

## **Silver Crest Elementary School Community Council Bylaws**

### Article I – Name

Silver Crest 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-1-106.5 5                      3A-6-101
- 53A-1a-108.5                              53A-3-405 5                      3A-6-104

Utah Administrative Code:

- Title 52; Chapter 04- Open and Public Meetings Act
- R277 – 477-1, et seq.
- R277-491-1, et seq.
- Jordan 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.
  - a. 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.
  - b. Elections are for a two-year term and will be conducted according to Utah Law and Jordan School District Policy.
  - c. 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.
  - d. Parent SCC members must have a child attending Silver Crest Elementary during the two-year term they are elected.
- II. Membership: The number of School Community Council members will be a minimum of six (6) and maximum of ten (10) parent representatives and four (4) school employee members. The school employee members should consist of the school principal, vice principal (if position is filled), one (1) lower grade representative and one (1) upper grade representative.

The number complies with laws:

  - a) 53A-1a-108 (4)(a)(b)(ii) each school community council for a school other than a high school shall have four (4) parent or guardian members and three (3) school employees, including the principal.
  - b) 53A-1a-108 (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 by two.

- III. Members, both parents and employees, have an expectation of attendance.
  - a. If for some reason a member cannot attend a scheduled meeting, notification should be given to the chair prior to the meeting.
  - b. If a SCC member misses half of the scheduled meetings during a given school year, they will be invited to provide a written resignation. If alternate members were selected, their appointment to the vacated seat will be ratified by the SCC.
  - c. If no alternatives are available to serve, the SCC may seek out parents or school employees to be appointed.
- IV. 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. The majority of the council must approve the canceling and/or calling additional meetings.
- V. School Community Council meetings are subject to Open Meeting Law, Utah Code Title 52, Chapter 4 Section 107; electronic meetings will comply with the law and be publicly noticed as in any public meeting by this body.
- VI. 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.
- VII. All meetings will be conducted using Roberts Rules of Order and follow the guidelines listed below:
  - a. Meetings will begin on time, use time wisely, stay focused on the agenda, and finish on time.
  - b. Meetings will begin with an agenda review.
  - c. Respect for others on verbal and nonverbal communication will be shown at all times.
  - d. Members and guests will come prepared to participate and avoid side conversations during the meeting.
  - e. A speaker must be recognized by the chair before addressing the group.
  - f. Avoid disruptions by silencing cell phones and taking necessary calls or conversations out of the room during meetings.
- VIII. Officers will be elected by the SCC at the September meeting each school year. Officers are selected from the parent group. The current Chair will serve through the summer months, assist with SCC elections in the fall, conduct the September meeting and assist

the new leadership in the transition even if they no longer have a student at Silver Crest Elementary.

Leadership positions include:

- a) Chair: Chair creates agendas and conducts the meetings. Other duties outlined in Jordan School District policy.
  - b) Vice-Chair: Works with the Chair and conducts the meetings in the case of the Chair's absence.
  - c) Secretary: Takes notes at the meeting and creates the minutes for approval by the SCC.
- IX. 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.
- Items not to be discussed at the School Community Council include:
- a) Any Personal Issues
  - b) Individual Student Information
- X. These 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.