

**BYLAWS
OF THE COMMUNITY COUNCIL
FOR
HIGHLAND ELEMENTARY SCHOOL**

To provide an orderly system of broad public involvement, the undersigned agrees to the following bylaws to govern the Highland Elementary School Community Council.

BYLAW 1 – NAME

The name of this council shall be the Highland Elementary School Community Council (SCC).

BYLAW 2 – RULES OF PROCEDURE

- A. All meetings are open to the public and the public is welcome to attend.
- B. The agenda for each upcoming meeting as well as the draft minutes from the previous meeting will be made available to all council members at least one week in advance.
- C. The agenda for the upcoming meeting as well as a reminder will be posted on the school website and made available at the school at least one week in advance.
 - a. The agenda will include the date, time, and location of the meeting.
- D. The council will prepare a timeline for the school year that includes due dates for all required reporting as well as the upcoming meetings.
- E. School Community Council meetings will be conducted by the chair. In the absence of the chair the vice-chair will conduct the meetings.
- F. There must be a quorum present to conduct a vote. A quorum is equal to a majority of council members.
- G. Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedures as required in 53G-7-1203(10). Council actions will be taken by motions and voting with votes and motions recorded in the minutes of the meeting.
 - a. Simple Motions of Parliamentary Procedure will be posted on the SCC section of the website and will be utilized.

BYLAW 3 – PURPOSE

The Highland Elementary School Community Council shall:

- A. Build consistent and effective communication among parents, employees, and administrators.
- B. Allow parents an opportunity to be actively involved with the school in the education of their children.
- C. Review school data.
- D. Develop a TSSP (Teacher and Student Success Plan)/School LAND Trust Plan.
- E. Annually review and support the Safe Walking Routes plan for Highland Elementary.
- F. May advise the school administration and provide an opportunity for discussion on local school/community issues that are brought to their attention by the community.

BYLAW 4 – MEMBERSHIP

- A. The council consists of the following:
 - a. School principal
 - b. School employees (a minimum of two) with a portion be elected on odd/even years.
 - c. The council must have a two-parent majority (meaning the number of parents must exceed the number of school employees by two) with half being elected on even years and half on odd years.
- B. SCC members' names along with email addresses and/or phone numbers will be available on the website.
- C. A term is two years and begins September 11th.
 - a. Terms should be staggered so that approximately half of the council is up for re-election each year.

BYLAW 5 – ELECTIONS

- A. Faculty/staff members, except the principal, are elected by employees. Those interested notify the principal two weeks prior to election. The principal will serve and fill a faculty/staff position.
- B. Parent members will be elected within the first 30 days of the school year. Parents will be notified at least 10 days in advance of the elections and interested parents who will have a child at the school during the two-year term are encouraged to file with the principal.
- C. When more candidates file for parent positions or staff positions than there are vacancies, the school must hold a formal election.
 - a. Ballots are deposited in a secure ballot box or done via an approved electronic voting site.
- D. Unfilled or vacated positions: Parent Positions will be filled by the parent committee members selecting a parent to fill the position. Faculty/staff positions will be filled by the faculty/staff committee members selecting a faculty/staff person to fill the position.
- E. Elections must be held within the first 30 days of the school year, and be completed by the 35th day.

BYLAW 6 – OFFICERS

- A. The SCC elects a council chairperson from either the parent group or the faculty/staff group.
 - a. The principal is not elected and should not serve as an officer of the council.
 - b. A chair will be elected from the remaining members of the council.
 - c. The council will vote during the first meeting each year for the chair to serve that year.
- B. The SCC also elects a vice-chair to serve for that year.
- C. Non-elected persons may be appointed to sub-committees or task forces to accomplish specific assignments. The work of those groups should be overseen and approved by the elected council members.

BYLAW 7 – MEETINGS

- A. Regular meetings will generally be held once a month unless otherwise determined by a majority of the SCC.
- B. The chair conducts the meetings, makes assignments and requests reports on assignments. In the absence of the chair, the vice-chair shall conduct the meetings.
- C. Schedule of meeting dates should be available on the school website as well as in the school newsletter.
- D. A majority of the SCC, when present at any meeting, shall constitute a quorum.
- E. A member must attend at least 75% of meetings in order to vote.
- F. Minutes of all SCC meetings will be kept and provided to the full membership as well as available online to the public.
- G. A report to parents about the implementation of the school LAND Trust Plan will be available on the school website as well as in the stakeholder's report.

BYLAW 8 – AMENDMENTS

These bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote of the SCC at any duly organized meeting of the SCC. All decisions must comply with the Utah State Board Association policy.