

July 31, 2020

With the ongoing pandemic, schools may be struggling to meet requirements for their community councils. This information will assist district staff as they work with principals and councils.

If elections were not held in the spring, they should be held in the fall, near the beginning of the school year.

Parents may vote electronically in elections for council members if the district has approved a system that is secure. Parents without internet access must have an alternative way to participate. Elections must be noticed to the school community at least 10 days before the election. The notice must include the dates and times of the election, a list of council positions that are up for election, and instructions for becoming a candidate. If the number of candidates is less than or equal to the number of open seats, an election is not necessary. Please refer to the election checklist at [www.schools.utah.gov/councils](http://www.schools.utah.gov/councils) for additional information.

If a parent position remains unfilled after the election, either from members leaving the council mid-term or because there were not enough nominees to fill all positions, please remember that the other parent members of the council appoint replacements for parent positions, and faculty/staff members appoint replacements for staff positions.

If there are parent members that, mid-term, will not have students enrolled at the school for the coming year, they may continue to serve if they have had a student enrolled at the school any time during the two year term.

School Community Councils may hold meetings electronically, but must still meet the requirements of [Utah Code 53G-7-1203 School Community Councils Open and Public Meeting Requirements](#). This includes providing notice of, and agenda for, the meeting on the school website at least a week in advance. These meetings must be open, and the school should include in the notice a way for those interested to participate.

We are grateful for your hard work. Please consider us a resource as schools continue the work of councils in this frenzied time. We look forward to hearing from you.

Utah State Board of Education  
School Children's Trust Section  
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