

Roberts Elementary School Advisory Council Bylaws

Article I: Name

The name of this organization shall be the Roberts Elementary School Advisory Council, hereafter called SAC.

Article II: Purpose

SAC shall perform such functions as are prescribed by regulations of the Leon County School Board and Florida Statutes. Its main function is to assist the school with the writing, implementing and monitoring of the School Improvement Plan; however, SAC shall not have any of the powers or duties reserved by law for the Leon County School Board.

Article III: Membership

Section 1: Voting Members

The voting membership shall minimally consist of representation from Parents, Teachers, Non-Instructional Support Staff, Community, and Administration as set forth in Article III, Sections 2 and 3.

Section 2: Membership Composition

The membership shall reflect the composition set forth by s. 229.58, F.S. The majority of SAC members must be the same race as the majority of the student body. SAC members must be representative of the socioeconomic make-up of the school. SAC shall consist of a representative from each of the aforementioned categories with a minimum of 51% comprised of non-school employees.

For example, the composition may be:

- 1 Principal
- 4 Teachers – elected by their peers
- 1 Non-Instructional Support Staff – elected by support staff
- 2 Business/Community Partners – appointed by the principal
- 5 Parents – elected by parents

Section 3: Additional Representation

Non-voting representatives may be appointed by the chairperson to represent special issues. All visitors are also non-voting members.

Article IV: Officers

Section 1: The Officers and Duties

- a. One Chairperson
 - 1) Preside at SAC meetings
 - 2) Prepare the agenda
 - 3) Represent SAC with other groups within the school
 - 4) Call emergency meetings of SAC as needed and in consultation with the principal
 - 5) Coordinate the work of SAC members, maintain records of members and projects assigned, and insure prompt resolution of issues.
- b. One Recording/Corresponding Secretary

- 1) Record all meetings of SAC
- 2) Publish and maintain the minutes of each meeting
- 3) Submit copy of minutes to the Superintendent through the Central Council within 72 hours after their approval. Minutes must include:
 - i. Date, time, and location of meeting
 - ii. Members present and members absent
 - iii. Item descriptions (SAC budget should be addressed annually)
 - iv. Motions made
 - v. Votes taken and their results
 - vi. Future agenda items
 - vii. Future meeting dates
 - viii. Signature and role of person who recorded the minutes
 - ix. Date minutes were approved
- 4) Maintain attendance records
- 5) Prepare the correspondence of SAC as needed
- 6) Maintain records of all activity associated with the School Improvement Plan

Section 2: Election of Officers

- a. SAC shall elect its own officers annually at the first regular meeting of the school year.
- b. Election will be by simple majority vote of those members present, provided there is a quorum.
- c. There will be no term limits for officers.

Section 3: Executive Board

- a. The officers and the principal shall constitute the Executive Board.
- b. The Executive Board shall have the authority to conduct business when a called meeting is not feasible.

Article V: Terms of Service

Section 1: Length of Service

- a. Length of service for members shall be two years.
- b. Members may be elected to successive terms.

Section 2: Vacancies

A vacancy on SAC during a member's term shall be filled by the group or person responsible for electing/selecting the member. The replacement serves out the remainder of the vacant term. A member elected/selected to serve out a vacancy may be elected to a successive term.

Section 3: Dismissal

SAC members with two consecutive unexcused absences from a properly noticed meeting should be replaced as mandated by s. 1001.452, F.S.

Article VI: Voting

Section 1: Vote

Each member of SAC shall have one vote. Visitors and other non-SAC committee members do not have voting privileges.

Section 2: Quorum

Votes may only be taken if a quorum is present. A quorum is defined as a majority of the membership of SAC.

Section 3: Polling

The Chair or principal may take a vote of SAC by polling of the membership unless an objection is raised by a voting member.

Article VII: Meetings

Section 1: Regular Meetings

- a. SAC shall meet at least four times a year. Dates and times shall be determined by SAC.
- b. All meetings of SAC shall be open. Meeting date and time shall be advertised in advance by, including but not limited to, school newsletter, school marquee, or school website.
- c. At least a three-day written, advance notice must be given to all SAC members when a matter is coming before SAC that requires a vote.
- d. The SAC Chair and Principal will set agendas. SAC members, faculty, staff, and community members may request items of business for the agenda provided they submit an Agenda Request Form to the Chair at least one week in advance of the meeting. These forms are available in the front office and on the school website. The procedures for submitting items will be advertised annually in the school newsletter.

Section 2: Special Meetings

- a. The Chair, principal, or any three members of SAC may call a special meeting.
- b. All members will be notified of the special meeting.
- c. All special meetings will be advertised in advance.

Article VIII: Committees

Section 1: Standing Committees

- a. Finance Committee
- b. School Improvement Plan Committee

Section 2: Committee Membership

- a. Each committee shall have representation from parents and teachers.
- b. The Chair may appoint committee members.
- c. Non-SAC members may serve on committees, but do not have voting privileges.

Section 3: Special Committees

- a. The Chair may appoint other committees as it deems necessary.
- b. The Chair may appoint committee members.

Article IX: Budget

The SAC shall develop a budget for the use of School Improvement Funds. The SAC budget must be approved by a formal vote of SAC. The Executive Board may approve the budget if a quorum cannot be reached within a reasonable time.

Article X: Attendance

- a. Meetings should be scheduled when parents, teachers, business partners, and community members can attend.
- b. SAC members with two consecutive unexcused absences from a properly noticed meeting should be replaced as mandated by s. 1001.452, F.S.

Article XI: School Improvement

- a. SAC shall be responsible for the development, implementation, and evaluation of the School Improvement Plan.

Article XII: Rules of Order

SAC decisions will be reached by consensus whenever possible. Consensus is reached when all members understand the decision, will support it, and are willing to implement the decision. SAC need not operate under Parliamentary Procedures or Roberts Rules of Order.

Article XIII: Amendments

- a. Amendments to the Bylaws may be proposed to SAC by any voting member or by any committee.
- b. Proposed amendments must be presented to SAC in writing at least one meeting prior to voting.
- c. Amendments may be adopted by a 2/3 vote of SAC.

FINAL ADOPTION: October 7, 2002