

Draper Park Middle School

School Community Council Bylaws

Article I: Name

This organization is known as the Draper Park Middle School Community Council, also referred to in this document and in the community as Draper Park Middle SCC, DPMS SCC, SCC, and School Community Council.

Article II: Authority

This organization functions under the following laws and statutes:

Section 1. Utah State Law

- [53E-4-307 \(Meeting Reading Benchmarks and Providing Interventions\)](#)
- [53E-4-307.5 \(Meeting Math Benchmarks and Providing Interventions\)](#)
- [53G-7-S1202 \(School Community Council Law\)](#)
- [53G-7-S1203 \(Open Meeting Laws\)](#)
- [53G-7-S1205 \(School Community Councils and Charter Land Trust Councils\)](#)
- [53G-7-S1206 \(The Law Creating the LAND Trust Program\)](#)
- [53G-7-S1305 \(TSSP, School Improvement\)](#)
- [53G-7-1202\(ii\)\(D\); \(iii\); \(iv\) \(Safe Technology and Digital Citizenship Plan\)](#)
- [R277-477 \(Distribution and Administration of Land Trust Funds\)](#)
- [R227-495-3\(3,4\) \(Electronic Device Plan\)](#)
- [R277-491 \(School Community Councils Administrative Code\)](#)
- [53G-10-407 \(Positive Behavior Plan\)](#)
- [53G-4-402 \(17\)\(a-d\) \(Child Access Routing Plan\)](#)
- [Utah Constitution Article X Section 5 \(State School Fund and Uniform School Fund\)](#)

Section 2. Canyons School District Policy

- [CSD Policy 200.06 – Teacher and Student Success Act](#)
- [CSD Policy 500.6 – Electronic Device Plan](#)
- [CSD Policy 700.01 - School Community Councils](#)

Article III: Standing Rules of Operation

Section 1. Elections

1. Notification of available SCC parent member seats, election dates and procedure for declaring candidacy for the SCC shall be emailed to all parents of students enrolled in Draper Park Middle School, listed on the school website and posted in the main office.
2. Elections for SCC representatives shall be held in August, with voting open during the week of Back to School Night and closing at the end of that week.

3. Employee elections shall be held in employee meetings at the beginning of the school year.
4. If the number of parent applicants is equal to or less than the number of open parent seats, no voting for candidates will be required.
5. New SCC representatives will be notified as soon as votes are counted, and prior to the first meeting of the school year.
6. If there are more parent candidates than available parent seats, two parent alternates shall be selected from the remaining candidates in the order of the number of votes received. They shall be appointed as voting members of the council if a seat is vacated prior to the next election.

Section 2. Membership

1. The number of School Community Council members shall be limited to 15 total members with 9 parent members and up to 6 employee members.
2. Members shall serve a 2-year term. If they wish to serve another term, they will be required to run for election. Members may resign after their first year if they wish.
3. All members will notify the SCC Chair or Principal of their intent to return or resign near the end of the school year (April or May).
4. The names and contact information of all voting SCC members shall be posted on the school website.

Section 3. Member Expectations

1. All members will understand the legal responsibilities of the School Community Council and the School Community Council's role as an advisory group for Draper Park Middle Administration.
2. All members will attend and participate in annual SCC training provided by Canyons School District.
3. All members are expected to attend all DPMS SCC meetings. If for some reason a member cannot attend, they are required to notify the SCC Chair ahead of time to be excused.
 - a. In the event that members neglect to appear for meetings or do not in other ways meet the requirements for serving on the SCC, they may be removed by a vote by the quorum and replaced in like manner.
 - b. 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.

4. All members will be willing to read and study supplemental material provided prior to meetings (i.e., School Safety Plan).
5. All members will be an active participant in discussions, planning and carrying out plans.
6. All members will be well informed and seek answers to questions and concerns before a vote is called for.
7. All members will consider the needs of all DPMS students.

Section 4. Public Member Expression

1. Any person speaking publicly (i.e., speaking at a Canyon's District Board Meeting) as a member of the Committee shall express only the official position of the Committee.
 - a. Once the Committee has voted on an issue, the vote is the official position of the Committee.
2. Members wishing to express personal opinions on issues and areas of concern must state at the outset that their comments or statements do not represent the Committee's official position.
3. The Chair of the Committee is the designated representative of the Committee unless it is decided by the council that a different member will represent the Committee.

Section 5. Conflict of Interest

1. All council members will be asked to publicly disclose any conflict of interest at the first council meeting in the fall and/or any time a conflict of interest arises.
2. A conflict of interest is considered when the council member may benefit as a result from council action. The benefit may be direct or indirect; create a material or personal gain; or provide an advantage to self, relations, friends or groups or associations of loyalty.
3. If there is a conflict of interest, the council, minus the council member with the conflict of interest, will decide how the council member with the conflict of interest will participate in the action.
4. The levels of participation can be as follows: full participation, no voting on issues of conflict or the council suggests that the member withdraw from participation in the presentation, discussion or vote.

Section 6. Quorum

1. 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.

Section 7. Meeting Details & Planning

1. Draper Park Middle SCC shall meet monthly with the exception of June and July.
2. Meeting dates are determined by the Principal and SCC Chair. All SCC members will be notified of meeting dates and time prior to the first meeting of the school year.
3. Meetings may be canceled by the approval of a majority vote of the council members or at the discretion of the Principal and the SCC Chair.
4. Meetings may be added only on the approval of a majority vote of the council members.
5. The SCC may not hold closed meetings. The meetings must be always open to the public.
6. Notification of meeting date, time and location and the agenda shall be posted on the school website at least one week prior to the meeting
7. Electronic meetings shall comply with state law and district policy and be publicly noted on the school website.
8. An anchor location shall be announced on the school website for both physical and electronic meetings.
9. Meeting minutes shall be posted on the school website for the current school year and archived according to state law.
10. Meeting agenda is created by the SCC Chair, Vice-Chair and Principal a minimum of two weeks prior to the SCC meeting.
 - a. The SCC Chair, Vice-Chair and/or Principal will decide the amount of time allotted for agenda items.
 - b. The SCC may move to increase or limit the amount of time given to any topic or speaker
 - c. SCC Members or community members interested in being added to the agenda must contact SCC Chair and/or Principal one week prior to the SCC meeting
 - d. Members or guests approved to speak or present at an SCC meeting must provide all materials they plan to present at the meeting to the SCC Chair and Principal to review prior to the scheduled meeting.

Section 8. Meeting Expectations

1. All meetings shall be conducted by the SCC Chair and follow Robert’s Rules of Order.
 - a. General outline of the essential elements of Robert’s Rules:
 - Motion** – A member makes a motion to propose an action or make a decision by saying, “I move to...”. Another member must second the motion by saying, “I second the motion.” Once someone seconds the motion, the group votes on the motion.
 - Amend a motion** – Members use this process to change a motion and can do so by stating, “I move to amend the motion on the floor.” Again, this motion must be seconded and voted upon.
 - Commit** – Members use this type of motion to transfer a motion to a committee. As with other types of motions, it must be seconded and voted upon. Once it moves to a committee, the committee presents a report on the committed motion at the next meeting.
 - Question** – Members say, “I call the question” to end a debate or discussion. The motion must be seconded and voted upon without further discussion. A call for the question requires a two-thirds majority vote to pass. At this point, the members must immediately vote on the motion on the floor.
 - Adjourn** – This refers to moving to end the meeting. A member would say, “I move to adjourn,” and another member would second the motion. If the majority then votes to adjourn, the meeting is over.
 - b. Robert’s Rules of Order motion steps
 - Motion:** A member announces motion - “I move to...”
 - Second:** Another member seconds the motion - “I second the motion”
 - Restate motion:** The Chair restates the motion
 - Debate:** The members debate the motion
 - Vote:** The Chair restates the motion, and then first asks for affirmative votes, and then negative votes.
 - Announce the vote:** The chair announces the result of the vote and any instructions.
2. If the SCC Chair is absent, the Vice Chair will conduct the meeting.
3. Meetings will begin on time, use time wisely, and stay focused on the agenda.
 - a. The council will aim to keep meetings under 90 minutes. If discussions are expected to exceed this timeframe, the conversation will either be moved to the agenda of the next scheduled meeting, or council members may coordinate with administration to schedule a follow-up meeting for further discussion.

4. Meetings will start with business/action items and then proceed to discussion items.
5. A speaker must be recognized by the Chair before addressing the group.
6. Attendees must come prepared to participate and avoid side conversations during the meeting.
7. Attendees must demonstrate respect for others in verbal and non-verbal communication at all times.
8. Attendees must avoid disruptions by silencing cell phones and taking necessary calls or conversations out of the room during the meeting.
9. Attendees may share appropriate input on subjects that fall under the SCC purview.
 - a. If a guest or SCC member brings up business that is not on the current agenda, it may be heard and discussed at the SCC Chair or Principal's discretion
 - b. No decision or voting is allowed until it is properly noticed on an agenda.
10. The SCC may invite a person or group to make a presentation on issues pertinent to the role of the SCC.

Section 9. Voting

1. Actions of the SCC requiring a vote shall be conducted according to Robert's Rules of Order and parliamentary procedures.
2. Motions must be made and seconded only by voting members and, following discussion, the council members shall vote.
3. In votes that are too close to call through a verbal vote, a roll call vote shall be taken.
4. Motion passes by majority vote when a quorum is present.

Section 10. Subcommittees

1. Subcommittees may be established or dissolved by a majority vote of the council.
2. Each subcommittee shall be chaired by at least one elected SCC member, who shall report monthly on the committee's progress.
3. SCC members may serve on multiple subcommittees.
4. Additional community members, both employee and parent, that are not elected SCC members may serve on any subcommittee.

Section 11. Officers

1. Officers shall be elected by the SCC at the first meeting each school year.
2. The current Chair and Vice Chair shall serve through the summer months, assist the Principal with SCC elections, conduct the first meeting, and assist the new leadership in the transition, even if they no longer have a student at Draper Park Middle School.
3. **Principal:**
 - a. Works with the Chair and/or Vice Chair to create and post meeting agendas
 - b. Provides support information for the duties of the SCC.
 - c. Responsible for seeing that the council receives annual training and the statutes governing school community councils as required by law.
4. **Chair:**
 - a. Works with the Principal to create meeting agendas with proposed amount of time per agenda item
 - i. Agenda items to be voted on will be listed as action items
 - b. Works with Web Manager to post agenda, minutes and supporting documents to school's website in accordance with state and district policy
 - c. Conducts the meeting following Robert's Rules of Order
 - d. Assure minutes are kept, taking special care to assure motions and votes are accurately recorded.
5. **Vice Chair:**
 - a. Works with the Chair and conducts the meeting in the case of the Chair's absence.
 - b. A Vice Chair is selected from either the parent or school employee group.
6. **Notetaker:**
 - a. Take notes and create the minutes of the meeting for approval by the SCC at the next scheduled meeting.
 - b. Record votes by the number voting for, against and absent. Minutes are prepared for posting on the school website.

- c. The notetaker may be an SCC member or ex-officio without voice or vote.

7. Time Keeper:

- a. The council will designate a Time Keeper for each meeting. This individual is responsible for monitoring the duration of agenda items and notifying the chairperson when discussions are approaching their allotted time. The Time Keeper helps ensure that the meeting remains on schedule and adheres to the intended 90-minute timeframe.

8. PTSA Liaison (optional, but recommended):

- a. May be an elected parent member of the Council or an ex-officio non-voting member.

9. Web Manager:

- a. May or may not attend meetings
- b. Coordinates with SCC chair to post timely updates to website including agendas for each SCC meeting at least one week in advance of the meeting date, posts current minutes, rules and bylaws in coordination with Chair.

- 10. Guests may advise on specific topics such as school safety, digital citizenship, student achievement, student behavior, school climate, or other issues relevant to the SCC.

Section 12. SCC Discussion Items include, but are not limited to:

1. Teacher and Student Success Plan.

- a. Assistance in the development of the Staff Professional Development Plan.

2. School LAND Trust Plan.

- a. Provide direction to determine the greatest academic need of the school for LAND Trust Plan expenditures.
 - i. School Safety Plan
 - ii. Digital Citizenship Plan
 - iii. Positive Behavior Plan
 - iv. School climate - Advise and make recommendations regarding school programs and issues relating to the community environment for students.
 - v. Parent/School communication and involvement.

Section 13. Items not to be discussed by the SCC

1. Any personnel issues
2. Individual student information

Section 14. These bylaws shall only be amended by a majority vote of the School Community Council.

Section 15. These Bylaws shall be posted on the SCC page of the school website. Each SCC member shall read and agree to abide by the Bylaws as signified on their declaration of candidacy and at the beginning of each school year.

Approved by vote of Draper Park School Community Council: 10/09/2024