

BYLAWS
Utah State Charter School Board

- I. Utah Code Annotated §53A-1a-501.5 created the State Charter School Board. Utah Code Annotated §53A-1a-501.6 defines the powers and duties of the State Charter School Board.

II. Membership

- A. Members of the State Charter School Board will be appointed by the governor in accordance with Utah Code Annotated §53A-1a-501.5.
- B. Members of the State Charter School Board will be chosen in the manner described and serve for the terms described in Utah Code Annotated §53A-1a-501.5.
- C. Each appointee shall have demonstrated dedication to the purposes of charter schools as outlined in Utah Code Annotated §53A-1a-503.
- D. One member of the Coalition of Minorities Advisory Committee (CMAC) may serve as an advisor to the State Charter School Board at the Board's request.
- E. Members of an organization that represents Utah charter schools may serve as advisors to the State Charter School Board at the Board's request.
- F. One member of Higher Education may serve as an advisor to the State Charter School Board at the Board's request.
- G. Advisors shall have voting rights when serving on task forces or ad hoc committees created by the State Charter School Board.

III. Duties and Responsibilities

- A. Utah Code Annotated §53A-1a-501.6 describes in detail the specific legal duties the State Charter School Board.
- B. Among these duties are:
 - 1. Appointment of a staff director who shall be the executive officer of the State Charter School Board (Utah Code Annotated §53A-1a-501.7)
 - 2. The State Charter School Board shall authorize and promote the establishment of charter schools, subject to the provisions in Utah Code Annotated §53A-1a-501.6.
 - 3. The State Charter School Board shall annually review and evaluate the performance of charter schools authorized by the State Charter School Board and hold the schools accountable for their performance.

4. The State Charter School Board shall monitor charter schools authorized by the State Charter School Board for compliance with federal and state laws, rules, and regulations.
5. The State Charter School Board is directly responsible for providing technical support to charter schools and persons seeking to establish a charter school.
6. The State Charter School Board shall provide technical support, as requested, to a local school board relating to charter schools.
7. The State Charter School Board shall make recommendations on legislation and rules pertaining to charter schools to the Legislature and State Board of Education, respectively.
8. The State Charter School Board shall make recommendations to the State Board of Education on the funding of charter schools.

IV. Election of Officers

- A. The State Charter School Board shall annually elect from its Members a Chair and Vice Chair each year, at a meeting held any time between June 1 and September 30.
 1. Newly appointed Members of the State Charter School Board shall assume the committee position of outgoing Members. In all other matters, the outgoing Member(s) shall retain the full authority of the office until replaced as provided by law.
 2. The Vice Chair shall oversee State Charter School Board elections.
 - a. The Vice Chair shall direct the Charter School Section Staff to contact each Member to:
 - (1) Inquire as to their willingness or desire to serve as State Charter School Board Chair or Vice Chair.
 - (2) Accept nominations for each position from any State Charter School Board Member.
 - b. The Charter School Section Staff will determine the candidates for Chair and Vice Chair, and request a short summation statement from each as to their goals or direction for the State Charter School Board.
 - c. The Charter School Section Staff shall compile and prepare an election information sheet including the date of the election

meeting and names of those interested in serving as Chair or Vice Chair, along with the unedited, brief position statement of each, and mail a copy to all Members.

- d. During the State Charter School Board meeting at which elections are to take place, each candidate for office shall have an opportunity to briefly address the State Charter School Board as to his/her position.
 - e. Ballots with all candidates' names printed thereon will be distributed to Members. Each will check his/her personal choice for Chair and Vice Chair.
 - f. Votes will be tabulated immediately by the Charter School Section Staff and Vice Chair, each confirming election results.
 - g. In the event of a tie vote, a re-vote will be taken until a winner is selected.
 - h. Election of State Charter School Board officers will be decided by a majority vote of the Members. Successful candidates must receive four votes in order to win an election.
- 3. In the event that a vacancy occurs prior to the end of the term of the Chair, the Vice Chair shall assume the position of Chair for the unexpired portion of the term.
 - 4. In the event that a vacancy occurs prior to the end of the term of the Vice Chair, the State Charter School Board shall elect one of its Members to fill the office for the unexpired portion of the term. The election process will follow the same procedures outlined previously.
 - 5. An officer elected by the State Charter School Board may be removed from office for cause by a vote of two-thirds of the Members.

B. Duties of the State Charter School Board Chair

- 1. Chairs all meetings of the State Charter School Board; the Chair may delegate to the Vice Chair at the Chair's discretion. The Chair or Vice Chair may designate a State Charter School Board Member to preside at designated meetings.
- 2. Calls additional meetings of the State Charter School Board as necessary.

3. After obtaining input from individual State Charter School Board Members, appoints Members to serve on committees requiring State Charter School Board participation.
4. Initiates a self-evaluation of the State Charter School Board in every even year.

C. Duties of the State Charter School Board Vice Chair

1. Chairs State Charter School Board meetings in the absence of, or at the request of, the Chair.
2. Reviews State Charter School Board bylaws annually, and initiates amendments if necessary.
3. Oversees the election of State Charter School Board Officers.
4. Other duties as requested by the Chair.

V. Compensation for Services (State Policy: FIACCT 05-07.00)

- A. Each Member may receive per diem compensation as established by the director of the Division of Finance for attendance at meetings or activities related to any business of the State Charter School Board. Advisors receive compensation in accordance with state law.
- B. The staff director shall certify statements of actual and necessary travel expenses incurred by State Charter School Board Members in attending State Charter School Board meetings or performing duties authorized by the State Charter School Board.
- C. Failure of a Member of the State Charter School Board to carry out responsibilities assigned by law, or to adhere to Bylaws, or to comply with rules of the State Board of Education is gross neglect of duty.

VI. Meetings

- A. The State Charter School Board shall meet at the call of the Chair or upon the request of three State Charter School Board Members, and at least 11 times each year.
- B. Welcoming Remarks
 1. The Chair shall extend the opportunity to welcome State Charter School Board Members and the public on a rotating basis to all State Charter School Board Members.
 2. Opening remarks shall not exceed ten minutes.

- C. Voting by State Charter School Board Members
1. A quorum of the State Charter School Board is defined as four Members (Utah Code Annotated §53A-1a-501.6). A quorum is required to validate an act of the State Charter School Board. A majority vote of State Charter School Board members is required for any legitimate motion except for amending any part of the by-laws, which requires a two-thirds vote.
 2. No State Charter School Board Member may vote by proxy.
 3. No State Charter School Board Member may vote in absentia.
 4. No vote concerning any matter under consideration by the State Charter School Board or a committee may be cast by mail, or electronically except that a State Charter School Board Member may participate in any discussion and vote in a meeting if the State Charter School Board Member is participating in real time electronically.
 5. Except as modified by state law or rule, or by these bylaws, *Robert's Rules of Order* (latest edition) shall constitute the rules of parliamentary procedure applicable to all meetings of the State Charter School Board and its committees.
- D. Any matter to be voted upon by the State Charter School Board which creates a potential or actual conflict between the State Charter School Board Members' personal interests and his/her public duties shall be disclosed in open meeting to the Members of the body, and that State Charter School Board Member shall not cast a vote on the issue.
- E. The State Charter School Board shall approve a meeting schedule in May or June for the following fiscal year.
- F. The State Charter School Board exists to aid in the conduct of the people's business. Therefore, in keeping with the Open Meetings Law, actions will be taken openly and deliberations conducted openly. The Charter School Section Staff shall notify the public and the media of regular and special meetings of the State Charter School Board and its committees in accordance with the Open Meetings Law.
- G. Public notice of meetings shall be given in accordance with Utah Code Annotated §52-4-202.
- H. Public participation at State Charter School Board meetings is invited. Citizens may speak to the State Charter School Board when acknowledged and recognized by the State Charter School Board Chair to issues not on the agenda during the time designated for public comment and items on the agenda when the item is before the State Charter School Board or Committee.

1. Priority shall be given to those individuals or groups who, prior to the meeting, have submitted a written request to address the State Charter School Board, including a brief description of the issue to be addressed.
 2. No action shall be taken by the State Charter School Board during the public comment portion of the meeting.
 3. A State Charter School Board Member may request that an item raised during public comment be placed on a future agenda for possible action.
 4. The Chair may limit the time available for individual comments; number of comments and time limits shall be stated prior to the public comment portion of the agenda.
 5. The Chair may request groups to designate a spokesperson.
 6. All presentations to the State Charter School Board or one of its committees shall exemplify courteous behavior and appropriate language.
 7. Additional comments to the State Charter School Board or Committees may only be made as recognized and invited by the State Charter School Board Chair during a meeting.
- I. In responding to reports and presentations, the State Charter School Board may use the following options:
1. Take appropriate action: A motion made, seconded, and receiving a majority vote of the State Charter School Board Members will be recorded in the minutes and carried out.
 2. Receive the report: This action indicates that the State Charter School Board has heard the report, the report shall be recognized in the minutes, and written material shall become a part of the record.
 3. Receive the report and refer it to staff: This is done when there is need for further study and recommendations at a subsequent meeting of the State Charter School Board.
 4. Take no action: If this option is taken, the Chair of the State Charter School Board thanks the presenter and moves on to the next item on the agenda. Reference to the report shall be included in the minutes with the notation that the State Charter School Board took no action.
 4. In emergency situations, the Chair may alter the above procedures as appropriate.

5. The Chair's action shall be approved by a majority vote of the State Charter School Board Members present.
- J. The State Charter School Board shall engage in a [self-evaluation process](#) every even year [as directed by the Chair](#). A new strategic plan shall be adopted every four years.
- K. Executive Sessions: A closed meeting may be held upon the affirmative vote of two-thirds of the State Charter School Board Members present at an open meeting for which notice is given. The reason or reasons for holding a closed meeting, and the vote either for or against the proposition to hold such a meeting cast by each Member by name, shall be entered in the minutes of the meeting.
- L. Informal Hearings: The State Charter School Board shall conduct informal hearings in accordance with Utah Code Annotated §63G-4-203 as requested by charter schools recommended for termination (Utah Code Annotated §53A-1a-510).
 1. Hearings shall occur within 30 days of the written request.
 2. The Chair or designee shall preside over hearings. At least a majority of the State Charter School Board members will act as a panel for the hearing.
 3. The school and the USOE shall each have a maximum of 60 minutes to present information pertaining to the recommendation of charter termination.
 4. Only State Charter School Board members in attendance at the full hearing shall vote in an open meeting to either continue with the recommendation for charter termination or accept the school's proposed alternative.
 5. The final decision shall be made by a vote of State Charter School Board members present and provided in writing by the Chair or designee.
- M. Minutes of State Charter School Board meetings and hearing will be recorded by the Charter School Section Staff.
- VII. Changes to/Amendment of Bylaws: Bylaws (except those governed by statutory provisions) may be changed/amended by a 2/3 vote of the Utah State Charter School Board Members present at any regular Utah State Charter School Board meeting, provided that notice of the proposed changes was given with the meeting notification. Changes/amendments shall become effective immediately upon approval. Amendments will be presented to the State Board of Education as an information item.

Adopted by the State Charter School Board
July 20, 2006
Amended August 16, 2007

Amended May 13, 2010
Amended July 14, 2011
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September 8, 2011