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## **Charter School LAND Trust Council Membership & Election Procedures**

Leadership Learning Academy (the “School”) has established a Charter LAND Trust Council (the “LAND Council”) to prepare a plan for the use of School LAND Trust Program money in accordance with state law and administrative rule.

1. **LAND Council Size & Composition.** The LAND Council shall consist of Seven (7) members, five (5) members from the community and two (2) members from the School, including the Campus Principal as an ex-officio member. All members including the Campus Principal shall be voting members. The number of LAND 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 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 will serve as the LAND Council.
  - b. If the School’s governing board does not serve as the LAND Council, membership shall consist of the number of parents/grandparents and School members as specified above.
2. **Election Procedures for Parents/Grandparents.** On or before *August 29<sup>th</sup>* each year, the School’s Director will notify parents/guardians about Council membership opportunities and the necessary steps to become a member. Notification will be posted via email communication as well as on the school 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 Google Forms 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 2(a) above.

- iv. Absentee voting is not allowed.
  - v. If two or more candidates receive the same number of votes, the person who informed the Campus Principal of their desire to serve first, based on date and time of email to the Campus Principal, will be given the place on the council. Notice of desire stated in paragraph 2(a) above.
  - vi. The Campus Principal 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 Campus Principal will be made to fill any open seats.
3. **Parent/Grandparent Terms.** Terms shall be for a period of one 2-year, and members are eligible for re-election. See paragraph one (1) for eligibility to serve.
    - a. Three (3) council members will be elected in odd number years
    - b. Two (2) council members will have be elected in even number years
  4. **Procedures for Staff Members.** Staff members will be appointed to the council by the Campus Principal.
    - a. If staff members are also parents, they shall serve as parents unless the staff member is a teacher. If the staff member is a teacher, they my only serve as a school employee.
  5. **Staff and Other Members Terms.** Terms shall be for a period of one 1 year, and members are eligible for re-appointment.
  6. **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 School Director/Campus Principal may not hold an officer position.
  7. **Filling Vacancies.** If a Council member resigns a replacement will be appointed by the Campus Principal using the elections list if an election was held. If no election was held then the Campus Principal will appoint a willing parent/grandparent to finish the incomplete term.
  8. **Quorum.** A quorum consists of a majority of the current members of the Council.
  9. **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.

**10. 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 Campus Principal on a Positive Behaviors Plan.