

Corner Canyon High School

2025-2026 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

[§ 53G-7-1202](#): School Community Councils (Duties, Composition, Election Procedures)

[§ 53G-7-1203](#): School Community Councils (Open and Public Meeting Requirements)

[§ 53G-7-1206](#): School LAND Trust Program

[53G-10-407](#): Positive Behaviors Plan

[§ 53G-7-1301, et seq.](#): School LAND Trust Program

Utah Administrative Code

[R277-477](#): Distributions of Funds from the Trust Distribution Account and Administration of School Land Trust Program

[R277-491](#): School Community Councils

Canyons School District Policy

[Policy 700.01](#): 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.
 - 1.1. 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 sent to all guardians of CCHS students via ParentSquare.

- 1.2. 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.
- 1.3. Election Procedures will be posted on school website as approved by the SCC
 - 1.3.1. R477-491-3(3)(a) A school, school district, or local school board may allow a parent to vote by electronic ballot through a district approved election process that is consistent with the election requirements in Subsection 53G-7-1202(5).
 - 1.3.2. If the number of candidates who file for a parent position or school employee position for our SCC is less than or equal to the number of open positions, an election is not required.
- 1.4. 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 a maximum of twelve voting parent members and three voting staff members. Parent members should be represented from the enrolled student population. This provision adheres to Utah law:
 - 2.1. [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.”
 - 2.2. [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.”

- 2.3. Except as provided in Subsection Title [53G-71202\(5\)\(f\)](#), a school employee member, other than the principal, shall be elected by secret ballot by a majority vote of the school employees and serve a two-year term. The principal shall serve as an ex-officio member with full voting privileges.
- 2.4. Terms shall be staggered so that approximately half of the council members stand for election each year. Council member positions open for election each year; [Title 53G-7-1202.5\(h\)](#)
 - 2.4.1. Preferred even year seats up for election: 6
 - 2.4.2. Preferred odd year seats up for election: 6
3. Members, parents and employees, have an expectation of attendance.
 - 3.1. Any SCC member who misses three (3) meetings during a given school year will be invited to meet with the Principal and Chair to discuss the reasons for the absences. Following this discussion, if deemed necessary, the member may be requested to submit a formal letter of resignation.
 - 3.2. In the event of a vacancy, the SCC shall select and ratify a replacement to fill the vacated seat.
 - 3.2.1. If the number of active SCC members remains at or above the minimum required by district policy, a replacement shall not be required unless a majority of the SCC votes to appoint one.
 - 3.2.2. If no alternates are available to serve, the SCC may seek volunteers from the school community and appoint a replacement in accordance with district and state SCC guidelines.
 - 3.2.3. 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:](#)

- 6.1. Meeting Dates and Times will be posted on [CCHS SCC website](#).
7. Subcommittees may be established or dissolved by a majority vote of the council. Parent members may serve on one or more sub-committees.
 - 7.1. 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.
 - 7.2. 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](#) with an expectation of civil discourse and follow these additional guidelines:
 - 8.1. Meetings will begin on time, use time wisely and finish on time, and stay focused on the agenda.
 - 8.2. 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.
 - 8.3. Avoid disruptions by silencing cell phones and taking necessary calls or conversations out of the room during meetings.
9. **In the event of a tie vote:** The SCC Chair will determine one of the following actions:
 - 9.1. **Continue discussion and revote:** If time permits, the SCC Chair may continue the discussion and conduct an additional vote.
 - 9.2. **Table the motion:** If the motion remains tied or if continuing discussion would extend the meeting beyond one hour, the motion will be tabled and moved to the next scheduled meeting.
 - 9.3. **Appoint a subcommittee:** If a deadline requires a decision before the next meeting, the Chair will appoint a subcommittee to gather the necessary information, and a digital vote will be conducted with all voting SCC members in accordance with the district-approved digital voting process.
10. 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:

- 10.1. 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. The Principal may, at their discretion, appoint another SCC member to fill the vacancy in accordance with district and state guidelines.
- 10.2. Chair: Creates SCC meeting agendas and conducts meetings. Other duties as outlined in Canyons District policy.
- 10.3. 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.
- 10.4. 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.
11. Guests may share appropriate input on subjects that fall under the SCC purview.
 - 11.1. A guest must contact the Principal or Chair in advance of the meeting and ask to be added to the agenda.
 - 11.2. The guest may share their information to the council with the time allotted by the Principal or Chair.
 - 11.3. 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.
 - 11.4. 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.
12. Items that are appropriate for discussion by School Community Councils include, but not limited to:
 - 12.1.1. School Improvement Plan
 - 12.1.2. School LAND Trust Plan
 - 12.1.3. Assistance in the development of the Staff Professional Development Plan
 - 12.1.4. Academic needs of the school, with the direction to determine the greatest academic need of the school for LAND Trust Plan expenditures
 - 12.1.5. Advise and make recommendations regarding school programs and issues

relating to the community environment for students

- 12.1.6. Parent/School communication and involvement
 - 12.1.7. School Safety Plan
 - 12.1.8. Digital Citizenship Plan
 - 12.1.9. Input on POS Behavior Plan
 - 12.1.10. SCC Election Procedures
13. Items not to be discussed by the School Community Council include:
- 13.1. Any personnel issues
 - 13.2. Individual student information
14. 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.

These Bylaws were approved 10/14/2025