

**RULES OF ORDER & PROCEDURE (BYLAWS)**  
**Jordan School District**  
**Silver Crest Elementary School Community Council**

**(SG)** = Suggested Changing    **\_\_\_\_\_** = new wording added    **\_\_\_\_\_** = new content taken from “required” sections of UDE RO&P Template

**Adopted by the Council on \_\_\_/\_\_\_/\_\_\_ (DATE)**

**To promote ethical behavior and civil discourse each council member shall:**

- Attend all council meetings on time and prepared
- Make decisions with the needs of students as the main objective
- Listen to and value diverse opinions
- Be sure the opinions of those the council represents are included in discussions
- Expect accountability and be prepared to be accountable
- Act with integrity

**Article I – Laws** – All Utah School Community Councils function under the following laws and statutes:

- Utah State Code [53G-7-1202](#) SCC–Duties, Composition, Election Procedures and Selection of Members
- Utah State Code [53G-7-1203](#) SCC – Open & Public Meeting Requirements
- Jordan School District Policy Manual [AA437](#)

**Article II – Standing Rules of Order and Procedure:**

- i. **Membership:** The council consists of the principal, an ex officio voting member, one elected school employee, two parent members who are elected in even years, and two parent members who are elected in odd years.
  - A. Elected council members serve on the council for a 2 year term
  - B. Council members will receive training to understand the responsibilities of the council. Council members receive training before preparing and taking action on School LAND Trust Plans and reports.
  - c. Members, both parents and employees, have an expectation of attendance.
    1. If for some reason a member cannot attend a scheduled meeting, notification should be given to the chair prior to the meeting.
    2. If a SCC member misses half of the scheduled meetings during a given school year, they will be invited to provide a written resignation **by the chair.**
    3. In the event of a resignation, if alternate member(s) were selected in the election process, their appointment to the vacated seat will be ratified by the SCC.

4. If no alternatives are available to serve, the SCC may seek out parents or school employees to be appointed.
- D. Silver Crest SCC was reduced to Utah State Code's default size of 6, with 4 parent members and 2 school employee members, on September 24, 2024.

II. **Meetings:** All meetings are open to the public and the public is welcome to attend.

- A. The agenda of each upcoming meeting, with draft minutes of the prior meeting, will be made available to all council members at least one week in advance and will be posted on the school website. The agenda will include the date, time, and location of the meeting, and any proposed action items.
- B. Written minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting. Approved minutes will be retained for three years.
- C. The council must have a quorum to vote. A quorum is a majority of council members.
- D. The council will prepare a timeline for the school year that includes due dates for all required reporting and other activities/tasks that the council agrees to assume or participate in. The timeline will assist in the preparation of agendas to be sure the council accomplishes its work in a timely manner.
- E. The Silver Crest Community Council will meet a minimum of four (4) times per year, September through May. Meeting dates will be identified and posted within the first month of school starting. (SC) The majority of the council must approve the canceling and/or the calling of additional meetings.
- F. Meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure as required in 53G-7-1203.
  1. Council actions will be taken by motions and voting with votes and motions recorded in the minutes.
  2. Meetings will begin with an agenda review.
  3. A speaker must be recognized by the chair before addressing the group.
  4. See addendum at end of document for more details on parliamentary procedure
- G. During meetings council members are expected to follow guidelines listed below  
Could this section be edited or simplified or added to the ethical behavior section at the beginning?:
  1. Meetings will begin on time, use time wisely, stay focused on the agenda, and finish on time. (SG) some repetition, parts are mentioned in ethical behavior section
  2. Respect for others in verbal and nonverbal communication will be shown at all times. (SG) repetitive, parts are mentioned in ethical behavior section
  3. Members and guests will come prepared to participate and avoid side conversations during the meeting.

4. Avoid disruptions by silencing cell phones and taking necessary calls or conversations out of the room during meetings.

### III. **Officers:**

- A. The council shall elect a chair from the parent members and a vice-chair from parent or school employee members at the first meeting of the year after the council is seated each year. A principal cannot hold office.
- B. Officers will be elected by the council at the first meeting of the year after the council is seated each school year. A principal cannot hold office. Officers are selected from the parent group (SC).
- C. Officer positions include:
  1. **Chair:** The chair conducts the meetings, creates meeting agendas, makes assignments, and requests reports on assignments. The chair may delegate responsibilities to other council members.
    - a) The current Chair will serve through the summer months, assist with SCC elections in the fall, conduct the first council meeting of the following school year and assist the new leadership in the transition even if they no longer have a student at Silver Crest Elementary.
  2. **Vice-Chair:** The Vice-Chair Works with the Chair. In the absence of the chair, the vice-chair shall conduct meetings.
  3. **Secretary:** The secretary takes notes at the meeting and creates the minutes for approval by the SCC.
    - a) *Suggest adding responsibilities for keeping track of records (Safe Walking Route Files, PDF files of past meeting agendas and minutes beyond the required 3 years, and other documents?)*

### IV. **Elections:** The council shall establish a timeline for the election, including noticing the election at least ten days in advance of it taking place.

- A. Elections for SCC representatives must be held prior to the first council meeting, but after the start of school each year.
  1. Notification of available parent member seats, election dates and the procedure for declaring candidacy will be given within the first two weeks of school starting. This doesn't address HOW families will be notified, and the WHEN should probably also be changed
  2. Parent SCC members must have a child attending Silver Crest Elementary during one of the two-year term they are elected.
  3. Elections are for a two-year term and will be conducted according to Utah Law and Jordan School District Policy. (Part of this is stated in the membership section, possibly delete)
  4. If there are more candidates than available seats, candidates will fill available seats in the order of number of votes received. One candidate will be selected as an alternative member based on the number of votes received. He/she will be appointed as a voting member of the council if a seat is vacated prior to the election.

5. When a full council is not seated in the election or a seat is vacated, the parent members of the council shall appoint members to fill unfilled parent positions and school employee members shall appoint school employee members.

*B. SUGGESTION: If we continue to have to hold elections in person instead of online/electronically. We could stipulate in the bylaws that voting should take place during the week of Parent Teacher Conferences. This is a time when more parents are coming into the building. This may increase the number of parents voting in elections.*

1. *Possible working: As of the 24-25 school year Jordan School District has no approved online election process for voting for new SCC members. As such, elections must be held in person at the school using ballots and a ballot box. During elections the ballot box will be located in the school office. Elections will be held during the week of fall Parent teacher conferences to potentially increase the number of families voting.*

- V. **Subcommittees** may be established or dissolved by a majority vote of the council. Parent members may serve on one or more subcommittees.
- 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 parent and employee, that are not elected SCC members may serve on any subcommittee with approval of the SCC.
  - c) Subcommittees will be created or discontinued as needed.
- VI. **Guests** may share appropriate input 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 invite any person/group to make a presentation on issues pertinent to the roles of the SCC.
- A. School Improvement Plan (CSIP)
  - B. School Land Trust Plan
  - C. Safe Routes
  - D. Academic needs of the school, with the direction to determine the greatest academic need of the school 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 involvement.
  - G. Items not to be discussed at the School Community Council include:
    1. Any Personal Issues
    2. Individual Student Information

## VII. Public Comment:

VIII. These Rules of Order and Procedure or Bylaws will be posted on the SCC page of the Silver Crest Elementary School website. Each SCC member will read and agree to abide by the Bylaws signified by their declaration of candidacy and at the beginning of each school year.

**LEFTOVER SECTIONS from UDE TEMPLATE**

**ELECTIONS: The process is established by the council and must include:**

- IX. **The steps in the process for electing council members.**
- X. **how and when the election will be noticed**
- XI. **how and when an eligible candidate may file for election**
- XII. **how and when a vote may be cast (include any or all options)**
  - A. **in person**
  - B. **by mail**
  - C. **or electronic means**
    1. **only when a district has an approved election process**
    2. **the district or school website has a policy on how to vote electronically**

**RECOMMENDED** Also, consider including sections on:

- **Public Comment: Outline guidelines for public participation in council meetings.**
- **Agenda Items: Describe how agenda items are proposed and prioritized for council meetings.**
- **Tie-Votes: Explain the procedure for resolving tie votes during council decisions.**
- **Absentee Ballots: If applicable, provide guidelines for absentee voting in council elections.**
- **Electronic Meetings: If the council allows electronic meetings, outline the rules and procedures for conducting them, ensuring compliance with local board policy and 53G-7-1203.**
- **Other Challenges: Address any other anticipated challenges or situations that might arise and provide guidance on how the council should handle them.**
- **Robert’s Rules of Order: Create or adopt a standardized framework for conducting meetings and making decisions as a group.**

**Addendum: Simple Motions of Parliamentary Procedure**

<b>Motion</b>	<b>Does it require a 2nd?</b>	<b>Is it debatable?</b>	<b>Can it be amended?</b>	<b>Is a vote required?</b>
Adjourn	yes	no	no	majority
Amend a motion	yes	yes	yes	majority
Close nominations	yes	no	yes	2/3

Main motion	<b>yes</b>	<b>yes</b>	<b>yes</b>	majority
Point of Order	<b>no</b>	<b>no</b>	<b>no</b>	ruled on by chair
Previous Question	<b>yes</b>	<b>no</b>	<b>no</b>	2/3
Reconsider	<b>yes</b>	<b>yes</b>	<b>no</b>	majority
Withdrawal of motion	<b>no</b>	<b>no</b>	<b>no</b>	majority

A **motion** is an action to be taken by the council and is stated as a motion. Someone else on the council “**seconds**” the motion indicating at least one other person on the council feels the motion is worthy of discussion. Then the council members may provide **input and discussion** as called upon by the chair. When the discussion seems complete **the chair may call for a vote on the motion**. Or when a member of the council “**calls the previous question**” (a motion to end discussion of the first motion), a second is required. Without discussion, the chair calls for a vote that must pass by 2/3. If the vote on the previous question fails, the council goes back to discussing the first motion. If the motion to call the previous question passes, the chair directly calls for a vote on the first motion. A vote to call the previous question is usually used to move business along.

- A tie vote is a lost vote.
- Most motions are main motions. A main motion may be amended.
- A point of order is offered when there is some question if the procedure has been followed correctly.
- To stop debate or discussion on a motion and force the vote a member would say, “I move the previous question.” This requires a second and a 2/3 vote.
- Hasty action may be corrected by use of the motion to reconsider. This motion may be made only by one who voted on the prevailing side.
- A person who made the motion may withdraw the same motion.