

Mountain View Community Council Bylaws

Last Amended 9/18/2019

(1) Purpose and Intent – These Bylaws shall be the operating guidelines of the Mountain View Elementary School Community Council (“MVCC”). The intent of these Bylaws is to comply with the statutes enacted by the Utah State Legislature, currently contained in Utah Code Ann. §§53G-7-1202, 53G-7-1203, 53G-7-1204, 53G-7-1206, 53F-2-404, and administrative rule.

(2) Composition of Council, Voting Rights, Term of Office – MVCC shall have six parent or guardian-member (“parent-member”) positions and four educator–member positions, comprised of the Mountain View principal, Mountain View vice-principal or administrative intern, and two licensed teachers. Additionally, a Mountain View PTA executive committee member will serve on MVCC.

Parent-members may be elected to serve individually or as couples with full voting rights; however, a single position, regardless of whether held by an individual or a couple, only has one vote for any business conducted by MVCC. Educator-members have full voting rights. The Mountain View principal and vice-principal or administrative intern shall serve as ex officio members with full voting rights. The Mountain View PTA executive committee member will serve as an ex officio, non-voting member of MVCC.

Parent-members are elected to two–year terms, and are eligible to serve in office so long as they have a child enrolled in the school or will have a child enrolled in the school during their term in office. Parent-member elections shall be staggered so that approximately fifty percent of the parent-members stand for election in a given year. Educator-members also serve two-year terms.

In order to ensure that elected members are properly representing their constituents, any parent-member who fails to attend at least half of the scheduled council meetings during a single school year will be deemed to have vacated their position, regardless of the reasons for the excessive absences. Additionally, any parent-member who no longer lives within school boundaries, no longer has a child attending the school, and no longer otherwise meets the eligibility requirements to serve on the council shall automatically be deemed to have vacated their position upon concurrence by the principal and the chair and/or vice-chair. The vacant position will be filled in accordance with the procedures below.

(3) Election Procedures, Non-Election Vacancies – Elections for parent-members and educator-members, including qualifications and notice requirements, will be conducted as outlined in Utah Code Ann. § 53G-7-1202. MVCC shall determine a proposed timetable of specific dates for the annual fall elections the preceding spring at the final MVCC meeting of the school year.

Should a MVCC member vacate their position before his or her normal term of office expires, or if vacancies remain after an election, then the parent-members of MVCC shall appoint a qualified parent or guardian of a Mountain View student (“community member”) to fill any parent-member vacancies and the educator-members shall appoint a qualified educator to fill any educator-member vacancies. The new member shall serve the remaining portion of the term for which they were appointed.

(4) Council Leadership – MVCC shall elect a chair, vice-chair, and secretary from its membership at the first meeting of the school year. The chair and vice-chair will be selected from the parent-members. The

secretary may be a parent-member or an educator-member. The leadership shall be elected to serve a one-year term.

The chair shall conduct MVCC meetings; prepare the meeting agenda; be familiar with and seek to help MVCC follow the laws and rules required of community councils; and coordinate issues falling under MVCC jurisdiction between MVCC, school administration, and the community at large.

The vice-chair shall assist the chair in carrying out the chair's duties, including assuming the chair's duties due to a short-term absence.

The secretary shall assist the chair and vice-chair in carrying out their duties, shall take minutes at MVCC meetings, and shall assemble the minutes as a record copy.

(5) Meetings – All MVCC meetings will comply with the notice requirements of Utah Code Ann. § 53G-7-1203. The first meeting of a new school year will be set at the last meeting of the prior school year. The remaining regular meetings of a school year will be set at the first meeting of the school year. Additional meetings may be scheduled as needed throughout the year provided that appropriate notice is given to the public.

(6) Rules of Order and Procedure, Conduct, Conflicts of Interest – MVCC will conduct its meetings using Robert's Rules of Order as guidance; however, it is not the intent of MVCC to allow debate of parliamentary rules to overshadow the main purposes and goals of MVCC. Members of MVCC may speak freely during discussion of agenda items regarding the current topic without the need to be recognized by the chair. All members shall conduct themselves professionally and show respect for other members' and the public's positions even if they disagree with the stated position. In short, civil discourse is not only encouraged but expected.

All community members as defined above are welcome to attend and observe MVCC meetings. Community members are urged to share their opinions with MVCC members in advance of MVCC meetings. MVCC parent-members in particular are elected or appointed to represent community members and their views. MVCC members may reasonably sponsor community members as witnesses on specific agenda items, but are encouraged wherever possible to arrange this in advance of the meeting with the chair. Anyone attending a MVCC meeting who becomes disruptive will be warned and if the disruption continues will be required to leave.

Due to the fiduciary nature of some of MVCC's responsibilities, any MVCC member with a conflict of interest regarding a specific agenda item shall disclose the conflict at the outset of the discussion. If the conflict is financial in nature, the member shall refrain from the discussion and recuse themselves from any vote on the matter. If the conflict is something other than financial in nature, the member may still participate in the discussion but shall recuse themselves from any vote on the matter.