

**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 - 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 U-PASS data.
- D. Develop a School Improvement Plan.
- E. Develop a School LAND Trust Plan.
- F. Participate in the development of the Professional Development Plan.
- G. Develop a Child Access Routing Plan.
- H. Advise the school administration on local school issues.
- I. Provide an opportunity for issues of concern in the community to be presented to the school administration.
- J. Help develop a Reading Achievement Plan.

BYLAW 3 - MEMBERSHIP

- A. Principal
- B. There must be a minimum of 4 parents with a maximum of 7 parents. The number of parent members must exceed the number of faculty/staff members by at least 2 parents, including the principal.
- C. There must be a minimum of 3 faculty/staff members.
- D. A list of SCC members with email addresses and/or phone numbers will be available on the website as well as in the school newsletter.
- E. Parents who are licensed educators and employed by the school district where their children attend school may run for a parent member position if they do not teach at the same school.

BYLAW 4 - TERMS

- A. A term is two years and begins July 1st.
- B. A council member may be elected for up to three consecutive terms.
- C. 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 at Parent/Teacher conferences in spring for the following 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. When a parent is voted in as the PTA President, they should also be elected as a member of the SCC for the following school year or term in which they will serve. ~~Parents who are also school employees should file for faculty/staff positions unless they work less than an average of 6 hours per week at the school.~~
- C. When more candidates file for parent positions or staff positions than there are vacancies, the school must hold a formal election.
- D. Elections must be held open for 3 consecutive school days at the school.
- E. Ballots are deposited in a secure ballot box.
- F. 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 selections a faculty/staff person to fill the position.
- G. 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. The principal is not elected and should not serve as an officer of the council. A president-elect will be elected from a member of the parent group or the faculty/staff group with a staggered term.
- B. The SCC elects a vice-chair from the other group.
- 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 meeting will generally be held once a month unless otherwise determined by a majority of the SCC.

- B. Schedule of meeting dates should be available on school website as well as in the school newsletter.
- C. A majority of the SCC, when present at any meeting, shall constitute a quorum.
- D. A member must attend at least 75% of meetings in order to vote.
- E. Minutes of all SCC meetings will be kept and provided to the full membership.
- F. 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.
- G. A report of the actions and activities of the council to date will be included in the school stakeholders' report.
- H. Rules of Order and Procedure: We will follow Roberts Rules of Order. www.robertsrules.com
- I. SCC Meetings do not fall under the Open Public Meeting Law. However,
 - a. Meetings are open to the public.
 - b. Minutes and agendas will continue to be posted/websites.
 - c. Council does not need to post on door 24 hours in advance.
 - d. Minutes of council meetings are to be kept for three years. Audio Recordings are no longer required.
- J. Consensus Process:
 - a. Definition: We have consensus when; first, all points of view have been heard, and second, the will of the group is evident even to those who oppose it.
 - b. Strategy: Pose the questions. Members are asked to reserve their personal responses until all points of view have been presented.
 - c. Ask for all the possible benefits of the proposal.
 - d. Ask for all possible objections.
 - e. Ask how the members personally feel about the proposal.

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.