

Draper Elementary School Community Council **Bylaws**

Article I – Name

Draper Elementary School Community Council

Article II- Laws

- I. All Utah School Community Councils function under the following laws and statutes:
 - a. Utah Code Ann.
 - §53A-1a-108 (SCC duties, composition, election procedures)
 - §53A-1a-108.1 (SCC-Open and public meeting requirements)
 - §53A-1a-108.5 (School Improvement Plan)
 - §53A-16-101.5 (School LAND Trust Program-purpose, distribution of funds, school plans for use of funds)
 - §53A-1-606.5 (State Reading Goal)
 - §53A-3-402 (Local School Board)
 - §53A-3-701 (Professional Learning Standards)
 - §53A-6-101 (Creation of Children’s School Trust Section)
 - §53A-6-104 (Board Licensure)
 - b. Utah Administrative Code:
 - Title 52; Chapter 04-Open and Public Meetings Act
 - R277-477-1, et seq.
 - R277-491-1, et seq.
 - c. Canyons School District Policy
 - Section: K-School Community-Home Relations; School Community Councils; File No.KCE

Article III -Standing Rules

- II. The number of School Community Council members will be limited to 12 total members (established May 2012). The number of parent or guardian members must exceed the number of school employee members by 2 people.
- III. Members, parent and employee, have an expectation of attendance.
 - a. If for some reason a member cannot attend, they need to notify the chair ahead of time to be excused.
 - b. Missing three meetings during a given school year may be grounds for the respective group (parent or employee) to appoint a replacement by quorum vote of council.
- IV. Elections for SCC members will be held within the first 35 days of the school year.

- a. Notification of available SCC parent member seats, election dates and procedure for declaring candidacy for the SCC will be given with the registration information from Draper Elementary at least 10 days prior to elections.
 - b. 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.
 - c. If there are more candidates than available seats, two alternates will be selected from the remaining, unelected 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.
 - d. The Principal shall oversee the election consistent with 53a-1a-108; elections shall run three consecutive school days.
 - e. 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.
 - f. All SCC terms are for two years, with no term limits for parents or guardians. They may serve if they have a child attending Draper ES for at least one year of the two-year term.
 - g. The terms shall be staggered so that no more than 50% of members will be vacated each year.
 - h. Once the council is seated a chair and vice chair will be elected by the council. Chair must be a parent or guardian and vice chair may be a parent/guardian or a teacher.
- V. A quorum is defined as a qualified majority with the stipulation that the majority must follow the legal composition of the council and have two more parent members than employee members present to vote.
- VI. All actions of the Council shall be by majority vote when a quorum is established.
- VII. Public Notice
- a. A schedule for the School Community Council meeting shall be provided to all members and posted on the school website.
 - b. Names shall be collected for all Council members and posted on the school website along with a way to contact Council members.
- VIII. Training shall be provided within the first six weeks of the school year.
- a. Council members shall attend at least one district or state training per school year.
 - b. The following statutes shall be provided to all members of the School Community Council in conjunction with this training.
 - i. Section 53A-1a-1-8;
 - ii. Section 53A-1a-108.1;
 - iii. Section 53A-1a-108.5; and
 - iv. Section 53A-16-101.5
- IX. The Draper Elementary School Community Council shall meet in the months of September, October, November, January, February, March, and April, and May (if needed). The majority of the council has to agree to cancel a meeting or schedule additional meetings as necessary.
- X. School Community Councils are subject to School Community Councils - Open and public meeting requirements, Utah Code Title 53A, Chapter 1a, Section 108.1.
- a. All meetings are open to the public.

- b. Notice of all meetings shall be at least one week prior to the meeting and be posted on the school website. Notice shall include the following:
 - i. Meeting time and place
 - ii. Agenda for the meeting
 - iii. Minutes of the previous meeting
- XI. Meeting minutes from prior meeting will be printed and distributed before the subsequent meeting for reading before meeting begins. Approval of minutes will be first order of business at each meeting.
 - a. The minutes shall be retained for three years.
- XII. Subcommittees may be established or ceased by a majority vote of the council.
 - a. Each subcommittee has to be chaired by at least one elected school community council member, which will report monthly on the committee's progress.
 - b. Other SCC members may serve on a committee.
 - c. Additional community members, both employee and parent, that are not elected SCC members may serve on any subcommittee.
- XIII. All meetings will be conducted using Robert's Rules of Order.
- XIV. Conflict of interest: Any member with a conflict of interest regarding a specific agenda item shall disclose the conflict at the beginning of the meeting. If the conflict is financial in nature, the member shall refrain from the discussion and recuse themselves from voting on the item. If the conflict is something other than financial in nature, the member may still participate in the discussion but shall recuse themselves from voting on the item.
- XV. Other positions to be considered by membership include:
 - a. Secretary
 - i. May be an elected member of the board.
 - ii. If appointed, membership needs to approve by majority vote.
 - b. PTA Liaison
 - i. May be an elected parent member of the committee, or
 - ii. An ex-officio non-voting member of the PTA's choosing.
- XVI. Council Meeting Topics
 - a. The items that are appropriate for discussion by School Community Councils include, but are not limited to:
 - i. School Improvement Plan.
 - ii. School LAND Trust Plan.
 - iii. Assistance in the development of the Staff Professional Development Plan
 - iv. Academic needs of the school, with direction to determine the greatest academic need of the school for LAND Trust Plan expenditures.
 - v. Parent/School communication and involvement.
 - vi. Digital Citizenship (effective 2015)
 - b. Items not to be discussed by the School Community Council include:
 - i. Any personnel issues
 - ii. Individual student information

- c. For a patron to bring a topic to the School Community Council they must contact the Council Chair in advance of the meeting and ask to be added to the agenda. An individual will be given 3 minutes to present. A group will be given 5 minutes to present. The Council, as a body, may then choose to add the topic to an agenda for future discussion.
- d. The School Community Council, as a whole, may invite any person/group to make a longer presentation if desired.
- e. The Community Council shall not take action on any items not included on the posted agenda.

Approved by vote of Draper Elementary School Community Council

Date: Oct. 9, 2017