

Legacy Junior High School Community Council Bylaws

Updated by LJH CC on April 20, 2022

ARTICLE I: NAME

The name of this council shall be Legacy Junior High School Community Council, hereafter referred to as "the Council."

ARTICLE II: PURPOSE

The purpose of the Council is to involve parents in decision making at the school level; improving the education of students; prudently expending School LAND Trust Program monies through collaboration; and increase public awareness of school trust lands and related policies.

ARTICLE III: ORGANIZATION OF THE COUNCIL

The Council shall consist of school employees, including the principal, and parents/guardians of Legacy Junior High students. The Council shall consist of sixteen (16) voting members of the Executive Board and may include non-voting members as identified below, with the number of parents exceeding the number of employees by two. Members of the Council serve 2-year terms. Parents/guardians must have a child at the school at least one of the two years of their term.

Executive Board Members

- Parents/Guardians - 10 Members elected by parents/guardians
- Principal - (serves as an ex officio member with full voting privileges)
- Employees - 6 Members
 - 4 Certified - Elected by certified employees
 - 1 Classified - Elected by classified employees

Advisory Board Members (Non-Voting)

May include....

- Student Officer - 1 appointed by the advisor
- School Resource Officer
- Business Leader
- Community Leader
- PTSA Representative

If a member of the PTSA is not voted in; the Council shall then appoint a PTSA Board member to sit on the Council's Advisory Board.

Only parents or guardians of students, attending Legacy, may declare themselves as candidates for election to the Council. Elementary schools that feed into Legacy will be represented based on the feeder patterns of those schools. Bluff Ridge and Sand Springs will each have four representatives on the Council with two seats being vacated every year. The other two parent representatives will represent the community "at large" these parents will come from communities other than Bluff Ridge and Sand Springs. If "at large" candidates do not run, the "at large seats" will be issued to a representative of Bluff Ridge and then Sand Springs on a rotating yearly basis.

At all meetings, parents, teachers, and other community members who are not Council members may attend, but they will not be considered a voting participant.

If a parent or community member would like to take time during a meeting, they will need to contact the Council chair and request time at least 10 days prior to the Council meeting. Speakers will have five minutes to address the Council. Council members can ask questions or clarification of the speaker. The Council will not address employee issues, or district grievances. It is recommended that concerns should first be managed at the teacher / administrative level.

ARTICLE IV: RESPONSIBILITIES

In accordance with state law, the Legacy Junior High Community Council or subcommittees of the council shall....

- Create the School LAND (Learning and Nurturing Development) Trust Program and LAND Trust plan focusing on the school's identified most critical academic needs in accordance with Utah Code §53G-7-1206 and Utah Administrative Code R277-477- 3
- Advise and make recommendations to school and District administrators and the Board regarding:
 - the school and its programs.
 - District programs
 - a child access routing plan in accordance with Utah Code Ann. §53G-4-402; [d] other issues relating to the community environment for students.
- Provide for education and awareness on safe technology utilization, digital citizenship, and safety principles at the school.
- Partner with the school's principal and other administrators to ensure that adequate on and off campus Internet filtering is installed and consistently configured to prevent viewing of harmful content by students and school personnel, in accordance with the District's digital teaching and learning plan

ARTICLE V: ELECTION PROCESS FOR THE COUNCIL BOARD

The principal, or designee, shall oversee the elections held under these bylaws. Ballots shall be kept secure. School employees shall be elected by secret ballot. These members of the council shall be voted in by majority vote and must be willing to serve a two-year term beginning in September. If there is an unfilled position because not enough employees ran or were nominated, the employee members of the committee will appoint an employee to the unfilled position.

Parent/Guardian members are selected by other parents/guardians in an election. Written notice of the elections must be given ten (10) days prior to the elections. Polls shall be open for three days of voting.

The written notice should include an invitation for nominations, and a date by which candidate names must be submitted; the date and time of the election; a list of council positions that are up for election; and instructions for becoming a candidate for a community council position. A parent/guardian of a

student qualifies to be a candidate for election to a school community council if their student is enrolled at the school at least one of the two years of their elected term.

In nominating parent/guardian candidates, consideration should be given to providing representation to various geographic areas/neighborhoods within the school's boundaries. Any parent or guardian of a student who qualifies as a candidate may declare himself as a candidate. An individual who has been nominated by someone other than himself should not be placed on the ballot without first seeking the consent of the nominee.

Only parents/guardians of students attending the school may vote with each parent or guardian getting one vote. Members are elected by secret ballot by a majority vote of those voting at the election. If no one declares candidacy for an opening in a specific elementary area, the open position will be filled by an at-large candidate. If a position on the Council remains unfilled after an election is held, or if an individual council member resigns or is removed from office, 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 Council Chair or the designee shall notify the school board of the said appointment.

Elections will be held in the last month of the school year prior to the last week of school.

Newly elected council members will begin their terms of office beginning the first Council meeting following elections.

ARTICLE VI: DUTIES OF OFFICERS AND MEMBERS

The Council shall elect a committee chair from its parent or guardian members and one vice chair from its employee members.

The Chair and Vice Chair shall do the following:

- Prepare meeting agendas in consultation with the principal.
- Assist the principal in preparing a calendar of meetings for the school year. Conduct the school community council and executive committee meetings.
- Establish appropriate subcommittees/task forces and appoint members to serve on them. Direct the activities of council members towards the Council's purpose.
- Oversee that the Council's guidelines and bylaws are adhered to.
- Perform other duties as assigned by the Council.

The Council shall elect a secretary from its guardian or employee members. The Secretary shall do the following:

- School Community Council Meetings should be open to the public. This requires that the Council give public notice at least one week prior to meeting of when, where, what their meetings will be about, and a summary of the previous meeting. This can be accomplished through several methods: posting on the school's web page; placing notice on the marquee; sending home notes; listing it on a monthly calendar that might be sent home to parents; or even using the phone messaging system.
- Personally remind all members of upcoming meetings.
- Record the minutes of all Council meetings, including motions and actions taken.

- Distribute minutes of each meeting within 7 days of the meeting. Recorded minutes are to be kept in the office in a binder indefinitely.
- Retain a copy of all minutes.
- Post approved minutes on the school web site.
- Keep accurate attendance records at meetings, including those excused. Maintain a current copy of the Council's Bylaws.
- Maintain a current Council membership list and keep a current Council membership list updated on the webpage.
- Conduct correspondence and perform other duties as assigned.
- Arrange for a substitute secretary to perform these duties when unable to attend a Council meeting.

Representative Members shall do the following:

- Attend meetings regularly.
- Review council minutes and respond with concerns within 7 days. Preview agenda and prepare for all meetings.
- Provide input on the needs, interests, or concerns of the group the member represents.
- Attend and participate in appropriate subcommittee/task force meetings. Complete assignments as requested.
- Represent the school Community Council at appropriate functions.
- Assume other responsibilities as requested by the Council.

ARTICLE VII: VOTING

Voting - Each voting member of the School Community Council shall have one vote and decisions shall be by a two-thirds majority vote. Five (5) voting members must be present for a quorum to exist. All decisions directly affecting classroom instruction are subject to ratification by the faculty at large and will require two readings in two consecutive months to allow the entire faculty and other interested parties to have time to give input to the committee members before a vote is taken. Meetings of the council shall be conducted in accordance with parliamentary procedures, with Robert's Rules of Order being the standard reference in the event of dispute.

Absentee Voting - If a member of the Executive Board is unable to attend a meeting, he/she should notify the Chair or principal concerning the planned absence and choose one of the following options:

Option 1 - The absentee will find a substitute from his/her area of representation to deliver his/her written vote on known agenda items and to attend the meeting in his/her place.

Option 2 - The absentee will give his/her written vote to a fellow board member to be given at the meeting.

ARTICLE VIII: REMOVAL AND REPLACEMENT OF OFFICERS

If an Executive Board member fails to attend three consecutive meetings without being excused in advance, or fails to perform the duties of his/her office, the members of the council shall remove him/her from office and declare the office or position vacant and will be filled as outlined in Article V. Any resignations should be made in writing to the council Chair.

ARTICLE IX: SPECIAL SUBCOMMITTEES/TASK FORCES

The council may create special sub-committees/task forces, or invite individuals to advise the council, as deemed necessary to carry out the goals specified by the council, including those contained in the school's strategic plan. The specific term of subcommittees/task forces shall be stated. The committee may create subcommittees or task forces as needed; whose plans will need to be approved by the Community Council.

ARTICLE X: AMENDMENTS

These Bylaws may be amended at any regular meeting of the council provided: (1) that notice of any proposed amendment shall be distributed in writing to all council members at least seven days prior to the meeting at which the amendment is to be voted on: (2) that a quorum must be present when the vote is taken: and (3) that amendments to the Bylaws require a two-thirds vote of the members present and voting to pass.