

# **Charter Trust Land Council**

## **Election Procedures**

Adopted by the governing board on: [DATE]

To ensure compliance with state law and administrative rules (53G-7-1206 and R277-477), the election procedures are created and adopted by the charter school's governing board prior to an election taking place. Please see the Election Procedures posted on the school's website along with other requirements under the Land Trust tab at <https://canyonrimacademy.org/land-trust>.

Canyon Rim Academy (the "School") has 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's Director, staff members, and other members that desire to serve on the Council.
2. Council Size. The Council shall consist of 8 members. Specifically, there shall be 5 parents/grandparents, the Director who is an ex officio voting member, and 2 staff members.
3. Election Procedures for Parents/Grandparents. On or before September 6th of each year, the Director will notify parents/guardians about Council membership opportunities and the necessary steps to become a member. Notification will be posted on the ParentSquare board and the Canyon Rim Website.
  - 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 through email and 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. Person's who are not present may be allowed to vote. They will submit their vote via email by the designated closing date as determined by the school's Director.
  - v. If two or more candidates receive the same number of votes, then a coin will be flipped with the candidates stating their "side" of the coin. The winner of the toss will be the winning candidate.
  - vi. The school's 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 school's Director will be made to fill any open seats.
4. Parent/Grandparent Terms. Terms shall be for a period of two years.
5. Selection Procedures for Staff Members and Other Members. Other members may include teachers, academic coaches, or academic directors. Other members will be invited to join the council through email invite by the Director. The first teacher to initiate interest will be selected. If a teacher has served for more than two years, another teacher will be selected. If there are no teachers interested, then the Director will select a teacher.
6. Staff and Other Members Terms. Terms shall be for a period of two years.

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. If a member resigns prior to term completion, the school Director will invite another member to join the council. This member will be trained and prepared for service the same as the other members. If the member is a council lead, then the same voting process will be completed as directed in the Election Procedures. Current members of the council will have the opportunity to elect and vote that position from the current council membership.
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.