

Willow Canyon SCC Bylaws

1. Elections for SCC Chair will be held in April prior to the upcoming school year. SCC representatives, Vice-Chair, and Secretary will be voted in after the start of each school year in September.
All voting SCC members will have their names and contact information posted on the school website.
 1. Notification of available SCC parent member seats, election dates, and procedure for declaring candidacy for the SCC will be sent out in the Principal's weekly newsletter, listed on the school website, and posted in the main office at least 10 days before elections.
 - a. 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.
2. **Membership: The number of School Community Council members will be limited to 8 parent representatives and 4 school employee members, including the principal.**
 1. The SCC may determine the size of the council by a majority vote of a quorum of the SCC provided that:
 1. The membership includes 2 or more parent members than the number of school employee members; and
 2. There are at least 2 school employee members on the SCC.
 3. The number of parent members of the SCC who are not educators employed by the school district shall exceed the number of parent members who are educators employed by the district.
3. **Members, parents, and employees, have an expectation of attendance.**
 1. If an SCC member cannot attend a scheduled meeting, they'll need to notify the Chair or Principal prior to the meeting to be excused.
 2. If an SCC member misses three meetings during a given school year, the member will be asked to provide a written letter of resignation and the respective group (parent or employee) will appoint a replacement.
 3. The SCC will ratify any available alternate members to the vacated seat.
 4. If no alternates are available to serve, the SCC may seek parents or school employees to be appointed.
4. **A quorum is defined as a qualified majority of 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 Willow Canyon School Community Council will hold up to 7 meetings in a school year. The majority of the council must approve canceling a meeting or calling additional meetings.**
 1. All Willow Canyon School Community Council meetings will be conducted using Robert's Rules of Order.

6. **The SCC Chair will help facilitate the elections for SCC representatives, Vice-Chair, and Secretary at the beginning of the school year. Leadership positions include:**
 1. Chair:
 1. Must be a Parent Member.
 2. They'll create the agenda of the meeting, along with conducting it. Other duties as outlined in Canyons District policy and legal statute.
 2. Vice-Chair:
 1. Must be an elected member of the council.
 2. May be a parent or employee.
 3. They'll work with the Chair and conduct the meeting in the absence of the Chair.
 3. Secretary:
 1. May be an elected member of the board.
 2. If not elected, must be non-voting and ex-officio.
 3. They'll take detailed notes during the meeting and create the "Minutes" to be approved by the SCC.
7. **Guest 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 one week prior to the scheduled meeting and asking 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. The items that are appropriate for discussion by School Community Councils include, but are not limited to:**
 1. TSSP - Teacher Student Success Plan
 2. School LAND Trust Plan
 3. Digital Citizenship Plan
 4. School Safety Plan
 5. Input on Positive Behavior Plan
 6. Electronic Device Plan
 7. Attendance Plan
 8. Academic needs of the school, with the direction, to determine the greatest academic need of the school for LAND Trust Plan expenditures.
 9. Parent/School communication and involvement.
 10. Safe Routes Plan
8. **Items not to be discussed by the School Community Council include:**
 1. Any personnel issues
 2. Individual student and teacher information.
9. **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.**