

Quail Hollow Elementary School
School Community Council Bylaws

I. Elections for SCC representatives will be held prior to the September SCC meeting, but after the start of each school year.

A. Notification of available SCC parent member seats, election dates and procedure for declaring candidacy for the SCC will be given with the newsletter sent home from Quail Hollow from the principal to all parents with welcome back to school information.

B. 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 5 parent representatives and 2 school employee members, including the principal. This number adheres to Utah Code:

A. 53A-1a-108 (4)(a)(ii) each school community council for a school other than a high school shall have four parent or guardian members and three school employee members, including the principal, and

B. 53-1a-108 (4)(c)(ii) A school community council may have a smaller membership provided that: (A) the number of parent or guardian members exceeds the number of school employee members; and (B) there are at least two school employee members on the school community council.

III. Members (parents and employees) have an expectation of attendance.

A. If 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, the member will be asked to provide a written letter of resignation and the respective group (parent or employee) will appoint a replacement. The SCC will ratify any available alternate members appointment to the vacated seat.

C. If no alternates are available to serve, the SCC may seek 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 minimum, one more parent member than employee member present to vote.

V. The Quail Hollow School Community Council will meet once a month, September through May with the exception of December. The majority of the council must approve cancelling a meeting or calling additional meetings.

VI. The Quail Hollow School Community Council will use Roberts Rules of Order to conduct meetings.

VII. 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 Quail Hollow. Leadership positions include:

- A. Chair: Creates agendas and conducts the meetings. Other duties as outlined in Canyons District policy.
- B. Vice-Chair: works with the Chair and conducts the meeting in the absence of the Chair. This position will be elected from either the parent or school employee group, which is not represented by the Chair.
- C. 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.
- D. Secretary: Takes notes at the meeting and creates the minutes for approval by the SCC.
- E. PTA Liaison: May be an elected parent member of the committee or an ex-officio non-voting member.

VIII. Guest 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 not limited to:

- A. School Improvement Plan.
- B. School LAND Trust Plan.
- C. Assistance in the development of the Staff Professional Development 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. Items not to be discussed by the School Community Council include:

1. Any personnel issues

2. Individual student information.

IX. 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.