Council include:
  - a. Any personnel issues; and
  - b. Individual student information.
- IX. Guests and how they would bring topics of concern to the SCC:
  - a. Any patron or guest may bring an appropriate topic to the School Community Council by first contacting the Council Chair in advance of the meeting and ask to be added to the agenda.
  - b. An individual will be given 3 minutes to present. A group will be given 5 minutes to present.
  - c. The Council may then choose to add the topic to a future agenda for longer discussion.
  - d. The Council shall NOT take any action on any item(s) not included on the posted agenda.
- X. Training:
  - a. SCC training shall be provided within the first six weeks of the school year.
  - b. The Principal or Council Chair will share the training dates with all members.
  - c. Principal, Council Chair, and Council Vice Chair are required to attend one training session each school year.
  - d. Other members may, and are encouraged to attend one training session each school year.
- XI. These Bylaws will be posted on Lone Peak's website and will be reviewed and agreed to every other year by majority vote of the Council.

Approved by majority vote of Lone Peak Elementary School Community Council on January 14<sup>th</sup> 2019