

## Article I –Name

Ridgecrest Elementary School Community Council (SCC)

## Article II – Laws

All Utah School Community Councils function under the following laws and statues and can be found at <https://le.utah.gov/xcode/code.html>

Utah Code Ann.

- §53G-7-1202 SCCs
- §53G-7-1203 SCC Open & Public Mtgs
- §53G-7-1204 SCC SIP
- §53F-2-404 LAND trust

Utah Administrative Code:<http://www.schoollandtrust.org/laws-and-rules/>

- R277-491-1, et seq. SCCs

Canyons Schools District Policy

<https://policy.canyonsdistrict.org/index.php/sections/section-k-school-community-home-relations/item/policy-kce-school-community-councils>

- Policy 700.1 SCC

## Article III- Standing Rules

- I. Elections for SCC representatives will be held prior to the September SCC meeting, as per <http://www.schoollandtrust.org/parents-and-councils/elections/>
  - a. Notification of available SCC parent member seats, election dates and procedure for declaring candidacy for the SCC will be given prior to the election
  - b. If there are more candidates than available seats, an election will be held. Two alternates will be selected from the remaining candidates, by majority of votes received. Alternates may be appointed as voting members of the council if a seat is vacated prior to the next election
- II. All members are elected for 2 year terms. The number of School Community Council members will be limited to 16 members, including the principal, with 2 more parent members than school employee members and a minimum of 2 school employee members
- III. Vacated seats may be filled to maintain a lawful ratio of parent and employee members. Replacements will be appointed by the respective member group (parent or employee)
  - a. If alternate members were selected during the election process, their appointment to the vacated seat will be ratified by the SCC
  - b. If no alternates are available to serve, the SCC may seek out parents of students or school employees to be appointed
- IV. Members, parent and employee, have an expectation of attendance
  - a. If a member cannot attend a scheduled meeting, notification should be given to the Chair and/or the principal prior to the meeting to be included in the minutes

- b. If a SCC member misses three meetings during a given school year they may be invited to provide a written resignation. A non-response after two weeks will be an automatic resignation and a replacement may be appointed
- V. A quorum is defined as a majority of members with the stipulation that the majority must follow the legal composition of the council and have, at minimum, one more parent member than employee member present to vote. A quorum must be present in order for voting to be valid. Members may submit an electronic vote to establish a quorum in accordance with bylaw IX
- VI. School Community Councils are subject to Utah Code 53G-7-1203 School Community Councils - Open and Public Meeting Requirements
- VII. The Ridgecrest Elementary SCC will meet monthly from September - May (December is optional). A current meeting agenda shall be posted at least 1 week prior to the scheduled meeting. The majority of the council must approve the canceling and/or calling of additional meetings
- VIII. SCC meeting minutes will be sent to members electronically for approval prior to being posted online and prior to the next scheduled SCC meeting. Approval of minutes may be submitted electronically and will be included in the next meeting minutes. Either approved minutes from the previous meeting or draft minutes awaiting approval shall be posted one week prior to the next scheduled meeting
- IX. Electronic votes may be held providing that all pertinent and available information is shared with voting SCC members prior to the action. All items must be on an agenda prior to voting to ensure that all members and the public are given the opportunity to comment prior to the action. Results of the action will be included in the next meeting minutes
- X. Subcommittees may be established or dissolved by a majority vote of the council. Parent members may serve on one or more sub-committees
  - a. Each subcommittee will be chaired or co-chaired by at least one elected school community council member, which will report regularly to the SCC on the committee's progress
  - b. Additional community members, both employee and parent, that are not elected SCC members may serve on any subcommittee with the approval of the SCC
- XI. All meetings and official voting will be conducted using Robert's Rules of Order and follow the conduct guidelines
  - a. Meetings will begin on time, use time wisely, and stay focused on the agenda
  - b. A speaker must be recognized by the Chair before addressing the group
  - c. Members and guests will come prepared to participate and avoid side conversations
  - d. Respect for others in verbal and non-verbal communication will be shown at all times
  - e. Avoid disruptions by silencing cell phones and taking necessary calls or conversations out of the room during meetings
  - f. SCC members will receive training on basic elements and procedures of Robert's Rules of Order
- XII. Officers will be elected by the SCC at the September meeting each school year. The current Chair will serve through the summer months, assist with SCC elections, conduct September

- meeting and assist the new leadership in the transition even if they no longer have a student at Ridgecrest. Leadership positions include:
- a. Chair: An elected parent member of the SCC. Creates agendas and conducts meetings. Other duties as outlined in Canyons District policy
  - b. Vice-Chair: Works with the Chair and conducts the meeting in the case of the Chair's absence. Will be elected from either the parent or school employee group
  - c. Secretary: Takes notes at the meeting and creates minutes for approval by the SCC.
  - d. PTA Liaison: May be an elected parent member of the committee, current PTA President with voting rights, or an ex-officio (ad-hoc) non-voting member
- XIII. The SCC may invite any person/group to make a presentation on issues pertinent to the role of the SCC. The items that are appropriate for discussion by School Community Councils include, but not limited to:
- a. School Improvement Plan
  - b. School LAND Trust Plan
  - c. Assistance in the development of the Staff Professional Development Plan
  - d. Academic needs of the school, with the direction to determine the greatest academic need of the school for LAND Trust Plan expenditures
  - e. Advise and make recommendations regarding school programs and issues relating to the community environment for students
  - f. Parent/School communication and involvement
  - g. Issues brought forth by Canyons School District and the Board of Education
- XIV. Items not to be discussed by the School Community Council include:
- a. Personnel issues
  - b. Individual student information
- XV. Guests may share appropriate input on subjects that fall under the SCC purview. A patron may bring a topic to the SCC by contacting the Chair at least one week prior to the scheduled meeting and asking to be added to the agenda. The SCC may hear business that is not on the agenda, but no decisions shall be made until it is properly noticed on an agenda
- XVI. These bylaws will be posted on the SCC page of the school website. Each SCC member will read and agree to abide by the Bylaws as signified on their declaration of candidacy and at the beginning of each school year