

Brighton High School Community Council Bylaws

Article I – Name

Ratified October 7, 2020

Brighton High School Community Council (SCC)

Article II – Laws

The SCC shall function under all State Laws, Statutes and Administrative Codes, as well as Canyons School District Policy.

Article III – Standing Rules

- I. **Elections** for SCC representatives will be held prior to the September SCC meeting, but after the start of school each year.
 - A. Notification of available SCC parent member seats, election dates and procedure for declaring candidacy for the SCC will be posted electronically by Brighton High School Administration with registration materials and sent via skylert or email to all families with registered students, as per [53G-7-1202\(5\)](#)
 1. If there are more parent member candidates than available seats voting will be held in the main office of the school per [53G-7-1202 \(5\)\(b,c,d\)](#). Up to two alternates will be selected from the remaining candidates based on the number of votes received. The alternates should attend all meetings, keeping up to date on the discussions, but do not hold voting privileges.
 - B. School employee members, 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.
 - C. If the number of candidates who file for a parent/guardian position or school employee position on the SCC is less than or equal to the number of open positions, an election is not required.
 - D. Officers will be elected by the SCC at the September meeting each school year. The current Chair will serve through the summer months, assist the principal with SCC elections, conduct the September meeting and assist the new leadership in the transition even if they no longer have a student at Brighton.
- II. **Membership:** The number of School Community Council members will be limited to a maximum of 16 parent members with the number employee members always being no greater than 4 fewer than the number of parents. This adheres to Laws of Composition [53G-7-1202 \(4\)](#).
 - A. If an SCC member misses a total of three meetings during a given school year, they will be invited to provide a written resignation and the respective group (parent or employee) may appoint a replacement. If an alternate member from the respective group was selected, their appointment to the vacated seat will immediately be ratified by the SCC if they have actively attended the meetings.
 - B. If no alternate is available to serve, the SCC may seek out parents or school employees to be appointed to fill the respective member vacancy if needed to ensure compliance with State Statute. The SCC will need to ratify any new members.
- III. **Meetings:** The SCC will meet monthly September through May, excluding December.

- A. All meetings will be conducted using basic parliamentary procedures. Conduct guidelines:
 - 1. Meetings will begin on time, use time wisely, and stay focused on the agenda items.
 - 2. A speaker must be recognized by the Chair before addressing the group.
 - 3. All avoid disruptions by silencing cell phones, take side conversations out in the hall, and respecting others and their opinions at all times.
 - 4. If there is a challenge by a council member in a meeting as to the procedures being followed, it will be resolved by reference to [Robert's Rules of Order](#) latest available edition, unless the rules are suspended by a vote of two-thirds of the members present.
- B. Adding or canceling a meeting requires a majority vote of the members present.
- C. A quorum is defined as a majority of members [53G-7-1202\(7\)](#).
- D. School Community Councils shall conduct deliberations and take action openly, with meetings open to the public according to State Statutes [53G-7-1203](#).
- E. When deemed necessary the SCC can meet digitally as a group. Minutes and attendance will be taken. Guests requesting to listen in will be provided the link to join. If an item needs to be voted on, a roll-call vote will take place to record the outcome of that vote.

IV. **Subcommittees** may be established or dissolved by a majority vote of the council. Members may serve on one or more sub-committees.

- A. 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.
- B. Additional community members, both employee and parent, that are not elected SCC members may serve on any subcommittee with the approval of the SCC.
- C. Standing Subcommittees include Trust LAND & TSSP (Teacher Student Success Plan), Parent's Choice Recognition Award and Community Information.

V. **Leadership** positions include:

- A. Chair: Creates agendas and conducts the meetings. Other duties as outlined in Canyons District policy. Must be elected from the parent member group. The chair may only be elected and continue to serve as Chair, if they have a student currently enrolled at Brighton High School. If they need to resign, a new chair will be elected.
- B. Vice-Chair: Works with the Chair and conducts the meeting in the case of the Chair's absence. Will be elected from either the parent or school employee group.
- C. Secretary: Takes notes at the meeting and creates the minutes for approval by the SCC. Can be an elected member of the council or an ex-officio, non-voting member appointed by the council.
- D. PTA Rep: May be an elected parent member of the committee, or an ex-officio non-voting member.
- E. Counselor: Comprehensive Guidance Plan encourages a Counselor to participate on the SCC. May be a school employee member elected by the faculty or attend as ex-officio, non-voting member.

VI. **Guests** may share appropriate input on subjects that fall under the SCC purview. A patron may bring a topic to the SCC by contacting the Chair at least nine days prior to the scheduled meeting requesting to be added to the agenda. The SCC may invite any person/group to make a presentation on issues pertinent to the role of the SCC.

- A. The items that are appropriate for discussion by School Community Councils include, but not limited to:

1. School LAND Trust & TSSP, School Safety Plan, Electronic Device Plan, Positive Behavior Plan, and the Safe Technology & Digital Citizenship Plan.
2. Assistance in the development of the Staff Professional Development Plan.
3. Academic needs of the school, with the direction to determine the greatest academic needs of the school for the LAND Trust & TSSP expenditures and Cell Phone Tower expenditures.
4. Advise and make recommendations regarding school programs and issues relating to the community environment for students.
5. Parent/School communication and involvement.
6. Questions for study or input brought to the SCC by the Board of Education, Administration or the District.

B. Items not to be discussed by the School Community Council include:

1. Any personnel issues.
2. Individual student information or issues.

VII. 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.