

Butler Elementary School Community Council Bylaws

Article I – Name

Butler Elementary School Community Council (SCC)

Article II- Laws

All Utah School Community Councils function under the following laws and statutes:

Utah Code Ann.

- §52-4-1, et seq.
- §53A-16-101.5
- §3A-3-701
- §53A-1a-108
- §53A-1-606.5
- §53A-6-101
- §53A-1a-108.5
- §53A-3-402
- §53A-6-104

Utah Administrative Code:

-Title 52; Chapter 04 – Open and Public Meetings Act -R277-477-1, et seq. -R277-491-1, et seq.

Canyons School District Policy

- Section: K-School Community-Home Relations; School Community Councils; File No.KCE

Article III -Standing Rules

- I. Elections for SCC representatives will be held prior to the September SCC meeting, but after the start of school each year (July 1st).
 - a. Notification of available SCC parent member seats, election dates and procedure for declaring candidacy for the SCC will be posted on the Bulter Elementary website.
 - b. If there are more candidates than available seats, two alternates will be selected from the remaining 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.
- II. Membership: The number of School Community Council members will be limited to 8 parent representatives and 5 school employee members. Parent members should be represented from different areas of the school boundaries. This number adheres to laws.
 - a. 53A-1a-108 (4)(a)(ii) each school community council for a school other than a high school shall have four parent or guardian members and three school employee members, including the principal.
 - b. 53A-1a-108 (4)(c)(i) A school community council may have a larger membership provided that the number of parent or guardian members exceeds the number of school employee members.
 - c. 53A- 1a- 108 (4)(c)(ii) A school community council may have a smaller membership that: (A) the number of parent or guardian members exceeds the number of school employee members; and (B) there are at least two school employee members on the school community council.
- III. Members, parent and employee, have an expectation of attendance.
 - a. If for some reason a member cannot attend a scheduled meeting, notification should be given to the Chair or Principal prior to the meeting.
 - b. If an SCC member misses three consecutive meetings during a given school year they will be invited to discuss why with the Principal and Chair. If need arises they will be asked to provide a letter of formal resignation. The respective group (parent or employee) can appoint a replacement. If alternate members were selected, their appointment to the vacated seat will be ratified by the SCC. If the number of the respective group still remains at or above the minimum number then a replacement isn't necessary, but a majority vote will be taken to determine if a replacement is needed.
 - c. If no alternates are available to serve, and by vote it is determined that the seat needs to be filled, the SCC may seek out parents or school employees to be appointed.

- IV. 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.
- V. The Butler Elementary School Community Council will meet monthly with the exception of December, June, July and August. The majority of the council must approve of canceling and/or calling additional meetings.
 - VI. School Community Councils are subject to Open Meetings Law, Utah Code Title 52, Chapter 4, Section 207; electronic meetings will comply with the law and be publicly noticed as is any public meeting by this body.
- VII. 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
- VIII. All meetings will be conducted using Robert's Rules of Order and follow the conduct guidelines listed below.
 - a. Meetings will begin on time, use time wisely and finish on time, and stay focused on the agenda
 - b. Members and guests will come prepared to participate and avoid side conversations during the meeting. Respect for others in verbal and non-verbal communication will be shown at all times
 - c. Avoid disruptions by silencing cell phones and taking necessary calls or conversations out of the room during meetings
- IX. 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 the September meeting and assist the new leadership in the transition even if they no longer have a student at Butler Elementary. Leadership positions include:
 - a. Principal: Creates agendas and is responsible to take on the Secretary roles if that person is not in attendance.
 - b. Chair: Conducts the meetings. Other duties as outlined in Canyons District policy.
 - c. 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 which is not represented by the Chair.
 - d. Secretary: Takes notes at the meeting and creates the minutes for approval by the SCC. Is also responsible for recording the meeting according to the Open Meeting regulations
 - e. PTA Liaison: May be an elected parent member of the committee, current year PTA President with voting rights, or an ex-officio non-voting member.
- X. Guests may share appropriate input on subjects that fall under the SCC purview. A guest must contact the Principal or Chair in advance of the meeting and ask to be added to the agenda. The guest may share their information to the council with the time allotted by the Principal or Chair. The council, as a body, may then choose to further discuss the topic(s) or add the topic(s) to an agenda for future discussion. The SCC may invite any person/group to make a longer 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.

Items not to be discussed by the School Community Council include:

- a. Any personnel issues
- b. Individual student information

XI. 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.