

# Peruvian Park Elementary School Community Council Bylaws

## Article I – Name

Peruvian Park Elementary School Community Council (SCC)

## Article II – Laws

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

### Utah Code Ann.

§53F-2-404	§53G-7-1206
§53G-7-1202	§53G-10-407
§53G-7-1203	§53G-7-1301

### Utah Administrative Code

53G-7-1203 – Open and Public Meetings Act  
R277-477-1, et seq.                      R277-491-1, et seq.

### Canyons School District Policy

Policy 700.01 – School Community Councils

## Article III -Standing Rules

I. Elections for SCC representatives will be held each fall and not later than the September SCC meeting.

a. Notification of available SCC parent member seats, election dates and procedure for declaring candidacy for the SCC will be posted on the Peruvian Park website and emailed home.

b. If there are more candidates than available seats, an election will be held. Alternates will be selected from the remaining candidates not elected in the order of the number of votes received. They may be appointed as voting members of the council if a seat is vacated prior to the next election, and the council votes to fill the vacated seat.

II. Membership: The number of School Community Council members will be limited to 7 parent representatives and 3 school employee members. This number adheres to 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 an SCC member misses three meetings during a given school year they will be invited to meet with the SCC Chair and principal to discuss the absences. If the need arises, they will be asked to provide a written resignation. The respective group (parent or

employee) may 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 additional requirement that the majority have, at minimum, two more parent member than employee member present to vote.

V. The Peruvian Park Elementary School Community Council will meet monthly September-May, with the exception of December. The majority of the council must approve of canceling and/or calling additional meetings.

VI. School Community Councils are subject to Open Meetings Law, Utah Code 53G-7-1203; 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 sub-committees.

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 employee and parent, that are not elected SCC members may serve on any subcommittee with the approval of the SCC.

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 and finish on time, and stay focused on the agenda.

b. Members and guests will come prepared to participate and avoid side conversations during the meeting. Respect for others in verbal and non-verbal communication will be shown at all times.

c. 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, conduct the September meeting and assist the new leadership in the transition even if they no longer have a student at Peruvian Park. Leadership positions include:

a. Chair: Creates Agenda in cooperation with the Principal. Conducts the meetings. Other duties as outlined in Canyons District policy.

b. Vice-Chair: Works with the Chair and conducts the meeting in the case of the Chair's absence. Will be elected from either the parent or school employee group which is not represented by the Chair

c. Principal: Assist the Chair in creating the agenda.

d. Secretary: Takes notes at the meeting and creates the minutes for approval by the SCC. Is also responsible for recording the meeting according to the Open Meeting regulations.

e. 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 guest may share their information to the council with the time allotted by the Principal or Chair. 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 not limited to:

- a. Teacher Student Success Plan (TSSP)
- b. School LAND Trust Plan
- d. Academic needs of the school, with the direction to determine the greatest academic need of the school for 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 and involvement
- g. Digital Citizenship Plan
- h. School Safety Plan
- i. Positive Behavior Plan
- j. Safe Walking Routes Plan
- k. Electronic Device Plan

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

- a. Any personnel issues
- b. Individual student information

XII. 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.