

# Parowan Elementary School (PCC) Bylaws

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## Article I -Name

Parowan Community Council (PCC)

## Article II - Laws

All Utah School Community Councils function under the laws and statues governing SCCs as found on the official state website. <http://www.schoollandtrust.org/>  
Iron County School District Policy

- Section: I<-School Community-Home Relations; School Community Councils; File No. KCE

## Article III- Standing Rules

- I. Elections for PCC representatives will be held prior to or at the September PCC meeting, but after the start of school year.
  - a. Notification of available PCC parent member seats, election dates and procedure for declaring candidacy for the PCC will be available on our website and with the beginning of year information from Parowan Elementary School.
- II. Membership: The number of School Community Council members will be limited at this time to 7 members and will be decided upon by election. If there are not enough candidates the previous chair will provide names for parent representatives. Once the Council has been formed at the September meeting that council will serve for the year. The council must have 2 more parent members than licensed school employees.
- III. Members, parents and employees, have an expectation of attendance
  - a. If for some reason a member cannot attend a scheduled meeting, notification should be given to the Chair prior to the meeting by email or written notice; chair will read during meeting to be included in the notes
    - b. If a PCC member provides a written resignation, the respective group (parent or employee) will appoint a replacement.
    - c. If no alternatives are available to serve, the PCC may seek out parents or school employees to be appointed.
- IV. A quorum is defined as a majority of members.
- V. The majority of the council must approve the canceling and/or calling of additional meetings. The Escalante Valley Community Council PCC will meet a minimum of 3 times a year.
- VI. School Community Councils are subject to Open Meetings Law, Utah Code Title 52, Chapter 4, Section 207; electronic meetings will comply with the law and be publicly noticed as is any public meeting by this body.
- VII. Subcommittees may be established or dissolved by a majority vote of the council. Parent members may serve on one or more sub-committees.
  - a. Other subcommittees will be created or discontinued as needed.
- VIII. All official voting will be conducted using Robert's Rules of Order.
  - a. Meetings will begin on time, use time wisely and finish on time, and stay focused on the agenda

- b. Members and guests will come prepared to participate and avoid side conversations during the meeting
  - c. Respect for others in verbal and non-verbal communication will be shown at all times
  - d. Avoid disruptions by silencing cell phones and taking necessary calls or conversations out of the room during meetings
  - e. PCC members will receive training on basic elements and procedures of Robert's Rules of Order
- IX. Officers will be elected by the PCC at the September meeting each school year. The current Chair will serve through the summer months, conduct September meeting and assist the new leadership in the transition even if they no longer have a student at Escalante Valley. Leadership positions include:
- a. Chair: Creates agendas and conducts meeting. Other duties as outlined on the school website and the Land Trust website. The chair is elected by the parent group on the PCC
  - b. Vice-Chair: Works with the Chair and conducts the meeting in the case of the Chair's absence. The Vice-Chair is to be elected from the parent and school employee group which is not represented by the Chair
  - c. Secretary: Takes notes at the meeting and creates minutes for approval by the PCC. Review minutes at the beginning of each meeting. Is also responsible for recording the meeting according to the Open Meeting regulations
- X. Guests may share appropriate input on subjects that fall under the PCC purview. A patron may bring a topic to the PCC by contacting the Chair at least one week prior to the scheduled meeting and asking to be added to the agenda. The PCC may invite any person/group to make a presentation on issues pertinent to the role of the PCC. The items that are appropriate for discussion by School Community Councils include, but not limited to:
- a. School Improvement Plan
  - b. School LAND Trust Plan
  - c. Assistance in the development of the Staff Professional Development Plan
  - d. Academic needs of the school, with the direction to determine the greatest academic need of the school for LAND Trust Plan expenditures.
  - e. Advise and make recommendations regarding school programs and issues relating to the community environment for students.
  - f. Parent/School communication and involvement
  - g. Digital Citizenship

Items to not be discussed by School Community Council include:

- a. Any personal issues
- b. Individual student information

These bylaws will be posted on the PCC page of the school website. Each PCC member will read and agree to abide by the Bylaws as signified on their declaration of candidacy.

