

# Oak Canyon Junior High School

## SCHOOL COMMUNITY COUNCIL BYLAWS

### **I – PURPOSE**

a. The purpose of the Oak Canyon Junior High School Community Council is to identify the strengths, weaknesses and needs of OCJH, help develop policies and programs to improve the school, help define goals for the school, and assess progress in all of these areas.

a. The Oak Canyon Junior High School Community Council serves as a communication channel between the school and the community. The school community council provides input to the school regarding community suggestions, concerns, etc., and provides information from the school to the community. We encourage an effective working relationship and open communication with patrons from our school community.

c. The school community council shall (in compliance with 53A-1A-108):

-Develop a school improvement plan.

-Assist in development and implementation of a staff professional development plan.

-Assist in appropriate research and evaluation projects.

-Advise and make recommendations to school and district administrators and the local school board regarding our school and its programs, school district programs, and other issues relating to the community environment for students.

### **II – MEMBERSHIP**

Members which meet the qualifications outlined in the Utah State code shall be elected to a two-year term. There is no limit on how many terms a member may serve, provided the requirements for membership are met.

a. All employees of Alpine School District assigned to Oak Canyon Jr. High are eligible for candidacy.

a. Members must have a student attending Oak Canyon Junior High School for at least one of the years of said term. A parent wishing to join SCC for the first time must have a student at OCJH during the first year of their term.

a. The School Community Council shall have at least 7 parent/guardian members and at least 4 employee members.

### **ELECTION OF MEMBERSHIP**

a. Elections are held in the Fall

a. Membership position availability will be publicized on the school website and posted at the school 10 days prior to the due date of nominations.

a. Voting will be open for 3 days.

b. Any interested employee of the school may declare himself or herself as a candidate for Membership position availability will be publicized on the school website and posted at the school 10 days prior to the due date of nominations.

- e. Voting will be open for 3 days.
- f. Any interested employee of the school may declare himself or herself as a candidate for election.
- g. Faculty/Staff members are elected by faculty and staff.
- h. Parent Members are elected by other parents in the school community.
- i. Membership rotation shall occur so that approximately half of the council members' terms are up for election each year.
- j. Participation: Members are required to attend scheduled SCC meetings unless otherwise excused.
- k. Any unfilled positions may be filled by a majority vote of the members of the council. Only qualified individuals may be appointed.
- l. Applicants provide a short bio to be included on the voting ballot
- m. In the event of a tie vote, a run-off election or a coin flip will be held as the deciding factor as decided by the current School Community Council.

### **III – School Community Council Members**

- a. The School Community Council shall elect a chair, and a co-chair. The chair must be a parent or guardian and the vice-chair may be a parent OR school employee, other than the principal. These officers shall be elected annually for one-term at the first School Community Council meeting held after elections and prior to October 1 of each year.
- a. The duty of the chair of the School Community Council is to conduct all meetings of the council and to work with the Principal on the formation of agendas. The duty of the co-chair is to take the place of the chair when he/she is absent in the conducting of all meetings. In the absence of the chair and co-chair the principal may conduct the meeting. The administrative secretary shall take minutes of the meetings and attendance. Minutes will be posted on the school website. Suggested agenda items can be submitted to the chair by any member. A majority of the SCC members (quorum) are required to be present for voting. At least two more parents than faculty are required for voting.
- a. Other members of the school community are invited to attend all scheduled SCC meetings. Results of the elections shall be made public upon request.
- b. All regular and special meetings of the Council are open to the public and the Council may allow patrons to speak at the Council meetings during a citizen participation time. Speakers must sign up with the principal one week prior to the meeting. Speakers are limited to five (5) minutes and have no voting rights.
- c. In order to amend these bylaws, an action item must be placed on the agenda by a current SCC member at least a week prior to a scheduled SCC meeting. That amendment must be discussed and voted on by the SCC. All amendments must comply with the current Utah State code.
- d. The Chair, Principal or any three (3) members of the Community Council, may call special Meetings of the Community Council. The person calling such special meetings shall require the Principal and Council Chair to fix time and place for the meeting.