

Draper Park Middle School School Community Council Bylaws

Article I – Name

Draper Park Middle School Community Council

Article II – Laws

All Utah School Community Councils function under the following laws and statutes:

Utah Code Ann.

- §52-4-1, et seq.
- §53A-1a-108
- §53A-1a-108.5
- §53A-16-101.5
- §53A-1-606.5
- §53A-3-402
- §3A-3-701
- §53A-6-101
- §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.

Canyons School District Policy

- I. 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 meeting. All voting SCC members will have their name and contact information posted on the school website.
 - a. Notification of available SCC parent member seats, election dates and procedure for declaring candidacy for the SCC will be given with the Draper Park registration information, listed on the school website and posted in the main office.
 - b. Employee elections will be held in employee meetings at the beginning of the year.
 - c. If there are more candidates than available seats, two alternates will be selected from the remaining candidates in the order of the number of votes received. They will be appointed as voting members 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 15 total members with 9 parent members and up to 6 employee members.
- III. Members, parent and employee, have an expectation of attendance.
 - a. If for some reason a member cannot attend, they need to notify the chairman ahead of time to be excused.
 - b. If an SCC member misses three meetings in a given school year, they may be invited to resign as a voting member of the committee and the respective group (parent or employee) may appoint a replacement from the alternates selected during the election.
 - c. If no alternate is available to serve, and it is determined that the seat needs to be filled, the SCC may seek out parents or school employees to be appointed.
- IV. A quorum is defined as a majority with the stipulation that the majority must follow the legal composition of the council and have, at minimum, two more parent members than employee members present to vote.
- V. The Draper Park School Community Council will meet monthly with the exception of December, June, July and August.
 - a. The majority of the council must approve of canceling and/or calling additional meetings.
 - b. Meeting dates for the year will be set at the September SCC meeting and published on the school website.
- VI. The School Community Council may not close meetings. The meetings are always open to the public.
 - a. Notification of the meeting and its agenda will be posted on the school web site.
 - b. Meeting minutes will be posted on the school website for the current school year and archived as per state law.
- VII. Subcommittees may be established or dissolved by a majority vote of the council.
 - a. Each subcommittee has to be chaired by at least one elected school community council member, which will report monthly on the committee's progress.
 - b. SCC members may serve on one or more sub-committees.
 - c. Additional community members, both employee and parent, that are not elected SCC members may serve on any subcommittee.
- VIII. All meetings will be conducted by the SCC Chair and follow the guidelines listed below:
 - a. Meetings will begin on time, use time wisely and stay focused on the agenda.
 - b. A speaker must be recognized by the Chair before addressing the group.
 - c. Members and guests will come prepared to participate and avoid side conversations during the meeting.

- d. Respect for others in verbal and non-verbal communication will be shown at all times.
 - e. Attendees will avoid disruptions by silencing cell phones and taking necessary calls or conversations out of the room during the meeting.
 - f. Actions of the SCC requiring a vote will be conducted according to parliamentary procedures. A voting member must make a motion, another will second the motion and following discussion, the council will vote. In votes that are too close to call through a verbal vote, a roll-call vote will be taken.
- IX. Officers will be elected by the SCC at the September meeting each school year. The current Chair/Co-Chairs will serve through the summer months, assist the Principal with SCC elections, conduct the September meeting and assist the new leadership in the transition even if they no longer have a student at Draper Park Middle School.
- a. Leader positions include:
 - i. Principal: Works with the Chair/Co-Chairs to create and post meeting agendas and provides support information for the duties of the SCC. The principal is responsible to see that the council receives annual training and the statutes governing school community councils as required bylaw.
 - ii. Chair/Co-Chairs: Conduct the meetings, with the Principal create and post the meeting agendas and other duties as outlined in Canyons District policy.
 - iii. Vice-Chair: works with the Chair and conducts the meeting in the case of the Chair's absence. A Vice-Chair is selected from either the parent or school employee group.
 - iv. Co-Chairs may be elected as long as at least one of them is a parent member. If Co-Chairs are elected, the position of Vice-Chair is not necessary.
- X. Positions invited by the Chair include:
- a. Secretary (optional, but recommended): take notes and create the minutes of the meeting for approval by the SCC.
 - b. PTSA Liaison (optional, but recommended): May be an elected parent member of the Council or an ex-officio non-voting member.
- XI. Guests may share appropriate input on subjects that fall under the School Community Council 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 SCC may vote to limit the amount of time given to any topic. The items that are appropriate for discussion by School Community Councils include, but not limited to:
- i. School Improvement Plan.
 - ii. School LAND Trust Plan.
 - iii. Assistance in the development of the Staff Professional Development Plan
 - iv. Academic needs of the school, with direction to determine the greatest academic need of the school for LAND Trust Plan expenditures.

- v. Advise and make recommendations regarding school programs and issues relating to the community environment for students.
- vi. Parent/School communication and involvement.

Items not to be discussed by the School Community Council include:

- I. Any personnel issues
- II. Individual student information

XII. These bylaws may be amended by a majority vote of the School Community Council.

XIII. 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 on their declaration of candidacy and at the beginning of each school year.