

two (2) school employee members, including the principal.

3.2.1. A school community council may determine the size of the school community council by a majority vote provided that:

[a] the membership includes two or more parent or guardian members than the number of school employee members; and

[b] there are at least two (2) school employee members on the school community council.

3.2.2. The number of parent members of a council who are not educators employed by the District shall exceed the number of parent members who are educators employed by the District.

3.2.3. If, after the election, the number of parent members who are not educators employed by the District does not exceed the number of parents who are educators employed by the District, the parent members shall appoint one or more parent members to the council so the number of parent members who are not educators employed by the District exceeds the number of parent members who are educators employed by the District.

3.3. A school community council may appoint non-voting members to serve on the council (i.e., business or community leaders, students in secondary schools).

3.4. A school community council may appoint individuals who are not council members to serve on a subcommittee or task force, including parents or guardians, school employees, or other community members to:

3.4.1. advise or make recommendations to the council; or

3.4.2. develop all or part of a plan listed in section 2.1 and 2.2 of this policy.

#### **4. ELECTION OF MEMBERSHIP**

4.1. Each school shall establish a timeline for election of parent or guardian members of a school community council; the timeline shall remain consistent for at least a four-year period.

4.1.1. The election shall be held in the fall, near the beginning of the school year, or held in the spring prior to the last week of school.

4.1.2. If the election is held in the spring, the school community council shall attempt to notify parents of incoming students about the opportunity to run for council and provide for an opportunity to vote in the election.

4.2. Each school employee member, other than the principal, shall be elected by secret ballot by a majority vote of the school employees and serves a two-year term. The principal shall serve as a council member with full voting privileges.

4.3. Each parent or guardian member shall be elected by secret ballot at an election held at the school by a majority vote of those voting and serves a two-year term.

4.3.1. A parent or guardian of a student who meets the qualifications established by this policy may file or declare the parent's or guardian's candidacy for election to a school community council.

4.3.2. A parent or guardian may vote for the school community council parent members if the parent's child is enrolled at the school; or if the school holds the election in the spring, the parent's child will be enrolled at the school the following school year.

4.4. The school principal or designee shall provide notice of the school community council elections at least ten (10) days before the date that voting commences for the elections held in accordance with this policy.

4.5. The notice of elections shall include:

4.5.1. the dates, times, and location of the elections;

4.5.2. the means by which a ballot may be cast;

4.5.3. a list of council positions that are up for election; and

4.5.4. information for becoming a candidate for a community council position.

- 4.6. The principal, or designee, shall oversee the elections held under this policy. Paper ballots shall be deposited in a secure ballot box. A school may allow parents and staff to vote by electronic ballot. ~~if the school clearly explains on its website the~~ The opportunity to vote by electronic means shall be clearly explained on the school website including:
- 4.6.1. directions for electronic voting;
- 4.6.2. security provisions for electronic voting;
- ~~4.5.5.4.6.3.~~ statement to parents and community members that violations of a school's voting procedures may disqualify a parent's vote or invalidate an election, or both.
- ~~4.6.4.7.~~ If a position on a school community council remains unfilled after an election is held, members of the council from the group to which that position belongs (i.e., parent or employee) shall appoint an individual who meets the required qualifications. The chair or vice-chair of the school community council shall notify the Board of each appointment made by a local school community council. A member appointed to a school community council pursuant to this policy shall serve a two-year term.
- ~~4.7.4.8.~~ A school need only conduct an election if the school community council position(s) are contested.
- ~~4.8.4.9.~~ Initial terms shall be staggered so that approximately half of the council members stand for election each year.
- ~~4.9.4.10.~~ A school community council member may serve successive terms provided the member continues to meet the definition of a parent or guardian member or school employee member as specified in this policy.
- ~~4.10.4.11.~~ After the school community council is seated each year, the chair shall be elected by the school community council from the parent members and the vice-chair shall be elected by the school community council from the parent or school employee members. A principal may not serve as a vice-chair of council.
- ~~4.11.4.12.~~ School community councils shall set the beginning date of the term of office for community council members.

## 5. NOTIFICATIONS THROUGH SCHOOL WEBSITES

- 5.1. Public Notice of Meetings
- 5.1.1. The school community council chair or designee shall, at least one week prior to a meeting, post the following information on the school's website:
- [a] notice of the meeting date, time, and place;
  - [b] an agenda for the meeting; and
  - [c] draft minutes of the previous meeting.
- 5.1.2. The notice requirement may be disregarded if, because of unforeseen circumstances, it is necessary for a school community council to hold an emergency meeting to consider matters of an emergency or urgent nature and the provisions of Utah Code Ann. §53G-7-1203(-7) are met.
- 5.1.3. An agenda shall provide reasonable specificity to notify the public as to the topics to be considered at the meeting.
- 5.2. Information to School and Community
- 5.2.1. Annually, on or before October 20 each year, the principal shall provide the following information on the school website, in the school office, and if needed, through a method that the school community council decides is best for the parents at the school who do not have internet access:
- [a] A list of the members of the school community council and each member's direct email or phone number, or both;
  - [b] The proposed school community council meeting schedule; and
  - [c] A summary of the annual report required under Utah Code Ann. §53F-2-404 on how the school's School LAND Trust program money was used to