Dual Immersion Academy
Charter Trust Land Council
Election Procedures

Adopted by the governing board on: October 20th, 2026.

Dual Immersion 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 staff members, School's Director, and other members that desire to serve on the Council.

2. Council Size. The Council shall consist of 11 members. Specifically, there shall be 8 parents/grandparents, the principal who is an ex officio voting member, and 1 staff member. The council shall also appoint a alternate parent/grandparent member. Alternate with voting rights in the event that one of the 8 parents/ grandparents are absent.

3. Election Procedures for Parents/Grandparents. On or before September 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 Class Dojo.

    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. 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 in-person 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, a second vote with only those candidates will take place within one week.

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 the SCC council will be made to fill any open seats.

4. Parent/Grandparent Terms. Terms shall be for a period of one 2 years, and members are eligible for re-election.

5. Election Procedures for Staff Members. A staff member will be appointed if they volunteer for the position

6. Staff Member Terms. Terms shall be for a period of one 1 year, and members are eligible for re-election.

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 principal may not hold an officer position.

8. Members Resignation. If a member resigns before the end of their term, a new member may be assigned from the pool of candidates. If no candidates are available, the position may remain vacant until the next school year's elections.

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. Updated by USBE August 2024