

**CHECKLIST ON THE ELECTION  
OF SCHOOL COMMUNITY COUNCIL MEMBERS  
Compliance with Utah Code Annotated 53A-1a-108**

1. Are there more parent/guardian members (through the remainder of this document referred to as parent member) than school employee members, including the principal, on the school community council (SCC)? (53A-1a-108(4)(c)) Information: Parent member means a SCC member who is a parent or guardian of a student who is attending the school, will be enrolled at the school at any time during the parent member's initial term, or was enrolled at the school during the parent member's initial term. A parent member may not include an educator who is employed by the school district in which the school is located unless the educator's employment does not exceed an average of 6 hours per week (53A-1a-108(1), R277-491-1(G)(2)). Any parent member elected prior to May 10, 2011, who is an educator employed at another school within the district for more than 6 hours, may be counted as a parent member and serve out the term to which they were elected. (R277-491-3(J)).
2. Are there at least two employee members on the SCC, including the principal? (53C-1a-108(4))
3. Was the race uncontested, not requiring ballots and voting? (R277-491-3(F) If yes, skip questions 4-8 and 11-12.
4. Is your school a secure facility, juvenile detention facility, hospital program, or other small special program, not requiring ballots and voting? (R277-491-6E) If yes, skip questions 5-8, 11-12
5. Did only parents of students at the school or who will be attending vote for the parent positions at the election? (53A-1a-108(5), R477-491-3(c))
6. Did only employees at the school vote through secret ballot for the employee positions (except the principal) at the election? (53A-1a-108(5))
7. Was each parent member elected by secret ballot by a majority vote of the parents? (53A-1a-108(5)) Information: All SCC terms are for two years, with the beginning date determined by the school, consistent with local school board policies. Members may serve up to three consecutive terms. Parent members must have a child at the school at least one of the two years of their initial term. (53A-1a-108(1); (5)(a); (5)(g)(i) and R277-491-3(c))
8. Did you or your designee oversee the election, deposit ballots in a secure ballot box, and save the results to be available to the public upon request? (53A-1a-108-5(c)(iii-v))
9. If positions are vacant after the elections, did parents on the committee appoint parent members, and the employee members appoint employee members, and document that in the minutes? (53A-1a-108(5)(e))
10. Did the SCC elect a chair and vice chair from the parent group, or two cochairs, with no more than one of the cochairs from the employee group, and document that in the minutes? (53A-1A-108(5)(h))

**If the election of parent members was held after May 10, 2011:**

11. Did the election for parent members extend for a period of at least 3 consecutive school days? (53A-1a-108(5)), (R277-491-3(H))
12. Did the election begin no later than 30 days after the first day of the school year? (53A-1a-108(5), R277-491-3(H))
13. Was notice of the SCC election provided to parents and employees, at least 21 days in advance of the date voting commenced, and did it include: dates and times of elections, the positions that were up for election, and instructions for becoming a candidate? (53A-1a-108(5)(c)), (R277-491-3A)).