

**Bylaws of Springside Elementary Community Council**  
**Reviewed by Council January 15, 2025**

All by-laws are subject to Utah Code for School Community Councils

1. The purpose of the Springside Elementary Community Council shall be to:
  - a. Participate in creation of a school improvement plan;
  - b. Participate in creation of the School LAND Trust plan;
  - c. advise and make recommendations to school and school district administrators and the local school board regarding:
    - i. the school and its programs;
    - ii. school district programs;
    - iii. a child access routing plan (safe routes to school)
    - iv. safe technology utilization and digital citizenship; and
    - v. other issues relating to the community environment for students;
  - d. provide for education and awareness on safe technology utilization and digital citizenship that empowers:
    - i. a student to make smart media and online choices; and
    - ii. a parent or guardian to know how to discuss safe technology use with the parent's or guardian's child; and
  - e. partner with the school's principal and other administrators to ensure that adequate on and off campus Internet filtering is installed and consistently configured to prevent viewing of harmful content by students and school personnel, in accordance with local school board policy and Utah Code.
  
2. Membership of Springside Elementary Community Council shall consist of school employees, including the school's principal, and parents or guardians of students who are attending the school.
  - a. Springside Elementary Community Council shall have five parent or guardian members and three employee members including the principal.
  - b. Each employee member, except the principal, shall be elected by a majority vote of the employees and serves a two-year term beginning with the school year.
    - i. The principal shall serve as an ex-officio member with full voting privileges.
    - ii. If an employee position on the school community council remains unfilled after an election is held, the other employee members of the council shall appoint an employee to fill the position.
  - c. Each parent or guardian member shall be elected at an election held at the school by a majority vote of those voting at the election and serves a two-year term beginning after the election.
    - i. Only parents or guardians of students attending the school may vote at the election.
    - ii. A parent or guardian of a student qualifies to be a candidate for election to a school community council if at any time during the parent's or guardian's initial term of office, the student will be enrolled at the school.
    - iii. Any parent or guardian of a student who meets the qualifications of this section may file or declare himself as a candidate for election to a school community council.

iv. If a parent or guardian position on a school community council remains unfilled or becomes vacant after an election is held, the other parent and guardian members of the council shall appoint a parent or guardian who meets the qualifications of this section to fill the position.

3. Written notice of the elections shall be given at least 10 days prior to the elections and be held according to Utah SCC laws.

- a. Elections shall be held in the fall of each year.
- b. Results of the elections shall be made available to the public upon request.

4. The chair or principal of Springside Elementary Community Council shall notify the local school board of each appointment to the Council.

- a. A member appointed to Springside Elementary Community Council shall serve a two-year term or complete a vacated term.

5. Initial terms shall be staggered so that only a portion of the council members stand for election in any one year.

- a. Council members may be elected to successive terms.
- b. Springside Elementary Community Council shall elect a chair from its parent members and a co-chair from its parent or elected employee members. Chairs will serve for one year.

6. Springside Elementary Community Council may create subcommittees or task forces to:

- a. advise or make recommendations to the council; or
- b. develop all or part of a plan listed in Subsection 1.
- c. Any plan or part of a plan developed by a subcommittee or task force shall be subject to the approval of the school community council.
- d. A school community council may appoint individuals who are not council members to serve on a subcommittee or task force, including parents, school employees, or other community members.

7. Springside Elementary Community Council shall:

- a. observe rules of order.
- b. keep minutes of meetings and post them to the public as required by law.
- c. provide notice of meetings as required by law.
- d. The public is invited to attend meetings; only members of the council have voting privileges.

## WHAT DO I SAY?

To Do This	Motion	You Say This	Debate Allowed?	Vote Required
Introduce Business	Main	"I move that..."	Yes	Majority
Second a Motion	Second	"Second!"	No	No
Change the Wording or add Clarity of a Motion	Amend	"I move to amend the motion by..." (adding words; striking out words; substitute words)	Yes	Majority
Send to Committee	Commit/Refer	"I move the motion be referred to..."	Yes	Majority
Postpone Action until a Specific Time	Postpone	"I move the motion be postponed until..."  (provide a specific time on the agenda or next meeting date)	Yes	Majority
Postpone Action until an Unspecified Time (a motion will be required to discuss in the future)	Lay on the Table	"I move to lay the motion on the table."	No	Majority
Limit Debate	Limit Debate	"I move that the debate on this motion be limited to (one) speech of (two) minutes for each member."	No	Two-thirds
End Debate or Request a Vote	Previous Question	"I move the previous question."	No	Two-thirds
Take Intermission	Recess	"I move to recess for (time)."	No	Majority
Close Meeting	Adjourn	"I move to adjourn."	No	Majority

## HOW TO INTRODUCE NEW BUSINESS – The Main Motion Process

1

- Member makes a **clearly worded motion to take action or a position.**
- "I move..."
- Motions recorded in minutes

2

- **Motion must be seconded.**
- "Second!"
- A second allows discussion to occur; it does not signify approval.
- A motion without a second does not move forward.

3

- **Chairman restates the motion.**
- "It is moved and seconded that..."
- Provides clarity

4

- **Discussion/debate occurs.**
- Maker of motion starts discussion.
- Amendments may be offered - return to step 1 to amend motion: "I move to amend the motion by..."

5

- Chair closes discussion and **states the question/asks for a vote.**
- "The question is on the adoption of the motion that..."
- Motion repeated word-for-word

6

- Chairman provides **voting directions:**
- "Those in favor of the motion, say aye";
- "Those opposed, say no"

7

- Chairman announces the **result of the vote:**
- "The ayes have it, and the motion is adopted" or
- "The noes have it, the motion is lost."
- Recorded in minutes