Indian Hills Elementary
School Community Council (SCC)
Bylaws
and
Rules of Order and Procedures

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Purpose of the School Community Council
- To build consistent, effective collaboration and communication among families, staff, and administrators
- Provide a forum for families to be actively involved with the school and in their children's education
- To identify academic needs and implement interventions that will measurably improve student performance

Operating Procedures
- The council meets monthly, or more often if business dictates. Meetings are conducted using informal parliamentary procedures (see Appendix I).
- Meetings will be scheduled for the year and posted by October 20th to the website. The date of the first meeting of the school year will be set at the last meeting of the previous school year.
- Meeting agendas are set by the SCC chair in consultation with the SIC Chair and the principal or designee. An open agenda is used so that individual members of the council may introduce business items or points of view for consideration.
- Agenda items can be submitted for consideration, at minimum, 12 days before the next scheduled SCC meeting by emailing the SCC chair (contact info found on school's website)
- Council members shall not be discouraged or prohibited from discussing any issue or concern not prohibited by law.
- Before decisions are made, a quorum of the council must be present. A quorum consists of a simple majority of the elected membership (half plus one).
- Minutes of the council proceedings must be distributed to members of the council at least one week (7 days) prior to each meeting and approved by vote of the council members at a subsequent meeting. Once minutes have been approved by vote of the members, they become the official record of the proceedings.
- Official minutes must be posted on the school website as soon as possible after they have been approved.
- One week prior to each council meeting, the SCC Chair, assisted by the school principal, must post the following on the school website and provide this information through at least one other direct delivery method:
    - Notice of the upcoming meeting, including the date, time, and place
    - Agenda for the meeting
    - Official minutes draft
- Agenda item of "Other Business" shall be included on every agenda to allow for an open format discussion from either council members or parent and community members in attendance
    - Situation, Background, Assessment, Recommendation (SBAR) Format is recommended when parent and community members present a request or concern to the council
    - Open forum is limited to 6 minutes. If multiple people in attendance desire to address the council, the time will be split evenly among them.

Responsibilities of Council
- Mandatory data review to identify critical academic needs
    - Look at proficiency and growth
    - Examine trends per grade level and across subgroups
- Consult with Principal on Teacher and Student Success Plan
- Prepare and implement School LAND Trust Plan
    - Strategies that are measurable and show academic outcomes with multi-tiered systems of

support
- ○ Counselors and educators working with students and families on academic and behavioral issues when a direct impact on academic achievement can be measured
- ○ Expenditures are required to have a direct impact on the instruction of students in the school's areas of most critical academic need
- ● Digital citizenship and school safety
  - ○ Review district's report on digital citizenship and school safety
  - ○ Identify whether digital citizenship training is adequate for students and families
  - ○ Create and implement a plan to support digital citizenship principles within the purview of the council (Example: policy for electronic devices in school)
  - ○ Safe walking routes
- ● Additional Responsibilities:
  - ○ Advise and make recommendations to school and district administrators and local school board
  - ○ Respond to local school board requests
  - ○ Provide notice of elections and meetings
  - ○ Website requirements (see below)

Timelines

The SCC Chair will refer to the District Timeline provided on the District Website as a guideline for agenda topics and meeting submission deadlines.
- ● Annually, on or before October 20th, state law requires each council to make the following reports to the school community:
  - ○ The council's proposed meeting schedule for the school year
  - ○ A summary of the annual report about how the School LAND Trust program funds were used to enhance or improve academic excellence at the school, consistent with Section 53A-1a-108.1(5)(b)
  - ○ A list of council members' phone numbers, email addresses or both
  - ○ These reports may be communicated in the following ways:
    - ■ A post on the school website
    - ■ Direct communication method (i.e., email, printed written form)

Shared Governance
- ● **Composition of Council:** Number of positions can be no fewer than 8 and no more than 12 total members, defined by the SCC. The number of parent or guardian members must exceed the number of school staff members by 2 (in accordance with state law 53G-7-1202 4 C).
- ● **Parent/Guardian Members**: An individual qualifies to be a candidate if they are a parent or guardian of a student who will be enrolled at the school during the parent or guardian's term of office; however, if the parent or guardian is also an educator employed at the school, the parent or guardian is not eligible to be a "parent or guardian" candidate or member of the council. If a parent or guardian member loses eligibility during their term (i.e. student transfers away from Indian Hills), the member will relinquish their spot on the council and a replacement member will be appointed by majority vote of the council to serve the remainder of the term of the vacated member.

- **Elections:** Per district guidelines, the election for the parent and/or guardian members shall be held in the spring to serve beginning on July 1. The ballot and voting process is required only in the event of a school community council contested race.
    - School Principal will solicit volunteers for service on the committee at the beginning of April.
    - Elections will be held the 1st week of May, with the date posted no less than 10 days prior to election. Balloting can be electronic or paper but will conform to district guidelines.
    - All guardians of students are eligible to vote. Effort should be made to include parents/guardians for incoming students in the election process.
    - Members will be announced in June before the end of school. Once the election season has been determined, it must remain the same for at least four years before it can be changed.
- **Recruitment/Appointment**: If, after an election, a parent or guardian position on the SCC remains unfilled, the other parent or guardian members of the council should appoint a qualified parent or guardian to fill the position. Efforts should be made to include parents from all areas of the school's boundary map [see attached map in Appendix II] to ensure a more fair representation of the school.
- **Term:** A qualified parent or guardian shall be elected to a two-year term in accordance with election procedures established by the School District and applicable State Law. Terms are to be staggered so that approximately half of the council is up for election each year. There are no term limits for parents/guardians, but they must have a child attending the school during each two-year term. All positions and terms will be reviewed every two years.
- **Voice/Voice and Vote:**
    - All meetings are open to the public and the public is welcome to attend
    - Voice and Vote: Official members of the council
- **Subcommittees:** The council may create subcommittees or task forces to advise or make recommendations to the council or to develop all or part of a plan. The formation of a subcommittee must be approved by a majority vote of the council and may only be formed if the council member who voted for the motion of the subcommittee is willing to sit on the subcommittee. Individuals who are not council members, including family members, school staff, or other community members, may serve on a subcommittee or task force. Any plan or part of a plan developed by a subcommittee or task force is subject to the approval of the SCC.
- **Positions on the Council:** Councils will select a chair, vice-chair, and secretary once the council elections are finalized. The chair must be a parent and the vice-chair and secretary may be a parent or employee member, excluding the principal. These positions will be decided by a quorum from the council. Terms for the chair are for 2 years while terms for Vice Chair and Secretary may be for 1 or 2 years, depending on the consensus of the council. In the event of a contested position, the decision will be made by a majority vote from the council.
    - **Chair responsibilities**
        - Schedule 'Shared Governance Education' training for the entire council within the first two meetings of the school year
        - Set the Agenda for each meeting
        - Conduct meetings
        - Use a yearly timeline
        - Make assignments
        - Request reports on assignments
        - Welcome and encourage public participation in SCC meetings

- - - Bring Bylaws and Rules of Order and Procedure for review and adoption on an annual basis
    - Delegate responsibilities as appropriate
  - **Vice Chair responsibilities**
    - Assist Chair with above duties and fulfill Chair responsibilities if the Chair is unable/unavailable
    - Record minutes if Secretary unable to do so
  - **Secretary responsibilities**
    - Record Minutes at each meeting and posts a draft no less than one week (7 days) prior to next scheduled meeting
    - Coordinate with webmaster to post draft and approved minutes
- **Attendance:**
  - Regular attendance is expected. Any member with 3 unexcused absences from scheduled meetings of the School Community Council shall be voted on for removal as a voting member. They will receive a warning after the 2nd missed meeting from the Chair prior to losing voting membership. They may however continue to attend and participate as a non-voting member if voting membership is revoked.
  - Absences may be excused for extenuating circumstances by the Chair and the Principal. Reasonable notice for absences is expected. Excused absences shall be noted in the minutes during the meeting they occur, or the next regular meeting and shall not count towards absences that may remove them as a voting member.
- **Conflicts of interest:** Members must disclose any conflicts of interest at the outset of discussions/votes involving the conflict. Failure to disclose will result in nullification of a member's vote on the matter. Examples of a conflict of interest might include: financial interest of member or person related to member in a program under consideration for purchase with LAND Trust monies.
- **Expectations of members and participants**
  - Complete required 'Shared Governance Education' training at the beginning of the school year
  - Promote ethical behavior and civil discourse
  - Attend council meetings on time and prepared
  - Make decisions with the needs of students as the main objective
  - Listen to and value diverse opinions
  - Be sure the opinions of those you represent are included in discussions
  - Expect accountability and be prepared to be accountable
  - Act with integrity
  - Maintain civility and respectful tone throughout all discussions

Decision-making
- Under shared governance, groups strive for consensus. Consensus is a collective opinion arrived at by a group whose members have listened carefully, communicated openly, been able to state their opposition to other members' views, and sought and considered alternatives in a constructive problem-solving manner. All members, because they have had the opportunity to influence the decision, should understand and support it.

- Consensus evolves from open discussions, until participants feel satisfied with their decision. Reaching consensus should be the goal in all councils and committees of the district. Consensus does not mean one hundred percent agreement. Seldom will everyone be wholly satisfied with any decision. Consensus does require that all participants be able to accept and support a decision.
- Consensus takes time, and decisions should not be rushed. When the process is effectively implemented, it provides the opportunity for compromise and precludes the unilateral, capricious, or arbitrary exercise of power. When it is clear a decision cannot be reached through consensus, the law requires a simple majority vote using parliamentary procedures that must be recorded.

Website requirements
- List of official members with contact information
    - Created and posted in accordance with state law no later than the third school community council meeting within the school year (runs August to July). No additional elections or appointments to the voting membership shall be made for the school year after the official list has been posted unless a position is vacated.
- Proposed meeting schedule for the year
- Summary of/PDF of final report for prior year (post by Oct 20th)
- Agenda and draft minutes from the prior meeting will be posted to the website no less than one week prior to the next scheduled meeting
- Approved minutes for the current year
- Teacher and Student Success Plan
- Opportunities for families to participate and influence the expenditure of program funds
- Dollar amount received by the school each year
- Rules of Order and Procedure

Procedural guidelines
- A council should agree on and adopt an agenda format that it will follow at regular meetings.
- Action items on the agenda require:
    - A motion by a council member (each motion should be limited to one idea or issue);
    - A second to the motion;
    - A discussion of the motion by those present at the meeting;
    - A vote by the school community council members
- No new motion may be made while another is being discussed.
- A motion may be amended and votes on the amendments must be taken before acting on the original motion.
- Before a vote on a main motion is taken, business can be interrupted by a motion:
    - To table the main motion;
    - To postpone action;
    - To refer the motion to a committee;
    - To withdraw it from consideration;
    - To adjourn the meeting.
    - The subsidiary motions must be disposed of prior to action on the main motion.
- Debate can be closed formally with a motion to move the question and a two-thirds affirmative vote.
- When the council chair senses the discussion has ended, a vote may be taken without a formal motion to close debate unless a member objects.

- Some motions are not debatable, such as a motion to adjourn or to appeal a decision to the chair. See the simplified chart of "Parliamentary Motions" (Appendix I).
- A school community council member, but no one else, may question a council procedure by rising to a point of order at any time. After the point is stated, the chair issues a ruling that may be appealed to a vote of the full council. Council policy should specify the number of votes required to overrule the chair or to suspend a rule.

- Before a motion is voted upon, it should be read aloud by the secretary.
- The chair, by virtue of membership on the council, is expected to vote on each issue before the council.
- The chair should indicate before each vote whether a simple or special majority is required.
- The chair should keep readily at hand a reference guide, such as the chart of parliamentary motions (Appendix I).

Amendments
- Amendments to these bylaws may be made following a simple majority vote of approval.
- Adoption of these bylaws and procedures occurs after a simple majority vote of approval.
- Review and revision for these Bylaws and Rules of Order and Procedure should be reviewed no less than every two years.

Appendix I

Simple Motions of Parliamentary Procedure
Used by some organizations to assist those new to the process

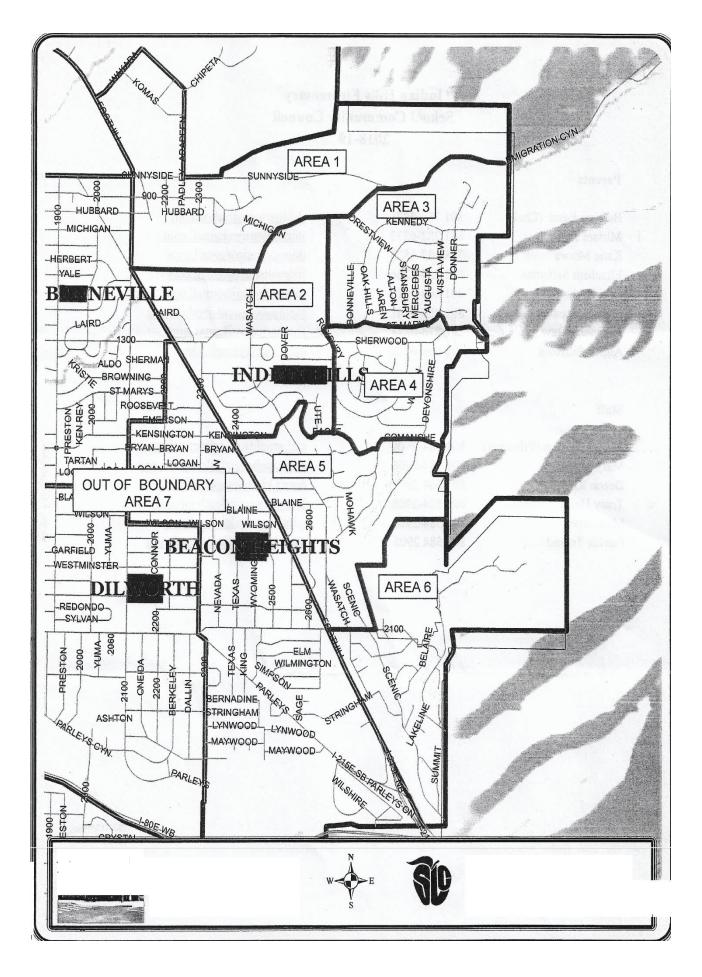| MOTION	DOES IT REQUIRE A 2ND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	IS A VOTE REQUIRED
Adjourn	yes	no	no	majority
Amend a motion	yes	yes	yes	majority
Close nominations	yes	no	yes	2/3
Main motion	yes	yes	yes	majority
Point of Order	no	no	no	ruled on by chair
Previous Question	yes	no	no	2/3
Reconsider	yes	yes	no	majority
Withdrawal of Motion	no	no	no	majority

A **motion** (or an action to be taken by the council) is stated as a motion. Someone else on the council "**seconds**" the motion indicating that at least one other person on the council feels the motion is worthy of discussion. Then the council members may provide **input and discussion** as called upon by the chair. When discussion seems complete **the chair may call for a vote on the motion**. Or when a member of the council "**calls the previous question**" (a motion to end discussion of the first motion), a second is required. Without discussion the chair calls for a vote that must pass by 2/3. If the vote on the previous question fails, the council goes back to discussing the first motion. If the motion to call the previous question passes, the chair directly calls for a vote on the first motion. A vote to call the previous question is usually used to move business along.

- A tie vote is a lost vote.
- Most motions are main motions. A main motion may be amended.
- A point of order is offered when there is some question if procedure had been followed correctly.
- To stop debate or discussion on a motion and force the vote a member would say, "I move the previous question." This requires a second and a 2/3 vote.
- Hasty action may be corrected by use of the motion to reconsider. This motion may be made only by one who voted on the prevailing side.
- A person who made the motion may withdraw the same motion.