



C.S. LEWIS
ACADEMY

Instilling Accountability, Responsibility, Respect
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School Community Council / Board of Trustees
RULES OF ORDER & PROCEDURE BYLAWS

CS Lewis Academy | Santaquin, Utah

Adopted: _____

1. PURPOSE

These Bylaws establish the Rules of Order and Procedure for the School Community Council (SCC), which functions as the governing Board of Trustees of CS Lewis Academy, in accordance with the school's charter, applicable Utah law, and governing board policies.

The purpose of these bylaws is to ensure transparent governance, effective decision-making, and meaningful collaboration among parents, staff, administration, and community members in support of student achievement and school improvement.

2. LEGAL AUTHORITY & COMPLIANCE

These bylaws are adopted in alignment with applicable provisions of Utah law governing School Community Councils and charter school governance, including but not limited to:

- Utah Code §§ 53G-7-1202, 53G-7-1203, 53G-7-1206, and 53G-7-13
- Utah Administrative Rules R277-477 and R277-491
- Utah Open and Public Meetings Act
- CS Lewis Academy charter and governing board policies

In the event of conflict between these bylaws and applicable law or charter provisions, applicable law and the charter shall prevail.

3. COUNCIL PURPOSE & RESPONSIBILITIES

The Council shall serve as a collaborative governing body supporting school improvement and student success. Responsibilities include:

3.1 School LAND Trust Plan

The Council shall develop and approve all components of the School LAND Trust Plan, including:

- Goal statement
- Academic focus area(s)
- Measurement criteria
- Action plan steps
- Budget and expenditures

3.2 Advisory Responsibilities

The Council shall advise school leadership regarding:

- School programs and academic initiatives
- Student learning environment and school culture
- Safety and student well-being initiatives
- Digital citizenship and safe technology use
- Other matters affecting students and the school community

3.3 Collaboration with Administration

The Council shall collaborate with the school principal and administration to support:

- Safe and responsible technology use, including filtering and safeguards
- Student safety initiatives and school climate improvement
- Positive behavior expectations and systems

4. COUNCIL MEMBER EXPECTATIONS

Each Council member agrees to:

- Attend meetings regularly and on time
 - Come prepared to participate in discussion and decision-making
 - Place student interests as the highest priority
 - Respect diverse opinions and perspectives
 - Maintain professionalism, integrity, and accountability
 - Represent stakeholders fairly and responsibly
 - Comply with confidentiality requirements where applicable
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5. MEETINGS

5.1 Open Meetings

All meetings shall be open to the public in accordance with Utah law.

5.2 Meeting Schedule

Meetings shall be held on a regular schedule established by the Council, typically monthly unless otherwise determined.

5.3 Agendas

- Agendas shall be prepared in advance of each meeting
- Agendas shall include date, time, location, and action items
- Agendas shall be posted in accordance with Utah Open Meetings requirements and school policy

5.4 Minutes

- Minutes shall be recorded at all meetings
- Draft minutes shall be reviewed and approved at the subsequent meeting
- Approved minutes shall be retained for a minimum of three (3) years or as otherwise required by law

6. ANNUAL WORK PLAN

The Council shall adopt an annual timeline/work plan that includes:

- Required legal deadlines
- LAND Trust planning milestones
- Reporting requirements
- Council goals and priorities
- Scheduled review points for school improvement work

7. COUNCIL COMPOSITION

The Council shall be composed in accordance with CS Lewis Academy governance policies and charter provisions, and shall include:

- The School Director/Principal (ex officio voting member)
- Parent/guardian representatives (constituting a majority of voting members where applicable under charter policy)
- School employee representatives

- Community members, if designated by governing policy

Membership terms shall be staggered to ensure continuity of governance.

8. ELECTIONS

8.1 Notice of Elections

Election opportunities shall be communicated through school communication channels, including email, newsletters, and posted notices.

8.2 Voting Methods

Voting may be conducted through approved methods, which may include:

- In-person voting
- Written submission
- Approved electronic forms

8.3 Eligibility

Eligible participants include parents or guardians of enrolled students and staff members, consistent with Council composition requirements.

9. VACANCIES

If a seat becomes vacant, the Council shall appoint a qualified individual to serve the remainder of the term in accordance with school policy and eligibility requirements.

10. REMOVAL OF MEMBERS

A Council member may be removed under the following conditions:

- Relocation or inability to serve
- Failure to attend three (3) consecutive meetings without prior notice or approval
- Violation of Council policies or governing rules, as determined by Council vote

Procedure:

1. Council discussion and motion
2. Majority vote of seated members
3. Written notification to the member
4. Vacancy filled per Section 9

11. RESIGNATION

A member may resign at any time by submitting written notice to the Council Chair or school administration. The vacancy shall be filled in accordance with Section 9.

12. OFFICERS

At the first meeting of each school year, the Council shall elect:

- Chair (selected from parent members)
- Vice-Chair (selected from parent or staff members)

The School Director/Principal may not serve as an officer.

13. DUTIES OF OFFICERS

Chair

- Presides over meetings
- Establishes meeting agendas with administration support
- Assigns tasks and responsibilities to Council members

Vice-Chair

- Presides in the absence of the Chair
- Supports Council functions as needed

14. QUORUM

A quorum shall consist of a majority of seated Council members. A quorum is required to conduct official business and vote on motions.

15. CONFLICT OF INTEREST

Council members shall comply with applicable Utah law and school conflict of interest policies. Members must disclose conflicts and recuse themselves when appropriate.

16. RULES OF ORDER

The Council shall use simplified parliamentary procedures consistent with Utah Code § 53G-7-1203. Actions shall be taken through motions and recorded votes.

17. PARLIAMENTARY MOTIONS SUMMARY

Motion	Second Required	Debatable	Amendable	Vote Required
Adjourn	Yes	No	No	Majority
Amend Motion	Yes	Yes	Yes	Majority
Close Nominations	Yes	No	Yes	2/3
Main Motion	Yes	Yes	Yes	Majority
Point of Order	No	No	No	Chair rules
Previous Question	Yes	No	No	2/3
Reconsider	Yes	Yes	No	Majority
Withdraw Motion	No	No	No	Majority

18. MOTION DEFINITIONS (SUMMARY)

- **Motion:** A formal proposal for action
- **Second:** Indication of support to allow discussion
- **Debate:** Discussion by members after a second
- **Vote:** Formal decision by majority or required threshold
- **Point of Order:** Challenge to procedure ruled on by Chair
- **Previous Question:** Motion to end debate and vote immediately
- **Reconsider:** Motion to revisit a prior decision
- **Withdrawal:** Removal of a motion before vote

19. ADOPTION

These bylaws are hereby adopted by the School Community Council / Board of Trustees of CS Lewis Academy and shall remain in effect until amended or repealed by formal Council action consistent with governing law and charter policy.

_____ Date: _____
 Chair, School Community Council

_____ Date: _____
 School Director / Principal

_____ Date: _____
Board Representative (if applicable)

Pending Approval- 5/25/26