

Silver Lake Elementary School Community Council

Council Bylaws

Council Formation and Leadership:

- The council is comprised of eight members, with five-six membership positions reserved for parent representatives; the remaining two-three positions are filled by school employees. In any instance, there will always be two more parent members than parent/employee members on the council.
- The council will be lead by a parent representative as chair and an employee representative as vice chair. These leadership positions are determined by nomination and vote of the council as outlined below.
- The chair and co-chair will be elected annually in the first council meeting of the year in accordance with Utah Administrative Code R277-491-5.

Council Meetings:

- All meetings are open to the public and the public is welcome to attend.
- The chairperson sets the agenda for and conducts all meetings, makes assignments, and requests reports on any assignments. In the absence of the chairperson, the vice chair will assume these responsibilities.
- The agenda of each upcoming meeting will be made available on the school website at least one week in advance.
- Minutes will be kept of all meetings and will be made available on the school website. The secretary will transcribe meeting minutes. In the event he/she is unable to do so, another council member will be appointed to take minutes in his/her place.
- During time for public comments, individuals wishing to address the council shall be allocated a maximum of two minutes to do so. If this time expires, the chair or vice chair may allocate additional time if it is desired.

Rules of Order and Procedure:

- Meetings shall be conducted and action taken according to simplified rules of parliamentary procedure as required in 53A-1a-108.1(9)(i). Specific prompts are not required to initiate actions, but the council will utilize the following procedures when formal action needs to be taken by motion and voting:

Rule	Motion to be taken	Does it require a 2nd?	Is it debatable?	Can it be amended?
1	<ul style="list-style-type: none"> • Begin a discussion or review • Take specific action 	YES	YES	YES
2	<ul style="list-style-type: none"> • Call for a vote • Withdraw a comment or suggestion • End the current discussion and move on to the next action item 	No	No	No
3	<ul style="list-style-type: none"> • Reconsider a vote that may have passed too quickly 	YES	No	No
4	<ul style="list-style-type: none"> • Change the direction of a discussion 	YES	YES	No
5	<ul style="list-style-type: none"> • Clarify what the end result of a discussion should be 	YES	S	YES
		YES		

6	<ul style="list-style-type: none"> Close nominations for particular positions or assignments 	YES	YES	YES
7	<ul style="list-style-type: none"> Adjourn the meeting 	YES	No	No
8	Review a particular procedure to ensure it is followed correctly	No	No	No

Rules of Order and Procedure, Continued:

- All motions and votes are recorded in meeting minutes. The names of those who make motions and seconds will be recorded. The number of "Yays" and "Nays" will also be recorded in the minutes.
- All action items must pass by a simple majority (5/8). A tie vote is a lost vote.
- No formal action will be taken on substantive issues not listed on the agenda.
- A quorum of council members must be present for any meeting or formal action to take place. This is defined as at least a simple majority of all council members, meaning at least fifty percent of the council membership is present, plus one more individual (5/8).

School LAND Trust Expenditures (State Board Rule R277-477-4)

1. Parents, teachers, and the principal, in collaboration with an approving entity, shall use School LAND Trust Program funds in data-driven and evidence-based ways to improve educational outcomes, including:
 - a. strategies that are measurable and show academic outcomes with multi-tiered systems of support; and
 - b. counselors and educators working with students and families on academic and behavioral issues when a direct impact on academic achievement can be measured.
2. School LAND Trust Program expenditures are required to have a direct impact on the instruction of students in the particular school's areas of most critical academic need.
3. A school may not use School LAND Trust Program funds for the following:
 - a. To cover the fixed costs of doing business;
 - b. For construction, maintenance, facilities, overhead, security, or athletics; or
 - c. To pay for non-academic in-school, co-curricular, or extracurricular activities.
4. A school district or local school board may not require a council or school to spend the school's School LAND Trust Program funds on a specific use or set of uses.
5. A council may budget and spend:
 - a. No more than \$7,000 for in-school civic and character education, including student leadership skills training and digital citizenship training as described in Section 53G-7-1202.
 - b. A school may designate School LAND Trust Program funds for an in-school civic or character education program or activity only if the plan clearly describes how the program or activity has a direct impact of the instruction of students in school's areas of most critical academic need.
 - c. A school may use a portion of the school's School LAND Trust Program funds to provide digital citizenship training as described in Section 53G-7-1204.
6. Notwithstanding other provisions in this rule, a school may use funds as needed to implement a student's Individualized Education Plan.
7. Student incentives implemented as part of an academic goal in the School LAND Trust Program may not exceed \$2 per awarded student in an academic school year.