

Mountain Trails Elementary School Community Council Bylaws

Article I – Name

Mountain Trail 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-1-606.5 53A-6-101
- 53A-1a-108.5 53A-3-402 53A-6-104

Utah Administrative Code:

- Title 52; Chapter 04-Open and Public Meetings Act
- R277-477-1, et seq.
- R277-491-1, et seq.

Alpine School District Policy

- Section K-School Community-Home Relations; School Community councils

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 will be conducted according to Utah Law and Alpine District Policy .
 - c. If there are more candidates than available seats, one alternative will be selected from the remaining candidates in the order of 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 next election.

- II. Membership: The number of School Community Council members will be limited to six (6) parent representatives and four (4) school employee members.

This 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.

- III. Members, parent and employee, 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 three (2) meetings during a given school year, they will be invited to provide a written resignation and the respective group (parent or employee) will appoint a replacement. If alternate members were selected, their appointment to the vacated seat will be ratified by the SCC.
 - c. If no alternates are available to serve, the SCC may seek out parents or school employees to be appointed.

- IV. A quorum is defined as a majority of members with the stipulation that the majority must follow the legal composition of the council and have, at a minimum, one more parent than employee member present to vote.

- V. The Mountain Trails 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 two weeks of school starting. The majority of the council must approve the canceling and/or calling additional meetings.

- VI. School Community Council meetings are subject to Open Meetings Law, Utah Code Title 52, Chapter 4, Section 207; electronic meetings will comply with the law and be publicly noticed as is any public meeting by this body.
- VII. 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 the approval of the SCC.
 - c. Subcommittees will be created or discontinued as needed.
- VIII. All meetings will be conducted using Robert's Rules of Order and follow the conduct 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 non-verbal 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.
- IX. Officers will be elected by the SCC at the September meeting each school year. 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 Mountain Trails.

Leadership positions include:

 - a. Chair: Chair creates agendas and conducts meetings. Other duties as outlined in School District policy.
 - b. Vice-Chair: Works with the Chair and conducts the meetings in the case of the Chair's absence. The Vice-Chair will be elected from either the parent or school employee group which is not represented by the Chair.
 - c. Secretary: Takes notes at the meeting and creates the minutes for approval by the SCC.
 - d. PTA Liaison: May be an elected parent member of the committee, or an ex-officio non-voting member.
- X. Guests may share appropriate input on 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 role of the SCC.

The items that are appropriate for discussion by School Community Councils include, but are not limited to:

 - a. School Improvement Plan (CSIP)
 - b. School Land Trust Plan
 - c. Academic needs of the school, with the direction to determine the greatest academic need of the school for Land Trust Plan expenditures.
 - d. Assistance in the development of the Staff Professional Development Plan.
 - e. Advise and make recommendations regarding school programs and issues relating to the community environment for students.
 - f. Parent/School communication and involvement.
- XI. These Bylaws will be posted on the SCC page of the school website. Each SCC member will read and agree to abide by the Bylaws as signified by their declaration of candidacy and at the beginning of each school year.