

Local Unit Bylaws
Central Elementary School Community Council

ARTICLE 1: NAME

The name of this organization is Central Elementary Community Council (Central SCC), PLEASANT GROVE, UTAH. It is a local School Community Council unit recognized by Alpine School District.

ARTICLE II: PURPOSE

In Utah the annual distribution from the permanent fund, where revenue from school trust lands is deposited, is distributed to every public school in the state through the School LAND Trust Program. Site-based committees prepare plans, approved by local school boards, that identify an academic need and a proposed solution using the annual dividend.

ARTICLE III: DUTIES AND RESPONSIBILITIES

Section 1. The Central Elementary School Community Council (Central SCC) is responsible for the School Improvement Plan (53A-1a-108(3) (a) (i).

Section 2. Central SCC will assess academic needs and identify the most pressing academic needs of the school. (53A-1a-108 (3) (a) (ii)

Section 3. Central SCC will prepare an action plan called a School Land Trust Plan to address the need and meet the goal identified. (53A-1a-108.5 (5), (53A-16-101.5 (6) (a) (i), 53A-3-701(3), (53A-1-606.5 (4)

Section 4. Central SCC will submit the Plan for the upcoming school year and the Progress Report for this school year, on the School LAND Trust website each spring for approval by Alpine School District School Board. (53A-1a-108.5 (5), (53A-16-101.5 (6) (a) (i), (53A-3-701(3), (53A-1-606.5(4)

Section 5. Central SCC will advise school administration of local school issues. (53A-1a-108(3)(v)

Section 6. Central SCC may assume other tasks and responsibilities to their school, such as safety, school climate, student and teacher recognition, etc. that are best addressed through local school collaboration. (53A-1a-108(3)(a) (iv)

ARTICLE IV: MEMBERSHIP

Section 1. The voting membership of the Central SCC must include:

- a. The school principal. (53A-1a-108 (5)(a)
- b. At least three school employee members, including the principal. 53A-1a-108 (4)(b)(i)
- c. At least five parent or guardian members. 53A-1a-108 (4)(b)(i) Any parent is eligible if they have a child who will be enrolled at the school during the first two-year term of office.

Section 2. The Central SCC may have more members. The number of parent members must exceed by two the number of school employees, including the principal. (53A-1a-108(4)

ARTICLE V: DEFINITIONS

Section 1. "Parent or guardian member" 53A-1a-108: "Parent or guardian member" means a member of a school community council who is a parent or guardian of a student who is attending the school or who will be enrolled at the school at any time during the parent's or guardian's initial term of office. 53A1a-108(1)(a)(i)

Section 2. "School employee member" means a member of a school community council who is a person employed at the school by the school or school district, including the principal. 53A-1a-108 (1)(b).

ARTICLE VI: ELECTIONS

Section 1. Each school employee member, except the principal, shall be elected by secret ballot by a majority vote of the school employees and serve a two-year term. The principal shall serve as an ex officio member with full voting privileges. 53A-1a-108 (5)(a)

Section 2. Each parent or guardian member shall be elected by secret ballot at any election held at the school by a majority vote of those voting at the election and serve a two-year term. 53A1a-108 (5)(b)(i)

a. Only parents or guardians of students attending the school or who have students who will be attending the school in the fall may vote at the election. 53A-1a-108 (4)(b)(ii) and R277-491-3(B)

1. Parents with students currently enrolled at Central Elementary are eligible to vote in Fall elections.

2. Any potential candidate missing the filing window may declare themselves a write-in candidate up until 7 days prior to the election. A line then will be provided for write-in on the ballot.

Section 3. Voting

- a. "Secure ballot box" means a closed container prepared by the school for the deposits of secret ballots for community council elections. (R277-491-1(L) A secure ballot box will be available in the Central Elementary office.
- b. All parents of current Central Elementary students are eligible to vote and must vote in person.
- c. Voting will occur during a full week in September of each school year and results tabulated.
- d. A simple majority will determine the election.

Section 4. The Central Elementary Community Council Chair shall provide notice of the available community council positions to school employees, parent, and guardians a minimum of 10 days before voting commences. (53A-1a-108 (c) (i) and (R277-491-4 B)

- a. The notice shall include dates and times of elections, a list of council positions open, and instructions for becoming a candidate for a community council election.
- b. The principal of the school, or the principal's designee, shall oversee the elections.

Section 5. Ballots and voting are required only in the event of a school community council contested race. (R277-491-3(E)

Section 6. Unfilled positions (53A-1a-108(5)(e)

- a. If a parent or guardian position on a school community council becomes vacant at any time for any reason (other than the ending of a two-year term), the other parent or guardian members of the council shall appoint a parent or guardian who meets the qualifications to fill the position.
- b. If a school employee position on a school community council becomes vacant at any time for any reason (other than the ending of a two-year term), the other school employee members shall appoint a school employee to fill the position.
- c. A member appointed to a school community council shall serve out the remainder of a two-year term. (53A-1a-108 (1)(e)(iv)

Section 7. Terms of office 3A-1a 108 (5) (g) and (R277-491-6)

The term of office shall be begin in September; each term shall be two years.

ARTICLE VII: OFFICERS

Section 1. Officers (53A-1a-108)(5)(h)

- a. Central Elementary SCC members shall elect a Chair from its parent or guardian members and a Vice-Chair from all members.
- b. A principal may not serve as Chair or Vice-Chair of the SCC. (R277-491-4A)
- c. The Chair and Vice-Chair will have terms of office for two years and until their successors are elected.

Section 2. Election of Officers – Terms

- a. Chair and Vice-Chair will be elected at the first meeting in the fall of the current school year.
- b. An officer elected by Central Elementary SCC members may be removed from office for cause by a vote of two-thirds. (53A-3-201)
- c. When a vacancy occurs in the office of Chair or Vice-Chair, a replacement shall be elected for the unexpired term. (53A-3-201)

Section 3. Subcommittees or task forces (53A-1a-108(6) may be created by the Central SCC to:

- a. Advise or make recommendations to the council.
- b. Develop all or part of a School Improvement Plan.
- c. Central SCC may appoint individuals who are not council members to serve on a subcommittee or task force, including parents, school employees, or other community members.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. The Chair shall:

- a. Preside at all meetings of the Central SCC.
- b. Coordinate the work of the officers and representatives of the Central SCC.
- c. Attend district meetings as invited.
- d. Submit an article for the school newsletter as needed.

Section 2. The Vice-Chair shall:

- a. Serve in the absence of the Chair.
- b. Support and work closely with the Chair and committee members.
- c. Keep minutes of each meeting.

Section 3. Parent members shall participate fully in various school plans described in Section 53A-1a-108(3) including, at a minimum (R277-491-5 C):

- a. School Improvement Plan
- b. School LAND Trust Plan
- c. Assisting in Professional Development Plans and Opportunities

ARTICLE IX: Central SCC MEETINGS

Section 1. Central SCC meetings are open to the public. (52-4-103)(7) and (52-4-201)(1)

- a. Visitors may give public comment with a limit of 5 minutes during Central SCC meetings. Any additional comments may be given to a Central SCC member via email or phone and will be shared with all council members. The council will not comment during the public comment period.
- b. The Central SCC may ask for removal of any person from a meeting who willfully disrupts the meeting to the extent that orderly conduct is seriously compromised. (54-4-301)

Section 2. Central SCC meeting agendas are posted on the school website at least 24 hours in advance. Minutes posted will include the date, time, location, attendance, record of votes, and the substance of the last meeting. (53A-1a-108(8) and R277-491-4(7))

Section 3. A simple majority is required to take action. (52-4-103(4) and (9))

Section 4. The Central SCC and school administration provides the following schedules and reports on the school website:

- a. A yearly meeting schedule (within two weeks of the school year)
- b. Meeting agendas and minutes.

ARTICLE X: FISCAL

The fiscal year of this PGJH SCC shall begin on July 1 and end on June 30.

ARTICLE XI: AMENDMENTS

Section 1. These bylaws may be amended at a Central SCC meeting provided the notice of the proposed amendments have been given at least 30 days prior to the meeting at which the amendments are voted on and the proposed amendment passes by a simple majority of the members present.

Approved this Date: November 6, 2014

Witnesses by current Central SCC members:

_____ Chair

_____ Vice-Chair

_____ Parent 1

_____ Parent 2

_____ Parent 3

_____ Parent 4

_____ School Employee 1

_____ School Employee 2

_____ School Employee 3