

Draper Elementary School Community Council Bylaws 2023-2024

Article I – Name

Draper Elementary School Community Council

Article II- Laws

1. All Utah School Community Councils function under the following laws and statutes:
 - a. Utah State Code, Utah State Board Administrative Rule and Canyon’s School District Policy, including:
 - i. [52G-7-1203](#): School Community Councils -Open and public meeting requirements
 - ii. [53F-2-404](#): School LAND Trust Program- purpose, distribution of funds, school plans for use of funds
 - iii. [53G-7-1206](#): School LAND Trust Program
 - iv. [53G-7-1202](#): School Community Councils - duties, composition, election procedures
 - v. [53G-10-S407](#): Positive Behaviors Plan
 - vi. R277-477: Distributions of Funds
 - vii. R277-491: School Community Councils
 - viii. Policy 700.01: School Community Councils

Article III -Standing Rules

2. The number of School Community Council members will be limited to fifteen total members (established May 2012). The number of parent or guardian members must exceed the number of school employee members by two people.
3. 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.
 - b. If member is not able to attend the meeting in-person, they will be given an option to attend via phone or Zoom.
 - c. A parent or employee with two or more unexcused absences may be replaced by a vote of the council.
4. Elections for SCC members will be held within the first thirty-five days of the school year. A.
 - 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 ten 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.

- i. Alternates will attend all meetings
 - ii. Alternates 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 [53G-7-1202](#) (School Community Councils - Duties-Composition-Election procedures and selection of members); 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 Elementary School the fall of their first year.
 - g. Each year there should be at least one parent member and one staff member starting a two-year term
 - h. Once the council is seated a chair, vice chair and notetaker will be elected by the council.
 - i. Chair must be a parent or guardian
 - ii. Notetaker and vice chair may be a parent/guardian or an employee
 - i. Membership needs to approve elected persons by majority vote
5. Chair responsibilities: The chair shall:
 - a. Be a parent member
 - b. Conduct meetings using Robert's Rules of Order and under direction of school principal
 - c. Prepare agenda for meetings and have posted to the school website one week prior to scheduled meeting
 - c. At the beginning of every meeting, review and update meeting minutes, as needed, from prior meeting
 - d. Obtain approval of prior meeting minutes to be posted to Draper Elementary School website within 5 days of approval
6. Vice Chair responsibilities: The Vice Chair shall:
 - a. Be a parent or employee member
 - b. Assist Chair as needed
 - c. Review meeting-minutes-draft prior to next meeting
7. Notetaker responsibilities: The Notetaker shall:
 - a. Be a parent or employee member
 - b. Record meeting minutes at every meeting.
 - c. Record individual council member votes by name if vote is not unanimous
 - d. Share meeting minutes with all SCC members within 5 days of meeting
8. All SCC member responsibilities: SCC Members shall:
 - a. Represent all students of Draper Elementary School with equity

- b. Conflict of interest: Any member with a conflict of interest shall disclose 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.
 - c. All members will inform Chair if they are unable to attend a meeting
 - d. Public Member Expression: Any person speaking publicly as a member of the Committee shall express only the official position of the Committee.
 - i. Once the Committee has voted on an issue, the vote is the official position of the Committee.
 - ii. The Chair of the Committee is the designated representative of the Committee unless it is decided by the council that a different member shall represent the Committee.
 - iii. Members wishing to express personal opinions on issues and areas of concern, must state at the outset that their comments or statements do not represent the Committee's official position.
9. Meeting Minutes Approval
- a. After receiving feedback or requests for amendments from SCC members, meeting minutes shall be approved by:
 - i. Email, if all members agree; or
 - ii. During the next SCC meeting.
10. A majority of the members of a school community council is a quorum for the transaction of business.
11. Voting: All actions of the Council shall be by majority vote when a quorum is established
- a. Only SCC Members are voting members
 - b. When a vote is required, SCC Members can vote "aye", "nay" or "abstained"
12. Public Notice
- a. A schedule for the School Community Council meetings 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.
13. 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 [52G-7-1203](#) (School Community Councils – Open and public meeting requirements)
 - ii. Section [53F-2-404](#) (School LAND Trust Program – Purpose – Distribution of funds – School plans for use of funds)
 - iii. Section [53G-7-1202](#) (School Community Councils - Duties-Composition-Election procedures and selection of members)
 - iv. Section [53G-7-1204](#) (School improvement plan)
14. The Draper Elementary School Community Council will meet at least seven times annually,

unless other meetings are necessary. The majority of the council must agree to cancel a meeting.

15. School Community Councils are subject to [53G-7-1203](#) School Community Councils – Open and public meeting requirements
 - 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 from the previous meeting
 - c. Electronic Meetings (established August 2021)
 - i. Must have an anchor location for in-person attendance
16. Meeting minutes shall be retained for three years.
17. 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.
18. Other positions to be considered by membership include:
 - a. 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.
19. Council Meeting Topics will follow the recommended [SCC Timeline Requirements](#)
 - a. The items that are appropriate for discussion by School Community Councils include, but are not limited to:
 - i. TSSP – Teacher Student Success 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)
 - vii. School Safety Plan (effective 2018)
 - viii. Safe Walking Routes
 - ix. Positive Behaviors Plan (effective 2021)
 - 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 three minutes to present. A group will be given five 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: 10/09/2023