

152 (iii) Any parent or guardian of a student who meets the qualifications of this section
153 may file or declare himself as a candidate for election to a school community council.

154 (iv) An election for the parent or guardian members of a school community council
155 shall:

156 (A) extend for a period of at least three consecutive school days; ~~and~~

157 (B) ~~begin within the first~~ [F] 30 [J] ~~15~~ days

157a1 ~~of the~~

157a school year ~~;~~ ; and

157b (C) ~~end no later than~~ [20] 35 ~~days after the first day of the school year.~~

158 (c) (i) The principal of the school, or the principal's designee, shall provide notice of
159 the available community council positions to school employees, parents, and guardians at least
160 [2+] ~~15~~ 10 days before the date that voting commences for the elections held under

160a Subsections

161 (5)(a) and (5)(b).

162 (ii) The notice shall include:

163 (A) the dates and times of the elections;

164 (B) a list of council positions that are up for election; and

165 (C) instructions for becoming a candidate for a community council position.

166 (iii) The principal of the school, or the principal's designee, shall oversee the elections
167 held under Subsections (5)(a) and (5)(b).

168 (iv) Ballots cast in an election held under Subsection (5)(b) shall be deposited in a
169 secure ballot box.

170 (d) Results of the elections held under Subsections (5)(a) and (5)(b) shall be made
171 available to the public upon request.

172 (e) (i) If a parent or guardian position on a school community council remains unfilled
173 after an election is held, the other parent or guardian members of the council shall appoint a
174 parent or guardian who meets the qualifications of this section to fill the position.

175 (ii) If a school employee position on a school community council remains unfilled after
176 an election is held, the other school employee members of the council shall appoint a school
177 employee to fill the position.

178 (iii) The cochairs or chair of the community council shall notify the local school board
179 of each appointment made under Subsection (5)(e)(i) or (ii).

180 (iv) A member appointed to a school community council under Subsection (5)(e)(i) or
181 (ii) shall serve a two-year term.

182 (f) Initial terms shall be staggered so that no more than 50% of the council members

245 **53A-1a-108.1. School community councils -- Open and public meeting**
 246 **requirements.**

247 (1) A school community council established under Section 53A-1a-108:
 248 (a) shall conduct deliberations and take action openly as provided in this section; and
 249 (b) is exempt from Title 52, Chapter 4, Open and Public Meetings Act.

250 (2) The chair of a school community council shall ensure that the members of the
 251 school community council are provided with annual training on the requirements of this
 252 section.

253 (3) (a) A meeting of a school community council is open to the public.

254 (b) A school community council may not close any portion of a meeting.

255 (4) A school community council shall, at least one week prior to a meeting, post the
 256 following information on the school's website:

257 (a) a notice of the meeting, time, and place;

258 (b) an agenda for the meeting; and

259 (c) the minutes of the previous meeting.

260 (5) (a) A school community council shall provide the following information within the
 261 first ~~H→~~ [four] six ~~←H~~ weeks of the school year:

262 (i) the proposed school community council meeting schedule for the year; ~~H→~~ and

263 ~~[(ii) a summary of the annual report required under Section 53A-16-101.5 on how the~~
 264 ~~school's School LAND Trust Program money was used to enhance or improve academic~~
 265 ~~excellence at the school and implement a component of the school's improvement plan; and~~

266 ~~—— [(iii)] (ii) either ~~←H~~ a telephone number ~~H→~~ [,] or ~~←H~~ email address, or both, where each~~
 266a school community council

267 member can be reached directly.

267a **~~H→~~ (b) On or before November 15, a school community council shall provide a summary of**
 267b **the annual report required under Section 53A-16-101.5 on how the school's School LAND**
 267c **Trust Program money was used to enhance or improve academic excellence at the school and**
 267d **implement a component of the school's improvement plan.**

268 ~~[(b)] (c) ~~←H~~ The school community council shall provide the information described in~~
 269 Subsection (5)(a) ~~H→~~ and (b) ~~←H~~ by:

270 (i) posting the information on the school's website; and

271 (ii) providing individual delivery to each household that has a student attending the
 272 school by:

273 (A) mailing the information;

274 (B) delivering a voice message describing the information and explaining where to
 275 obtain the full information;

307 (B) after being recognized by the chair, provided testimony or comments to the school
 308 community council;

309 (vi) the substance, in brief, of the testimony or comments provided by the public under
 310 Subsection (8)(b)(v); and

311 (vii) any other information that is a record of the proceedings of the meeting that any
 312 member requests be entered in the minutes.

313 (c) The written minutes of a school community council meeting are a public record
 314 under Title 63G, Chapter 2, Government Records Access and Management Act, as follows:

315 (i) written minutes that have been prepared in a form awaiting only formal approval by
 316 the school community council are a public record;

317 (ii) written minutes shall be posted on the school's website as provided in Subsection
 318 (4);

319 (iii) written minutes that are made available to the public before approval by the school
 320 community council shall be clearly identified as "awaiting formal approval" or "unapproved" or
 321 with some other appropriate notice that the written minutes are subject to change until formally
 322 approved;

323 (iv) written minutes are the official record of action taken at the meeting; and

324 (v) the written minutes of a school community council ~~H→ [meeting that are required to be~~
 325 ~~retained permanently shall be maintained in or converted to a format that meets long-term~~
 326 ~~records storage requirements] shall be retained for three years ←H .~~

327 (9) (a) As used in this Subsection (9), "rules of order and procedure" means a set of
 328 rules that govern and prescribe in a public meeting:

329 (i) parliamentary order and procedure;

330 (ii) ethical behavior; and

331 (iii) civil discourse.

332 (b) A school community council shall:

333 (i) adopt rules of order and procedure to govern a public meeting of the school
 334 community council;

335 (ii) conduct a public meeting in accordance with the rules of order and procedure
 336 described in Subsection (9)(b)(i); and

337 (iii) make the rules of order and procedure described in Subsection (9)(b)(i) available