

Charter Trust Land Council

Election Procedures

Roots Charter High School established a Charter Trust Land Council in accordance with state law and administrative rule.

1) Charter Trust Land Council (the “Council”) Composition

Requirements. The number of Council members who are parents or grandparents of students enrolled at the school shall exceed all other members combined by at least two. Parents or grandparents must have a student actively enrolled at the charter school to be eligible to run or serve on the Council.

- a) If the School’s governing board meets the size and composition requirements above, the governing board may serve as the Council.
- b) If the governing board does not serve as the Council, the Council shall consist of the specific number of parents/grandparents. In addition, membership may also include the School Director and staff members that desire to serve on the Council.

2) **Council Size.** The Council size consists of three members. There shall be two more parents/grandparents than other members.

3) **Election Procedures for Parents/Grandparents.** If there are vacant positions that need to be filled, on or before October 1st each year, the School Director will notify parents/guardians about Council membership opportunities and the necessary steps to become a member. Notification will be posted on the school’s website and the front doors.

- a) If the number of interested individuals exceeds the number of open positions, an election will take place. If an election is

required, the school will notify families of the election process at least ten (10) days before voting commences.

- i) Only parents of students currently attending the school are eligible to vote.
 - ii) Each parent will be given one (1) vote regardless of the number of family members that attend the school.
 - iii) Voting by secret ballot will be done electronically via Google Forms. Instructions for voting (including when voting opens/closes, submission information, as well as the candidate list) will be included in the election notice described in paragraph 3(a) above.
 - iv) Absentee voting is allowed; however, votes will only be accepted during a two-day window.
 - v) If two or more candidates receive the same number of votes, the current Trust Land Council will cast votes after interviewing each candidate.
 - vi) The School Director will oversee the election to ensure compliance with these election procedures.
- b) If the number of interested individuals is less than or equal to the number of open positions, an election is not required. Appointments by the Chair will be made to fill any open seats.
- 4) **Parent/Grandparent Terms.** Terms shall be for a period of three (3) years, and members are eligible for re-election.
 - 5) **Procedures for Staff Members and Other Members.** The School Director will appoint members of the staff as needed.
 - 6) **Staff and Other Members Terms.** Terms shall be for a period of one (1) year, and members are eligible for re-election.
 - 7) **Officers.** Once established, the Council members shall elect from its membership a parent or grandparent of a student enrolled at the

school to serve as Chair. The Director/Principal may not hold an officer position.

- 8) **Members Resignation.** Members must inform the School Director of their intent to resign.
- 9) **Quorum.** A quorum consists of a majority of the current members of the Council.
- 10) **Meetings.** The Chair shall schedule, provide notice, and convene the meetings of the Council consistent with the School Community Council Open and Public Meeting Act, 53G-7-1203.
- 11) **Council Responsibilities.** In accordance with state board rule regarding charter trust land council expenditures and funding limits, a Council shall:
 - a) Prepare a plan for the use of School LAND Trust Program money.
 - b) Work with students, families, and educators and hold at least an annual discussion with charter school administrators to develop and incorporate safety principles at the school level.
 - c) Provide input to the school's principal on a positive behaviors plan.