Rules of Order and Procedure for the LAND Trust Council

Adopted by the governing board on: June 16, 2025

Amended and Adopted by the Ascent Lehi LAND Trust Council on: October 16,2026

Ascent Academies of Utah (the "School") has established a Charter Trust Land Council in accordance with state law and administrative rule.

I. Process for Electing the School Community Council

1. Election Procedures for Parents/Grandparents . On or before September 15th each year, a School administrator will notify parents/guardians about Council membership opportunities and the necessary steps to become a member. Notification will be posted on the School's 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 a third-party survey service (such as Qualitrics or Survey Monkey) 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 3(a) above.

iv. If two or more candidates receive the same number of votes, both candidates will be granted a spot on the Council, assuming there are two (2) vacant spots. In the event there is a tie and only one vacant spot on the Council, the remaining seven (7) Council members will select which candidate will receive the final open spot.

v. A School administrator 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 a School administrator will be made to fill any open seats.

II. Membership

1. Charter Trust Land Council (the "Council") Composition Requirements . The number of Council members who are parents or grandparents of students enrolled at the School shall exceed all other members combined by at least two (2). 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 may serve as the Council.

If the governing board does not serve as the Council, the Council shall consist of the specific number of parents/grandparents. In addition, membership may also include staff members, School administrators, and other members that desire to serve on the Council.

2. Council Size . The Council shall consist of nine (9) members. Specifically, there shall be six (6) parents/grandparents, a School administrator, and two (2) other staff members.

III. Terms

1. Parent/Grandparent Terms. Terms shall be for a period of two (2) years, and members are eligible for re-election.
2. Procedures for Staff Members: A School administrator will inform staff members of vacancies and accept requests to serve on the Council. Staff members spots on the Council will be made by appointment from a School administrator.
3. Staff and Other Members Terms. Terms shall be for a period of two (2) years, and members are eligible for re-appointment.

IV. Election of Officers

1. 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. A school administrator may not hold an officer position.
2. Council Responsibilities. In accordance with state board rule regarding charter trust land council expenditures and funding limits, the Council shall:

i. Prepare a plan for the use of School LAND Trust Program money.
ii. Work with students, families, and educators and hold at least an annual discussion with School administrators to develop and incorporate safety principles at the school level.
iii. Provide input to the School's administration on a positive behaviors Plan.

V. Member Removal

1. **Grounds for Removal**
A council member may be removed for the following reasons:

○ Failure to attend meetings : Missing more than two consecutive meetings without valid reason.
○ Violation of council rules or policies .
○ Conflict of Interest : Failure to report or disclose any conflicts of interest as required by law or school policy.
○ Behavioral issues : Disruptive or unethical conduct during meetings.
○ Ineligibility : If a member no longer meets the eligibility requirements.

2. **Process for Removal**
○ A written complaint must be submitted to the Chair, or in the case of the Chair's removal, to the Vice Chair, outlining the grounds for removal.
○ The council will hold a meeting to discuss the complaint. The council member in question will be given an opportunity to respond.
○ A vote will be held. Removal requires a two-thirds majority vote of the council members present.
○ The member subject to removal must be notified in writing of the decision.

VI. Filling Vacancies

1. **Vacancy Occurrence**
○ A vacancy occurs when a council member resigns, is removed, or is otherwise unable to fulfill their duties.

2. **Filling Vacancies**
○ Vacancies in parent member positions will be filled through a special election by parents or guardians of students, following the same election process outlined above.
○ Vacancies in school employee positions will be filled by election from the remaining school employees.
○ Vacancies may also be filled by appointment at the discretion of the council until a special election is held.
○ If a vacancy occurs with less than six months remaining in a member's term, the replacement member will serve the remainder of the term.

VII. Conflicts of Interest

1. **Reporting Conflicts of Interest**
○ Council members must report any potential conflicts of interest as required by the local governing board's policies, Utah Code 53G-7-1203, or the council's conflict of interest policy.

2. **Process for Reporting Conflicts**
○ If a council member has a potential or actual conflict of interest, they must

disclose it in writing to the Chair.
○ The Chair will review the disclosure and, if necessary, refer the matter to the full council for review.
○ The council will determine whether the conflict of interest is material and whether the member must recuse themselves from specific discussions or votes.

3. **Recusal**
○ A council member with a conflict of interest must recuse themselves from any votes or decisions directly related to the conflict.

VIII. General Meeting Procedures

1. **Meeting Schedule**
○ The Chair shall schedule, provide notice, and convene the meetings of the Council consistent with the applicable open and public meeting requirements in Utah Code § 53G-7-1203.

2. **Quorum**
○ A quorum for conducting official business requires the presence of a majority of the council members.
3. **Minutes**
○ Minutes of each meeting will be recorded and made available to the school community in a timely manner, as required by Utah law.