

**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 September 11th.
- B. 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. 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.
- C. When more candidates file for parent positions or staff positions than there are vacancies, the school must hold a formal election.
- D. Ballots are deposited in a secure ballot box.
- E. 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.
- F. 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 council chair will serve for 2 years, unless after their term is over at the end of the first year or they no longer have children at the school.
- C. The SCC elects a vice-chair from the other group.
- D. 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.