

Bylaws and Rules of Order and Procedure
Weber County
Roy, Utah
Roy Elementary School Community Council

ARTICLE I: NAME

The name of this organization is **Roy Elementary School Community Council (RES CC)**, ROY, UTAH. It is a local School Community Council unit recognized by the Weber County School District.

ARTICLE II: PURPOSE

The purpose of RES CC is to involve parents or guardians of students in decision making at the school level to improve the education of students by prudently expending School LAND Trust Program money for the improvement of students' education through collaboration among parents and guardians, school employees, and the local school board. And to increase public awareness of school trust lands and related policies and the management of the State School Fund and educational excellence's. And to help improve academic performance and any other improvements necessary in accordance with the Utah laws and codes.

ARTICLE III: MISSION STATEMENT

We serve to better our community, school, and kids by ensuring responsible use of School LAND Trust funds, people, and resources. We aspire to meet the individual educational needs of each of our students through proper assessment and inspired action.

ARTICLE IV: DUTIES AND RESPONSIBILITIES

Section 1. The RES CC is responsible for the School Improvement Plan.

Section 2. RES CC will assess academic needs and identify the most pressing academic needs of the school.

Section 3. RES CC will prepare an action plan called a School LAND Trust Plan to address the needs and meet the goals identified.

Section 4. RES CC will submit the Plan for the upcoming school year and the Progress Report for this school year, on the School LAND Trust website each spring for approval by the Weber School District School Board.

Section 5. RES CC will be informed of the development of the Professional Development Plan.

Section 6. RES CC will advise the school administration on local school issues.

Section 7. RES CC will provide an opportunity for issues of concern in the community to be presented to the school administration.

Section 8. The RES CC provides ongoing support in implementation of approved plans.

Section 9. RES CC may assume other tasks and responsibilities relating to their school, such as safety, school climate, student and teacher recognition, etc. that are best addressed through local school collaboration.

ARTICLE V: MEMBERSHIP

Section 1. A school community council may determine the size of the school community council by a majority vote of a quorum of the school community council provided that there are:

- a. two or more parent or guardian members than the number of school employee members;
- b. and at least two school employee members (one being the principal).
- c. If, after an election, the number of parent or guardian members who are not educators employed by Roy Elementary School (RES) does not exceed the number of parent or guardian members who are educators employed by RES, the parent or guardian members of the school community council shall appointed one or more parent or guardian members to the school community council so that the number of parent or guardian members who are not educators employed by RES exceeds the number of parent or guardian members who are educators employed by RES.
- d. Any parent is eligible if they have a child who will be enrolled at the school at any time during the parent's or legal guardian's term of office; and may not include a licensed employee who is employed at the school.

ARTICLE VI: DEFINITIONS

Section 1. "Parent or guardian member" means a member of a school community council who is a parent or guardian of a student who is attending the school or who will be enrolled at the school at any time during the parent's or guardian's term of office.

Section 2. "School employee member" means a member of a school community council who is a licensed employee of RES.

ARTICLE VII: ELECTIONS

Section 1. Elections will be held during the first week of May each year.

Section 2. Each school employee member, except the principal, shall be elected by secret ballot by a majority vote of the school employees and serve a two-year term. The principal shall serve as an ex officio member with full voting privileges.

Section 3. Each parent or guardian member shall be elected by secret ballot at an election held at the school by a majority vote of those voting at the election and serve a two-year term.

a. Only parents or guardians of students attending the school or who have students who will be attending the school in the fall may vote at the election.

1. Parents with students currently enrolled at RES are eligible to vote in May elections.

2. Parents with students of incoming Kindergarteners enrolling at RES are eligible to vote in May elections.

b. Parent members must have a child at the school at least one of the two years of their initial term.

c. Any parent or guardian of a student who meets the qualifications of this section may file or declare himself as a candidate for election to a school community council.

1. A candidate must complete the provided candidacy form provided by the school and submit by the indicated deadline (which will be no later than 10 days prior to the actual election date).

2. A candidate may submit a short biography to be included on the school's website and be made visible at the school's office.

Section 4. Voting

a. "Secure ballot box" means a closed container prepared by the school for the deposit of secret ballots for the school community council elections.

b. Secure ballot boxes will be supplied at the RES main office.

c. All parents/guardians of current RES students are eligible to vote.

d. All eligible voters must vote in person at RES. Eligibility shall be verified from a roster of RES students. This is to ensure full accountability of the election results and provide verification and tracking of votes cast.

e. Each parent will cast a vote for each open seat (i.e.: 3 votes total per parent for 3 open seats), there are no additional votes for subsequent children attending RES.

f. Voting will occur during the first week of May of each school year. Results will be tabulated following the closure of the polls at the end of the week.

g. A simple majority of those parents or guardians voting will determine the election.

h. RES CC may establish procedures that allow for ballots to be clearly marked and mailed to the school in the case of geography or school distances that would otherwise discourage parent participation. Hand-delivered or mailed ballots shall meet the same timelines for voters voting in person.

i. RES CC may allow parents to vote by electronic ballot. If school districts/schools allow voting by electronic means, the opportunity shall be clearly explained on the school district/school website including:

1. Directions for electronic voting
2. Security provisions for electronic voting
3. Statement to parents and community members that violations of a school district's/school's voting procedures may disqualify a parent's vote or invalidate a specific school election, or both.

Section 5. The RES principal shall provide notice of the available community council positions to school employees, parents, and guardians at least 10 days before the date that voting commences for the elections.

a. The notice shall include:

1. The dates and times of the elections
2. A list of council positions that are up for election
3. Instructions for becoming a candidate for a community council election

b. The principal of the school, or the principal's designee, shall oversee the elections

c. Ballots cast in an election held shall be deposited in a secure ballot box.

Section 6. Results of the elections held shall be made available to the public upon request.

Section 7. Ballots and voting are required only in the event of a school community council contested race.

Section 8. Unfilled positions

a. If a parent or guardian position on a school community council becomes vacant at any time for any reason (other than the ending of a two-year term), the other parent or guardian members of the council shall appoint a parent or guardian who meets the qualifications of this section to fill the position.

b. If a school employee position on a school community council becomes vacant at any time for any reason (other than the ending of a two-year term), the other school employee members of the council shall appoint a school employee to fill the position.

c. The principal of the school shall notify the local school board of each appointment.

d. A member appointed to a school community council shall serve out the remainder of a two-year term.

Section 9. Terms of office

a. The term of office shall be July 1 through June 30th; each term shall be two years.

b. There are no limits on terms as long as the council member continually meets eligibility requirements.

ARTICLE VIII: OFFICERS

Section 1. Officers

a. RES CC members shall elect a Chair from the parent/guardian members of the council.

b. A principal may not serve as Chair or Vice-chair of the RES CC.

c. RES CC members shall elect a Vice-chair from either the parent/guardian members or school employee members

d. The Chair and Vice-chair will have terms of office for one year or until their successors are elected.

Section 2. Election of officers – Terms

a. Chair and Vice-Chair will be elected at the final RES CC meeting in the spring of the current school year.

b. An officer elected by RES CC members may be removed from office for cause by a vote of two-thirds of the RES CC.

c. When a vacancy occurs in the office of Chair or Vice-Chair, a replacement shall be elected for the unexpired term.

d. Officers may serve in an unlimited amount of successive terms as long as they are officially elected and they continually meet the eligibility requirements for membership on the council.

Section 3. Subcommittees or task forces may be created by the RES CC to:

a. Advise or make recommendations to the council or

b. Develop all or part of a School Improvement plan.

c. Any plan or part of a plan developed by a subcommittee or task force shall be subject to the approval of the RES CC.

d. RES CC may appoint individuals who are not council members to serve on a subcommittee or task force, including parents, school employees or other community members.

ARTICLE IX: DUTIES OF OFFICERS

Section 1. The Chair shall:

a. Post the school community council meeting information (time, place and date of meeting; meeting agenda and previous meeting draft minutes) on the school's website at least one week prior to each meeting;

b. set the agenda for every meeting;

c. conduct every meeting;

d. assure written minutes are kept consistent with requirements of the law;

e. informs and/or train council members on resources available on the School LAND Trust website;

f. assure that the council adopts a set of rules of order and procedures, including procedures for electing the chair and vice-chair, that the chair shall follow to conduct each meeting. The rules shall be posted on the school website and be available at each meeting;

g. welcome and encourage public participation and involvement;

h. ensures all meetings are open to the public;

i. along with the school principal, create a Meeting Schedule and Timeline of Goals and Requirements for the school year prior to the first meeting of each year; and

j. delegate any necessary duties as needed.

Section 2. The Vice-Chair shall:

a. Serve in the absence of the Chair; and

b. Support and work closely with the Chair and committee members.

Section 3. The Secretary shall:

a. Record the minutes of all meetings of this RES CC

b. Be responsible for ensuring minutes of previous meeting are posted on the RES website one week before the upcoming meeting

c. Be responsible for filing and keeping a hard copy of meeting minutes and agendas.

d. Conduct correspondence as required and requested.

Section 4: Parent /Guardian and school employee members shall:

a. Participate fully in the development of various school plans including, at a minimum:

1. School Improvement Plan;

2. School LAND Trust Plan;

3. Professional Development Plan;

4. The Reading Achievement Plan;

5. Community Council Timeline of Goals and Requirements.

b. Advise and inform elected local school board members and other interested community members regarding the uses of these funds.

c. Attend all meetings as scheduled by the council at the beginning of the school year. A member can be removed from the council if they are absent from two consecutive meetings and 2/3 of the council vote to remove them. The position would be filled according to ARTICLE VII Section 8 Unfilled Positions in this document.

Section 5: The school principal shall:

a. Enter and electronically sign on the School LAND Trust website a Principal's Assurance Form that assures the school community council at the school was elected, and that vacancies were filled, as necessary, and that the school community council is properly constituted with the law.

b. Not serve as chair or vice-chair of the council.

c. Annually, on or before November 15, provide the following information on the school's website, in the school office, and via emails which teachers send out to their classrooms weekly (hard copies will be provided to those children with parents who do not have internet or email access):

1. A list of the members of the school community council and each member's direct email address;

2. The school community council meeting schedule for the year;

3. A summary of the annual report about how the School LAND Trust Program funds were used to enhance or improve academic excellence at the school consistent with the law.

d. Ensure that the school's website fully communicates the opportunities provided to parents to serve on the school community council and how parents can directly influence the expenditure of the School LAND Trust Program funds. The website shall include each school's dollar amount received each year through the program.

e. Assist the council chair, vice-chair, and members in meeting all necessary requirements and established goals.

ARTICLE X: RES CC MEETINGS

Section 1. RES CC meetings are open to the public.

a. A Public Comment/Question Period will be included on every meeting agenda.

b. Visitors giving input during the Public Comment Period will be limited to 5 minutes during the RES CC meeting. Any additional concerns or comments may be directed to any RES CC member via email. Those additional concerns or comments will then be disseminated to the entire RES CC.

c. The RES CC will hear/receive input but will not comment during the Public Comment Period.

d. The RES CC Chair may ask a visitor to tell the council the subject of their concerns and may decide to put the topic on a future agenda. If the topic is not within the purview of the council, the Chair may ask the individual to take their concern to those who may address it.

e. The RES CC may ask for removal of any person from a meeting who willfully disrupts the meeting to the extent that orderly conduct is seriously compromised.

Section 2. RES CC meeting agendas are posted on the school website at least one week in advance and include the date, time, location, and minutes of the last.

Section 3. RES CC meeting agendas are posted visibly at the school's main office with the date, time, and location of the meeting.

Section 4. All RES CC minutes include: date; time; location; names of members present and absent; substance of all matters proposed, discussed or decided; a record of votes; name of each person who is recognized by the chair to speak in the meeting; and substance of what is said

Section 5. A simple majority is required to take action.

Section 6. The following schedule and report summaries are provided on the school website AND via teacher emails (a hard copy will be provided to those children with parents who do not have internet or email access) to each individual household with a student attending the school.

a. The RES CC provides a yearly meeting schedule within the first two weeks of the school year

b. The RES CC provides a mid-year summary of the council's actions and activities to date

c. The RES CC provides a summary of the Final Report of the School LAND Trust Program Plan implementation for the prior year in the fall of the following year

Section 7. A school administrator shall assist a RES CC to provide information on the school website and in teacher emails/handouts ensuring that all parents are notified.

Section 8. RES CC meetings shall be conducted and action taken according to very simplified rules of parliamentary procedure. Items on the agenda take priority over other discussions coming before the council. Action of the council will be taken by motions and voting. The motions and voting are recorded in the minutes.

a. Examples of simple parliamentary procedures will be available at all meetings.

b. The council may choose to elect a Council Parliamentarian to ensure proper procedures are followed if it is determined to be a necessity or of help to the council.

ARTICLE XI: DIGITAL CITIZENSHIP

Section 1. RES CC will advise and make recommendations to the school regarding:

- a. Safe technology utilization and digital citizenship and
- b. Digital citizenship” means the norms of appropriate, responsible, and healthy behavior related to technology use, including digital literacy, ethics, etiquette, and security.

ARTICLE XII: FISCAL

The fiscal year of this RES CC shall begin on July 1st and end on June 30th.

ARTICLE XIII: AMENDMENTS

Section 1. These bylaws may be amended at meeting of this RES CC provided:

- a. That notice of the proposed amendments shall have been given at least thirty (30) days prior to the meeting at which the amendments are voted upon,
- b. The proposed amendment passes by simple majority of the members present.