

**Utah Military Academy - Hill Field
School LAND Trust
Election Procedures
2025 - 2026**

School LAND Trust Council will consist of six parent members, four staff members, and the principal. Each parent and staff member will serve a term of two years. There will be no limit on the number of terms a parent can serve.

Each year, three parents will be elected by a quorum of parents at the annual Back to School Night Open House in the fall of each school year. The staff members will be selected as volunteers for the council.

If a parent member of the council is no longer able to serve on the council, the principal will select a replacement parent for the position. The replacement parent will serve the remainder of the parent member's term of service.

The election of new members at Back to School Night will be conducted as follows:

1. An announcement will be made that all interested parents at the event should come to the designated meeting location.
2. The principal will explain the purpose of the land trust council and the need for new members.
3. The principal will explain the election procedure for the parent council members.
 - a. Nominations will be taken from the parent and staff attendees.
 - b. Nominees will be allowed to share who they are and their backgrounds with the group.
 - c. Elections will take place by paper ballot.
 - d. Election results will be announced immediately to the attendees, and the council will be announced in the weekly newsletter communication to parents.
4. At the first meeting of the council, nominations will be taken for the Council Chairperson.
5. The council will elect a new chairperson each year. The Chairperson must be a parent member of the council
6. The chairperson will be responsible for leading the council meetings and will be the lead writer of the School LAND Trust action plan. The principal will collaborate with the chairperson on the action plan, providing data and direction for the process.
7. The principal will help the chairperson communicate with the council members and assist in preparing the schedule of meetings for the council and the agendas for each.

Election Procedure Requirements

Charter Trust Land Councils

Charter Trust Land Council Formation

A charter school's governing board may serve as the school's council if it maintains a two-parent/grandparent majority without any changes. Otherwise, the governing board must establish Election Procedures to outline the process for electing a council (R277-477). Only parents are eligible to vote in these elections.

Elected Charter Trust Land Councils must:

- Follow the Open & Public Meeting requirements
- Have Rules of Order & Procedure (*created by the council and reviewed annually*)
- Keep the school's website updated with posting requirements, which include Election Procedures
- Complete a Council Signature Form at the time a new plan is voted in by the CTLC

Election Procedures MUST include:

- ☐ Number of parent/grandparent members (exact number, no ranges)
- ☐ Number of 'other members', and of school employee members (exact number, no ranges)
- ☐ Definition of each 'other member' to be elected to serve on the council
- ☐ Terms of each position
- ☐ The timeframe for the election
- ☐ Process for noticing and conducting the election of council members elected by parents of students enrolled at the charter school
- ☐ Process for filling unfilled seats following an election or when a member resigns

Election Procedures should include:

In addition to the required election procedure items, it's also recommended to address:

- **Director/Principal Role:** Specify the capacity in which the charter director/principal may serve on the council (e.g., voting member, non-voting member, advisor) and whether they are eligible to vote.
- **Dual Roles:** Clarify the membership type for individuals who are both school employees and parents (e.g., are they considered a parent member, or an employee member).
- **Voting Method:** Define how ballots will be cast (e.g., electronic, paper, or both).
- **Absentee Ballots:** State whether absentee ballots are permitted and, if so, outline the process for requesting and submitting them.
- **Tie Votes:** Establish a clear process for resolving tie votes.



- **Chair Election:** Detail the election process for the council chair.
- **Subcommittees:** Specify whether the council is authorized to create subcommittees and, if so, define the process for their formation and operation.
- **Other Needs:** Include any other provisions necessary to address the specific needs and circumstances of the charter school.

Resources

- An Election Procedures **TEMPLATE** is available for adoption.
- [Election Procedures for Charter Councils Training Video](#)
- [Utah State Board of Education Website](#)

Questions?

Contact the School Children's Trust team at: schoollandtrust@schools.utah.gov