

SCC Bylaws

Article I – Name

Corner Canyon High School Community Council (SCC)

Article II – Laws

All Utah School Community Councils function under the following laws and statutes:

Utah Code Annotated

- § 53F-2-404: School LAND Trust Program Distribution of Funds
https://le.utah.gov/xcode/Title53F/Chapter2/53F-2-S404.html?v=C53F-2-S404_2020051220200512
- § 53G-7-1202: School Community Councils (Duties, Composition, Election Procedures)
https://le.utah.gov/xcode/Title53G/Chapter7/53G-7-S1202.html?v=C53G-7-S1202_2020051220200512
- § 53G-7-1203: School Community Councils (Open and Public Meeting Requirements)
https://le.utah.gov/xcode/Title53G/Chapter7/53G-7-S1203.html?v=C53G-7-S1203_2021050520210505
- § 53G-7-1206: School LAND Trust Program
https://le.utah.gov/xcode/Title53G/Chapter7/53G-7-S1206.html?v=C53G-7-S1206_2021050520210505
- § 53G-10-407: Positive Behaviors Plan
https://le.utah.gov/xcode/Title53G/Chapter10/53G-10-S407.html?v=C53G-10-S407_2020051220200512
- § 53G-7-1301, *et seq.*: School LAND Trust Program
<https://le.utah.gov/xcode/Title53G/Chapter7/53G-7-P13.html>

Utah Administrative Code

- R277-477: Distributions of Funds from the Trust Distribution Account and Administration of School Land Trust Program
<https://www.schools.utah.gov/file/aafb5b4f-c094-4666-987b-74eefceca5ff>
- R277-491: School Community Councils
<https://www.schools.utah.gov/file/b8752776-90cd-4648-9e09-f0e035dc1704>

Canyons School District Policy

- Policy 700.01: School Community Councils
<https://www.canyonsdistrict.org/?s=Policy+700.01+%E2%80%93+School+Community+Councils>

Article III – Standing Rules

1. Elections for SCC representatives will be held no earlier than May 1st and no later than the September SCC meeting.
 1. Notification of available SCC parent member seats, election dates and procedure for declaring candidacy for the SCC will be posted on the Corner Canyon High School website and included in the Sky alert.
 2. If there are more candidates than available seats, two alternates will be selected from the remaining candidates in the order of the number of votes received. They will be appointed as voting members of the council if a seat is vacated prior to the next election and the council votes to fill the vacated seat.
 3. Election Procedures will be posted on school website as approved by the SCC.
 4. Employee Elections will be held at their employee meetings at the beginning of each school year.
2. Membership: At all times, the number of School Community Council members will be limited to between seven and twelve parents and five staff members. Parent members should be represented from the enrolled student population. This provision adheres to Utah law:
 1. Utah Code Ann. § 53G-7-1202(4)(b) states: “Except as provided in Subsection (4)(c) or (d): (i) each school community council for a high school shall have six parent members and four school employee members, including the principal.”
 2. Utah Code Ann. § 53G-7-1202(4)(c) states: “A school community council may determine the size of the school community council by a majority vote of a quorum of the school community council provided that: (i) the membership includes two or more parent members than the number of school employee members; and (ii) there are at least two school employee members on the school community council.”
 3. Utah Code Ann. § 53G-7-1202(4)(c) states: “(i) The number of parent members of a school community council who are not educators employed by the school district shall exceed the number of parent members who are educators employed by the school district. (ii) If, after an election, the number of parent members who are not educators employed by the school district does not exceed the number of parent members who are educators employed by the school district, the parent members of the school community council shall appoint one or more parent members to the school community council so that the number of parent members who are not educators employed by the school district exceeds the number of parent members who are educators employed by the school district.”
3. Members, parents and employees, have an expectation of attendance.
 1. If for some reason a member cannot attend a scheduled meeting, notification should be given to the Chair or Principal prior to the meeting.
 2. If an SCC member misses three consecutive meetings during a given school year they will be invited to discuss why with the Principal and Chair. If the need arises, they will be asked to provide a letter of formal resignation. If additional SCC members are needed, their appointment to the vacated seat will be selected and ratified by the SCC. If the number of the respective SCC members still

remains at or above the minimum number then a replacement is not necessary, but a majority vote will be taken to determine if a replacement is needed.

3. If no alternates are available to serve, and by vote it is determined that the open seat needs to be filled, the SCC may seek out parents or school employees to be appointed.
4. A quorum is defined as a majority of SCC members with the stipulation that the majority must follow the legal composition of the council and have, at minimum, two more parent members than employee members present to vote.
5. The Corner Canyon High School Community Council will meet monthly with the exception of December, June, July and August. The majority of the council must approve of canceling and/or calling additional meetings.
6. School Community Councils are subject to Open Meetings Law, Utah Code Title 53G, Chapter 7, Section 1203; electronic meetings will comply with the law and be publicly noticed as is any public meeting by this body.
7. Subcommittees may be established or dissolved by a majority vote of the council. Parent members may serve on one or more sub-committees.
 1. Each subcommittee will be chaired or co-chaired by at least one elected SCC member, which will report regularly to the SCC on the committee's progress. Subcommittee recommendations are not binding on the SCC.
 2. Additional community members, both employees and parents, that are not elected SCC members may serve on any subcommittee with the approval of the SCC.
8. All meetings will be conducted using Robert's Rules of Order and will follow the conduct guidelines listed below.
 1. Meetings will begin on time, use time wisely and finish on time, and stay focused on the agenda.
 2. Members and guests will come prepared to participate and avoid side conversations during the meeting. Respect for others in verbal and non-verbal communication will be shown at all times.
 3. Avoid disruptions by silencing cell phones and taking necessary calls or conversations out of the room during meetings.
9. The Chair will be elected at the first meeting in September of each school year. Other Officers will be elected by the SCC at the September meeting. Leadership positions include:
 1. Principal: Assists the Chair in creating SCC meeting agendas and is responsible to take on the Secretary role if that person is not in attendance.
 2. Chair: Creates SCC meeting agendas and conducts meetings. Other duties as outlined in Canyons District policy.
 3. Vice-Chair: Works with the Chair and conducts SCC meetings in case of the Chair's absence. Will be elected from either the parent or school employee group which is not represented by the Chair.
 4. Secretary: Takes notes at SCC meetings and creates meeting minutes for approval by the SCC. Is also responsible for recording SCC meetings according to the Utah Open Meeting regulations. May be elected or ex-officio.
10. Guests may share appropriate input on subjects that fall under the SCC purview. A guest must contact the Principal or Chair in advance of the meeting and ask to be added to the agenda. The guest may share their information to the council with the time allotted by the Principal or Chair. The council, as a body, may then choose to further discuss the topic(s) or add the topic(s) to an agenda for future discussion. No vote will be taken on any matter not on the SCC meeting agenda. The SCC may invite any person/group to

make a longer presentation on issues pertinent to the role of the SCC. The items that are appropriate for discussion by School Community Councils include, but not limited to:

1. School Improvement Plan;
 2. School LAND Trust Plan;
 3. Assistance in the development of the Staff Professional Development Plan;
 4. Academic needs of the school, with the direction to determine the greatest academic need of the school for LAND Trust Plan expenditures;
 5. Advise and make recommendations regarding school programs and issues relating to the community environment for students;
 6. Parent/School communication and involvement;
 7. School Safety Plan;
 8. Digital Citizenship Plan;
 9. Input on POS Behavior Plan; and
 10. SCC Election Procedures.
11. Items not to be discussed by the School Community Council include:
1. Any personnel issues
 2. Individual student information
12. 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.