

# WSUCA Trust Land Council

## Election Procedures

Adopted by the governing board on: September 30, 2025

Weber State University Charter Academy (the "School") has established a Charter Trust Land Council in accordance with state law and administrative rule.

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. Parents or grandparents must have a student actively enrolled at the charter 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.
  - b. b. 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 the School's Director and classroom teacher(s) that desire to serve on the Council.
2. Council Size. The Council shall consist of 4 voting members. Specifically, there shall be 3 parents/grandparents and 1 staff member (classroom teacher). The director will serve as an ex-officio, non-voting advisor and secretary to the board.
3. Election Procedures for Parents/Grandparents. On or before *September 1st* each year, the Director will notify parents/guardians about Council membership opportunities and the necessary steps to become a member. Notification will be posted 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 3(a) above.
    - iv. Absentee voting is not allowed.
    - v. If two or more candidates receive the same number of votes, there will be a run-off election containing only those two candidates' names. This run-off election will follow the same procedures outlined in paragraph 3(a)iii above.
    - vi. The school's Director 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 school's Director will be made to fill any open seats.
4. Parent/Grandparent Terms. Terms shall be for a period of two (2) year/s, and members are eligible for re-election.
  5. Procedures for Staff Members and Other Members. The school's Director will serve as a non-voting advisor. One other school staff/faculty member will join the council, by appointment.
  6. Staff and Other Members Terms. Terms shall be for a period of two (2) years, and members are eligible for re-appointment.
  7. 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 director/principal may not hold an officer position.

8. **Filling Vacancies.** If a member resigns prior to term completion, the school's director will appoint a member to fill the remainder of the vacated member's term.
9. **Quorum.** A quorum consists of a majority of the current members of the Council.
10. **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.
11. **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.