



School LAND Trust Council Membership & Election Procedures

North Davis Preparatory 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 no fewer than five (5) and no more than thirteen (13) members. The LAND Council shall determine the size of its membership by a majority vote. The number of LAND Council members who are parents or grandparents of students actively enrolled at the School *shall* exceed all other members combined by at least two.
 - 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 governing board does not serve as the Council, the Council shall consist of at least four of parents/grandparents. In addition, membership may also include staff members, School’s Principal, and other members that desire to serve on the Council.
2. **Election Procedures for Parents/Grandparents.** On or before October 1st each year, the Principal will notify parents/guardians about Council membership opportunities and the necessary steps to become a member. Notification will be posted on website and school newsletter as well as the Parent Teacher Conference in September.
 - 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 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 Principal of their desire to serve first, based on date and time of email to Principal, will be given the place on the Council. Notice of desire stated in paragraph 2(a) above.
 - vi. The School's 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 Principal will be made to fill any open seats.
3. **Parent/Grandparent Terms.** Terms shall be a 2-year term, and members are eligible for re-election. See paragraph (1) for eligibility to serve.
 4. **Staff and Other Members Terms.** Terms shall be a 1-year term, and members are eligible for re-election.
 5. **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 Principal may not hold an officer position.
 6. **Filling Vacancies.** If a Council member resigns a replacement will be appointed by the Principal using the elections list if an election was held. If no election was held then the Principal will appoint a willing parent/grandparent to finish the incomplete term if the Council is not a parent majority or less than five (5) Council members.
 7. **Quorum.** A quorum consists of a majority of the current members of the Council.
 8. **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.
 9. **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.