



EskDale High School
1000 CIRCLE DRIVE, ESKDALE, UT 84728

EskDale High School School Community Council

Rules of Order and Procedure (Bylaws)

Statutory Compliance Notice: These Rules of Order and Procedure are adopted annually by the School Community Council in accordance with Utah Code 53G-7-1202 and District School LAND Trust requirements. They govern council elections, membership structure, officer roles, and meeting operations.

Section 1. Purpose and Statutory Authority

The EskDale High School Community Council (SCC) is established in consultation with the local school board pursuant to Utah Code 53G-7-1202. The council operates for the following primary statutory purposes:

- Involving parents of students in educational decision-making at the school building level.
- Improving educational opportunities and academic outcomes for all students.
- Prudently allocating and expending School LAND Trust Program funds to enhance student performance.
- Advising and providing recommendations to school administrators, district leaders, and the local school board regarding school programs, child access routing, safe technology utilization, digital citizenship, and the learning environment.

These Rules of Order and Procedure (commonly referred to as bylaws) prescribe the operating rules for public meetings and council formation. A copy of these rules is maintained on the school website and made available to the public at every public meeting.

Section 2. Rural Community Context & Annual Parent Recruitment

Due to the small, rural nature of our school community, the candidate pool for open council positions is limited, and seats are typically filled by willing parent and employee volunteers each year. To ensure broad community awareness and afford every qualified parent an opportunity to participate:

- **Website Notice:** An 'Invitation to Serve' on the School Community Council is continuously posted on the school website with clear instructions on council responsibilities and candidacy submission.
- **Registration Gathering Presentation:** School administration actively presents council duties, current vacancies, and service opportunities directly to all parents during the annual opening school registration gathering prior to the start of the school year.

Section 3. Council Membership & Planned Composition

To accommodate our rural population while ensuring compliance with state statutory composition requirements, the council has formally voted to establish its planned council size. In accordance with district reporting rules, no ambiguous terms (such as 'up to' or 'at least') are utilized in defining council composition.

Member Category	Planned Number	Statutory Notes
Parent Members	4	Exceeds employee count by 2
School Employee Members	2	Includes Principal (ex officio)
Total Planned Council Size	6	Formal voted composition

Compliance Verification: This composition satisfies Utah Code 53G-7-1202(4)(c) by maintaining at least two school employee members and ensuring that parent representation exceeds school employee representation by at least two members. The planned size reported on the annual Fall Requirements Form matches this section exactly.

Section 4. Election and Selection Procedures (Uncontested Seats)

Elections are overseen by the principal in accordance with state guidelines. The selection process operates as follows:

- **Notice of Election & Candidacy:** At least 10 days prior to the candidacy deadline, the school provides public notice detailing open seats, election dates, and candidacy declaration instructions.
- **Uncontested Elections (Utah Code 53G-7-1202(5)(f)(i)):** Because candidate declarations in our rural community are consistently equal to or fewer than the number of open seats, formal secret ballot elections are not required. Declared eligible candidates automatically assume council positions.
- **Direct Appointment of Unfilled Positions:** If positions remain open following the declaration period, open parent seats are filled by appointment by majority vote of current parent members, and open employee seats are filled by majority vote of current employee members.

Section 5. Terms of Office and Staggered Rotation

Council members serve two-year terms beginning upon selection. Terms are staggered so that approximately half of the council seats are open for selection each school year, providing governance continuity.

Cycle Year	Parent Seats Open	Employee Seats Open
Even-Numbered Years (e.g., 2026-27)	2 Seats	1 Seat
Odd-Numbered Years (e.g., 2027-28)	2 Seats	1 Seat

Successive Terms: Members may serve successive terms provided they continue to meet eligibility requirements as parent or employee representatives.

Section 6. Election of Officers & Non-Employee Role Requirement

Officers are elected annually by a majority vote of the council during its first official meeting of the school year (held in October). The officer leadership structure is subject to the following rules:

- **Chair Position:** The Chair must be elected exclusively from the parent members of the council.
- **Vice Chair Position & Non-Employee Rule:** In accordance with the specific operational policy adopted by this council, the Vice Chair shall also be elected from among the parent members. School employee members and the principal are excluded from serving as Chair or Vice Chair.
- **Responsibilities:** The Chair conducts meetings, prepares agendas with the principal, ensures compliance with posting requirements, and serves as the primary liaison to district leadership. The Vice Chair assists the Chair and conducts meetings in the Chair's absence.

Section 7. Member Removal & Mid-Term Vacancies

Council members are expected to attend all scheduled meetings and fulfill statutory duties.

- **Grounds for Removal:** A member may be removed from office for excessive unexcused absences (missing three consecutive meetings without prior notice), moving outside school attendance boundaries, or gross violation of ethical standards.
- **Removal Process:** Removal requires a formal motion, discussion, and a majority vote of a quorum at a regular public meeting.
- **Mid-Term Vacancies:** When a vacancy occurs mid-term, remaining parent members appoint a qualified parent (for parent vacancies), or remaining employee members appoint a qualified employee (for employee vacancies), to serve the unexpired remainder of the term.

Section 8. Conflicts of Interest

Council members must act in the best interest of the school and student body. Any potential conflict of interest—financial, personal, or professional—relating to council discussion items or School LAND Trust expenditure plans must be formally disclosed prior to discussion and voting. Disclosures are recorded in official meeting minutes.

Section 9. Parliamentary Authority, Civil Discourse, & Quorum

Meetings are conducted in an organized, transparent, and respectful manner in accordance with standard parliamentary authority:

- **Rules of Order:** Deliberations and motions follow simplified Robert's Rules of Order to maintain efficient, orderly procedure.
- **Civil Discourse & Ethics:** All members and public attendees agree to adhere to civil discourse, maintaining mutual respect, ethical behavior, and constructive dialogue.
- **Quorum & Official Action:** A simple majority of total council members (at least 4 of 6 members) constitutes a quorum. Action taken by a majority of a quorum represents the official action of the council.

Section 10. Public Notice, Transparency, and Public Comment

In compliance with Utah public meeting standards and School LAND Trust reporting criteria:

- **Website Postings:** At least one week prior to each meeting, notice of the date, time, location, meeting agenda, and draft minutes from the prior meeting are posted on the school website.
- **Annual Website Checklist:** The school website maintains the council meeting schedule, member contact information, current Rules of Order, School LAND Trust plan and reports, and TSSA/SIP plans.
- **Public Comment Guidelines:** A public comment period of up to 2–3 minutes per individual is provided at regular meetings. Commenters must register prior to the meeting and adhere to civil discourse standards.

COUNCIL ADOPTION & CERTIFICATION

These Rules of Order and Procedure were formally presented, voted upon, and adopted by a majority vote of the School Community Council during its official meeting on September 18, 2026.