Wilson Elementary School Community Council Bylaws

Adopted January 19, 2017

Election for School Community Council (SCC) Representatives:

- Notification of election dates and procedures for declaring interest in serving on the SCC will be given 10 days prior to the spring election.
- Interest sheets will be collected and parents contacted for verification during the 10 days prior to the spring election.
- If there are fewer than 3 candidates, all parents will be allowed to serve on the SCC for a maximum of 8 parent members.
- If there are more than 8 candidates or if adding all parents would exceed the maximum of 8 parent members, an election will be held.
- Elections will be held in May.
- All elected positions are for 2-year terms.

The SCC will meet monthly September through May, excluding December.

- The majority of the council must approve of canceling and/or calling additional meetings. Meeting rescheduling will be done through email and then posted on the website when necessary.

Council leadership will be elected in the first meeting of the new school year.

Leadership positions include:

- Chair: Creates agendas, conducts the meetings, and performs other duties as outlined in Logan City School District policy and state statute. The chair must be a parent.
- Vice-Chair: Works with the chair and conducts the meeting at the request of the chair. The vice-chair may be a parent member or an employee member of the council.
- Recorder: Takes notes at the meeting and creates the minutes for approval by the SCC.

Meeting Norms:

- Meetings will begin on time, use time wisely and finish on time, and stay focused on the agenda.
- Members and guests will come prepared to participate and avoid side conversations.
- Respect for others in verbal and non-verbal communication will be shown at all times.
- Avoid disruptions by silencing cell phones and taking necessary calls or conversations out of the room during meetings.
- If for some reason a member cannot attend a scheduled meeting, notification should be given to the Chair or Vice-Chair prior to the meeting. If a council member misses more than 3 consecutive meetings they will be removed.
- If a vote needs to be taken on an issue the major of the council's vote will prevail.
- Meetings will be conducted using Robert's Rules of Order.

Agenda Items:

- A patron may bring a topic to the SCC by contacting the Chair at least one week prior to the scheduled meeting and asked 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 SCC include, but are not limited to:
    - School Improvement Plan (SIP)
    - School Land Trust Plan
    - Advise and make recommendations regarding school programs, professional development and issues relating to the community environment for students.
    - Parent/School communication and involvement
    - Safe Walking Route

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

- Any personnel issues
- Individual student information

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.