

# Sample SAC Bylaws

## Bylaws of School Advisory Council

(Add Name of School here)

Prepared by: Principal and School Advisory Council (or subcommittee thereof) --and adopted by the School Advisory Council on (Add Date of revision)

### Article I

#### Name of Organization

The name of this organization shall be The School Advisory Council of (Add Name of School). “Each school advisory council shall include in its name the words school advisory council.” Florida State Statute § 1001.452(1)(a).

### Article II

#### Purpose and Function

**Section 1:** The School Advisory Council (SAC) is a resource for the school, its teachers, parents and principal. Its function includes to develop and oversee the implementation of a School Improvement Plan (SIP) that will serve as a framework for school improvement.

**Section 2:** The primary function of the SAC is to provide the stakeholders an opportunity to be active participants in the assessment of needs, development of priorities, and identification and use of resources based on an analysis of multiple sources of available school data and assist in the preparation of the school’s annual budget and plan as required by Florida State Statutes §§ 1001.452 (2) and 1008.385 (1).

Specific functions include, but may not be limited to, the following:

1. Develop and review the implementation of the School Improvement Plan.
2. Enlist, promote, and support greater interaction between school and community.
3. Provide input in matters concerning disbursement of school improvement funds and other monies related to school improvement, and to ensure that such expenditures are consistent with the School Improvement Plan.
4. Consult with peripheral constituency groups when making decisions concerning educational practices within the school.
5. Consult with people or departments needed to support the School Improvement Plan.
6. The SAC must ensure the school includes within their SIP reference to:
  - i. Alignment to the District’s Strategic Plan
  - ii. Single school culture and appreciation of Multicultural diversity (applicable to all grade levels).
  - iii. Content as required by Florida State Statute § 1003.42, as applicable to appropriate grade levels, including but not limited to:

- a. History of the Holocaust
- b. History of Africans and African Americans
- c. Contributions of Hispanics to US History
- d. Contributions of Women to US History
- e. Sacrifices of Veterans and the value of Medal of Honor recipients

**Section 3:** Florida State Statute § 1001.452, the SAC shall not have any of the powers and duties now reserved by law to the School Board.

### **Article III**

#### **Representation and Membership**

In accordance with Florida State Statute § 1001.452, which outlines the establishment of SAC:

**Section 1:** The membership shall be representative of the student body and community served by the school.

**Section 2:** The majority (50% + 1) of the members of the SAC shall NOT be school district employees.

**Section 3:** The SAC membership shall be appropriately balanced. Each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students (where appropriate), parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school.

Per School Board Policy 2.09, if the election process does not produce representative membership of the ethnic, racial, and economic community served by the school, (here the school could choose options and one option) and the Principal will appoint additional business and community citizen to achieve that balance.

Per Florida State Statute § 1001.452 and School Board Policy 2.09, after the School Board reviews the composition, if it determines that the membership elected by the school is not representative of the ethnic, racial, and economic community served by the school, the School Board or the Superintendent/designee shall appoint additional members to achieve proper representation.

[Note, adult education centers are not required to include parents as members and thus provisions below about parents may not be included in their bylaws, unless the school wants to include parents.]

### **Article IV**

#### **Membership Selection**

##### **Section 1: Membership**

1. The SAC membership shall be constituted as follows:
  - a. Parents, teachers, students (where appropriate) and education support employees will be elected by their respective groups through an election. There should be at least one representative member for each group. (Depending on your school center, you may need a limit of members and candidates and if so, state the limit here in the bylaws.)

- i. Teachers must be elected by teachers;
  - ii. Education support employees must be elected by education support employees;
  - iii. Students, when appropriate, must be elected by students; and
  - iv. Parents must elect parents in general, with all parents having an opportunity to participate in voting for any parent who wants to be a SAC member (SAC bylaws state method: on the ballot or at a meeting. The number may be limited in the bylaws.)
2. Information about SAC and identified vacancies are sent to all parents and school-based employees. The school will ensure a wide notice of vacancies via the school newsletter, flyers, email, school marquis, SAC bulletin board, or the school website etc. (School needs to specify how parents and school-based employees are informed of the vacancies.) This notice will begin prior to the end of the school year and as necessary throughout the year.
3. For business and community members, wide notice of vacancies shall be sent to Partners in Education i.e. business and community members. The school will take input on possible members from local businesses, chambers of commerce, community and civic organizations and groups, and the public at large.
4. Business and community members will be selected by the principal or as otherwise stated in School Board Policy 2.09.
5. Replacement members shall be elected by appropriate constituencies.

## Section 2:

### Elections

1. Shall be held in (Add month) of each year, absent exigent circumstances, and those elected become members immediately. (Although each school needs to determine the best time of year for elections, it is recommended that elections be conducted in a time for new members to be in place before the first SAC meeting for the new school year.)
2. Voting can occur at meetings, using written ballots or a show of hands. (School needs to decide which method they will use to vote.)
3. If schools use the option of voting using ballots, the ballots are returned to the school office. The SAC chair, principal, or other persons designated by the Principal shall open and count ballots at an advertised place and time. Ballots must be counted, recorded, and retained. Ballots and voting records will be kept by a SAC officer, and the results will be reflected in the official SAC minutes. Voting for members is not a SAC function and not subject to sunshine law. Each representative must be voted upon by their corresponding group. (All schools should have very clear, written policies and procedures delineating all aspects of electing school advisory council members.)
4. The Principal shall establish the process that is fair and equitable for teachers and education support employees to have the elections of their representatives. The number of representatives may need to be limited in number. This election process should include procedures for the teachers and education support employees: collecting nominees for membership, counting these nominees, a process for voting on these nominees, and the counting of the votes and by whom.

5. (Schools need to specify in these by-laws how the student representatives will be determined if a high school or optional if a middle school. Schools may opt to use student government leaders to automatically become their student SAC representatives and state that this is the process for determining student members and what positions in the student government.

Or

A student can express interest in representing the student body and an election is held by the student body for student representatives. If this process is used, the bylaws need to reflect: This election process should include procedures for students: collecting nominees for membership, counting these nominees, a process for voting on these nominees, and the counting of the votes and by whom.)

6. The names of parents willing to serve on the SAC will be distributed to all parents who will vote on the nominees. Each parent of (Add name of School here) will be notified of elections of parents for SAC membership. (The bylaws need to include that this election process should include procedures for the parents: collecting nominees for membership, counting these nominees, a process for voting on these nominees, and the counting of the votes and by whom. The school may choose the option to vote using a ballot for parents or they may vote using a show of hands of parents during a SAC meeting.)
7. If schools are voting by a show of hands at a SAC meeting for the appropriate peer group, the Chair or other SAC officer counts the hands and informs the group of the results. To prevent discrepancies, they need to be certain of the count and who has voted. (All schools should have very clear, written policies and procedures delineating all aspects of electing school advisory council members.)
8. Resolution of disputes and/or deadlocks as to the membership if done at a SAC meeting, must be in compliance with the Sunshine laws: No resolution, rule, or formal action of a SAC shall be considered binding unless taken or made by voting members at meetings that have been made open to the public.

## Article V

### Tenure

**Section 1:** The term of office for SAC members who are elected or appointed shall be staggered to provide continuity from year-to-year.

**Section 2:** SAC members, other than those designated to complete unexpired terms, shall be elected to (set number as membership terms must be staggered a 2-year term is suggested with annual elections for those whose term has expired or other vacancies) year terms. Appointed SAC members (community members), other than those designated to complete unexpired terms, shall be appointed to (set number) year terms. It is recommended that a SAC establish terms of membership that allow for continuity and historical perspective of school improvement planning and implementation.

**Section 3:** Council members shall serve no more than (set number) terms in an elected position.

**Section 4:** No member may miss more than two (2) unexcused consecutive SAC meetings. As required by Florida State Statute § 1001.452 (1)(d)4, in the event of two unexcused consecutive absences from a

properly noticed SAC meeting, the person's membership will cease. The SAC Chairperson shall arrange for the replacement of the member by election as specified in Membership Selection, Article IV, Section 2 or, if a community or business member, ask the Principal to appoint another person. Such individuals will fill the remainder of the term elected or appointed of the person they replaced.

### **Meetings**

All SAC meetings shall be held in accordance with Florida State Statute § 286.011 – the Sunshine Statute "Public meetings and records; public inspection." At a minimum, the Sunshine Law requires reasonable public notice (**seven days' notice is generally recommended**); openness of SAC meetings to the general public, in a location accessible to the public, absent emergency situations when allowed by law; and taking minutes of the meeting, which must be made available for public inspection following the meeting.

This public notice is in addition to the minimum three (3) days advance written notice required by Florida State Statute § 1001.452(1)(d)2 to all SAC members regarding any matter scheduled to come before the SAC for a vote.

The SAC shall designate a specified period of time for public comment during each meeting before the SAC votes on an item as per Florida State Statutes §§ 286.011(1) and 286.0114 and Informal Opinion, February 17, 1995, Attorney General's Office.

Florida State Statute § 1008.452 requires a quorum for the SAC to conduct meetings and vote. The quorum is a majority of the SAC membership before business is transacted or motions can be voted upon.

**Section 1:** There shall be a council meeting at least once per month (**Schools need to be aware of 5-Star criteria of 80% attendance when making their scheduled meeting decisions**) during the school year, absent emergency situations.

**Section 2:** SAC meetings shall be held on (**state specific date and time**), absent emergency situations. As required by Florida State Statute § 1001.452(1)(d)3, SAC meetings must be scheduled when parents, teachers, businesspersons, and members of the community can attend.

**Section 3:** The SAC chairperson, on occasion, may call a special meeting, with reasonable public notice and the three days' notice required for members,

**Section 4:** Subcommittees will meet as needed (See Article VII).

### **SAC Governance**

(**SAC bylaws must establish procedures for making proposals, collecting, counting, and narrowing suggestions; and for the resolution of disputes and/or deadlocks.**)

(**Schools need to be very specific when writing the procedures, such as suggested below.**)

SAC may decide to have specific days/dates set aside for new ideas or they can determine a specific time during any given SAC meeting when individuals could present their ideas.

1. Person(s) suggesting idea(s) should present idea(s) in writing to the Principal or SAC Chair no later than “X” days prior to the scheduled SAC meeting.
2. When proposal has been added to the schedule the person(s) suggesting idea(s) should be present at SAC meeting(s) where their idea is being presented or considered for questions/comments or concerns.
3. All ideas should be heard and considered by SAC prior to making any decisions.
4. Any idea should have purpose and outcome affecting school improvement and aligned to the Strategic Plan.
5. The idea can be addressed before closure of meeting but must be postponed until the next meeting if not included in the 3 days’ advance notice of the meeting. (Schools need to decide a specific time frame)
6. When an idea is addressed, SAC will follow the consensus and resolution of deadlock voting procedure stated below, and by majority vote will decide the outcome of adopting or rejecting the idea.
7. If voted and approved the SAC, chairperson must sign as approved, give copy to school administration, school’s treasurer, with a copy going to SAC historian.
8. The minutes will be kept at school site.

## Article VI

### Duties of Officers

(These are recommended positions and duties – additional and/or different offices and duties may need to be included to better serve your SAC’s vision and objectives. Required by implication in Florida State Statute § 1001.452.)

The officers of this Council shall be a chairperson, or co-chairperson, a vice-chairperson, a secretary, and a historian. In the event of a vacancy in a Council office during an existing term, the vacancy will be filled by SAC member election. The Council shall elect its own officers at the first regular meeting of the school year.

Officers shall serve a maximum of two terms.

**Section 1:** Chairperson: The chairperson [and co-chairperson] shall preside at all meetings of the Council and shall be a de facto member of all committees. The chair is responsible for notifying members of upcoming meetings and votes. The chair, or designee, will facilitate the SAC meetings and inform the SAC of relevant issues related to school improvement activities. The chair, or designee also ensures that a quorum is present before an action item on the agenda comes to a vote and works in collaboration with the SAC secretary to ensure minutes are recorded and filed promptly.

**Section 2:** Vice-Chairperson: The vice-chairperson shall act as an aide to the chairperson and preside in the absence of the chairperson. In the case of a vacancy in the office of chairperson, the vice-chairperson shall become the chairperson for the remainder of the unexpired term.

**Section 3:** Secretary: The secretary shall keep minutes [available to the public per Florida State Statute § 286.011] of the meetings and shall be responsible for such correspondence as is delegated to him/her by the chairperson. The secretary shall also document activities, decisions, and attendance of the Council and its committees for accountability. The School Board will maintain a record of minutes of all SAC meetings, as required by Florida State Statute § 1001.452(1)(d)5.



**Section 4:** Historian: The historian shall document the past, present, and future progress of the SAC and its committees. The historian shall maintain the minutes of previous years, any anecdotal records, and the SAC archives.

### **Duties of Members**

**Section 5:** Principal: The principal ensures the council is comprised of properly elected representatives. The principal shall provide information regarding the school educational plan, provides leadership in the development, revision, and implementation of the school wide improvement plan. The role of the principal includes the development, through positive actions, of feelings of trust and mutual regard among the SAC, the community, and the staff. The principal arranges for presentations and/or information of interest to the SAC and encourages leadership from within the Council.

**Section 6:** Faculty and School Staff Representatives: The members of the school staff shall represent the views and interests of the total school staff. They will act as resources for the SAC by making available specialized information about educational programs, innovative ideas, and available resources. School staff representatives serve as a communication link between the SAC and the school staff, informing others of actions and activities of the Council. Required by Florida State Statute § 1001.452(1)(a) – Please note that Vocational-Technical Centers and Adult Education Centers are NOT required to have parent participation on their SACs. Business and community participation, however, is required for ALL SAC's.

**Section 7:** Parents, Business, and Community Representatives: The parent, business, and community members of the SAC shall represent the views of the parents, citizens, and business and community organizations of the school community. They shall act as resource persons for the SAC in the areas of community-related issues that affect the school and its students. They shall serve as a communications link between the SAC, business, community, and parent groups.

**Section 8:** Student Representatives [15]: High schools must have a student representative and Middle Schools may have a student representative. The student representatives of the SAC shall serve as voting representatives of all students. They relay suggestions and recommendations from members of the student body and the Student Council to the SAC for consideration. (See Florida State Statute § 1001.452(1)(a) and Policy 2.09(2)(a)(i), (ii)).

## **Article VII**

### **Committees**

Committees may be formed to research and make recommendations regarding specific areas that affect the organization. Committees may be constituted in several configurations. Committees are also subject to Sunshine law requirements.

**Standing Committees** Standing committees are created for long-term, on- going functions and are expected to schedule regular meetings. The standing committees focus on "large" issues, such as school safety, curriculum, professional development or student needs. The SAC chairperson will appoint the chairperson of a standing committee. A standing committee will study issues and make recommendations to the voting body.

**Ad Hoc Committee** (Task Force) These committees are formed to deal with specific, short-term concerns that are not appropriately assigned to the standing committees. Examples of ad hoc committees could be a uniform committee, or a committee formed to deal with a bus problem, etc.

If the standing committees are properly organized, the need for Ad Hoc committees should be infrequent.

The use of various sub-committees serves several functions. It will allow greater participation of those who wish to serve, while limiting the actual voting membership of the SAC to a manageable number (such as 12 or less). Additional benefits include a wider variety of ideas and greater sense of ownership by the constituents.

## **Article VIII**

### **Rules of Order**

**Section 1:** SAC decisions shall be reached by consensus or vote whenever possible. If the SAC is deadlocked, decisions will be made according to the deadlock process.

**Section 2:** The SAC need **NOT** operate under Parliamentary Procedures such as Robert's Rules of Order. However, rules that will be used to govern decision-making must be specified.

### **Consensus**

**Section 1:** Consensus will be the primary decision-making method to be used by the SAC. Consensus is reached when all members understand the decision, will support it, and are willing to implement the decision.

**Section 2:** The deadlock resolution procedure will be used when the membership has voted, and the decision is not unanimous. When time deadlines permit further deliberations, the SAC members, by majority vote, determine if there is an agreement to refer the issue to a committee for further study. If not referred, follow this deadlock process:

1. Either upon motion to postpone, if approved by majority vote, all SAC members shall be given notice that a vote will be held at the next meeting on the issues, or
2. Upon motion, a majority of the total SAC membership votes to adopt a position on that issue at that meeting and specify the official position.

### **Additional Financial Controls**

**Section 1:** After the SAC has voted to approve an expenditure of school improvement funds by an entity or person, that person/entity has a period of time not to exceed (decide the time limit of at least a few months) to use those funds and seek payment from the SAC. If the SAC (or school bookkeeper) has not been notified that the funds were expended by that deadline, following a reminder notice to the requestor, the funds will be considered as having reverted back to the general SAC funds as available for reallocation, absent extenuating circumstances as determined by vote of the SAC.

(Schools may choose to establish procedures for additional financial controls. Please determine the procedures for your SAC. It is recommended to be very detailed to prevent confusion.)



### **Procedures for collecting ideas and determining the use of School Improvement Funds**

Florida State Statute § 1001.42(18)(d) stipulates school improvement plans must utilize school improvement funds in accordance with Florida State Statute § 24.121(5)(c) for programs or projects selected by the SAC. The principal may not override the recommendations of the SAC on use of these funds. (The SAC bylaws should include procedures for collecting ideas and determining the use of these funds.)

1. During the SAC meeting individuals could present their ideas/questions/comments/concerns regarding use of school improvement funds.
2. All ideas should have a purpose and an outcome supporting the school improvement process and aligned to the Strategic Plan.
3. Ideas can be addressed before closure of meeting or must be postponed until the next meeting if they were not included in the 3 days' advance notice of the meeting to members.
4. The use of school improvement funds requires a vote, the voting process set forth within the bylaws should take precedence.

### **Establishing a Procedure for use of A+ Funds**

As per Florida State Statute § 1008.36, the final recommendation comes from school staff and the SAC votes whether to approve that recommendation. If school staff and the school advisory council cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school. (Schools need to be very specific and detailed with the procedures for collecting ideas and determining the use of these funds. The bottom line is agreement of SAC and staff before the deadline.)

1. Prior to receiving A+ funds, schools should refer to the agreed upon process on how to resolve conflicts that may arise. SDPBC's Budget Department suggest setting up separate accounts for each A+ type of distribution with year and type of allocation (for specifically marked project or program).
2. The funds are to assist the school in maintaining or improving student performance as determined jointly by the school's staff and school advisory council. They must be used for nonrecurring bonuses to faculty and staff, non- recurring expenditures for educational equipment, materials and/or for temporary personnel.
3. Schools may determine to form an Ad Hoc committee, but this is not mandated by state statute.

**(See below for options:)**

#### ***Sample Procedure #1:***

- a. An Ad Hoc Committee may be formed by SAC to make recommendations for the ballot to be approved by the SAC. The Ad Hoc (if formed) receives ballot options from the staff through Google Survey. Once the results of the survey are counted, the Ad Hoc committee meets in the Sunshine and creates the ballot and presents the ballot to SAC. (Add your school's method of gathering ballot options by staff. It is highly recommended to have one option be *None of the Above* to allow for a choice of disagreement.)

- b. The ballot is taken to the SAC for approval. SAC may add an option to the ballot but may not remove any options. Once SAC approves the ballot by majority vote, following the consensus and resolution of deadlock voting procedure stated below. The ballot is shared with the school staff to be voted on anonymously as stated within the SAC Bylaws and within a given period. Once the voting has been finalized, the results of the vote must be shared with SAC. If any deadlocks occur during voting the ballot goes back to the Ad Hoc Committee and the process begins again.
- c. The minutes and voting results are recorded, a copy is kept at the school and shared with the school treasurer.
- d. If there is no agreement of SAC and staff before the deadline of **February 1**, the awards must be equally distributed to all classroom teachers currently teaching in the school.

**Below are sample ballots only:**

**Option A**

Option 1: Instructional staff receives 70% and non-instructional staff receives 30% of school recognition funds.

Option 2: Instructional staff receives 50% and non-instructional staff receives 50% of school recognition funds.

Option 3: Instructional staff receives 50%, non-instructional staff receives 30% and all classrooms receive libraries totaling 20% of school recognition funds.

Option 4: None of the above

**Option B**

Option 1: 100% Distribution among Staff\*, NO Administrators. \*Staff includes Instructional, Non-Instructional, Custodial, and Cafeteria Workers.

Option 2: 100% Distribution with \$30,000 being split evenly between Staff\* and \$1,989 going to the school (all purchases must be approved by SAC). \*Staff includes Administrators, Instructional, Non-Instructional, Custodial, and Cafeteria Workers.

Option 3: 100% Distribution with \$30,000 being split evenly between Staff\* and \$1,989 going to the school (all purchases must be approved by SAC). \*Staff includes Instructional, Non-Instructional, Custodial, and Cafeteria Workers.

Option 4: None of the above

**Sample Procedure #2:**

- a. An Ad Hoc Committee may be formed by the teachers to make recommendations for the ballot to be approved by the SAC. The Ad Hoc committee is composed of representatives

from Instructional & non- instructional staff (i.e. secretary, cafeteria staff, custodians & paraprofessionals, and the EBC Chair facilitates the committee.

- b. Meetings convenient for all stakeholders are scheduled. The representatives share with their corresponding groups the results of the meetings and receive input.
- c. Once an agreement is in place, the Ad Hoc committee creates the ballot and presents the ballot to SAC. None of the above is always one of the options.
- d. Ballot shared with SAC for approval. SAC may add an option to the ballot but may not remove any options. Once SAC approves the ballot, the ballot shared with the school staff is voted on, all staff sign off they voted. There are multiple dates and times established for voting opportunities, this communication is sent out via email.
- e. Results of the vote is shared with SAC. If any deadlocks occur during voting the ballot goes back to the Ad Hoc Committee and the process begins again.
- f. The minutes and voting results are recorded; a copy is kept at the school and shared with the school treasurer.
- g. If there is no agreement of SAC and staff before the deadline of **February 1**, the awards must be equally distributed to all classroom teachers currently teaching in the school.

### *Sample Procedure #3:*

- a. The Ad Hoc Committee is formed with no more than 7 members of school personnel representing the percentages of the instructional and non-instructional staff to make no more than 3 recommendations for the ballot by the October SAC meeting of the current school year. If a ballot is not presented by the committee by the expected due date, then the ballot defaults to the SAC option only. Each option must include a minimum of 5% towards student achievement. Additionally, SAC maintains the right to require a vote within the ballot stipulating equal distribution of the funds for the previous year's instructional and non-instructional staff, and an additional vote must be none of the above.
- b. Once the ballot is complete, it must be presented to be approved by the SAC. Once approved the ballot is shared with the school staff to be voted on anonymously as stated within the SAC Bylaws and within a given time frame. Once the voting has been finalized, the results of the vote must be shared with SAC. If any deadlocks occur during voting the ballot goes back to the Ad Hoc Committee and the process begins again. Schools need to be aware of the statutory deadline for schools to develop and approve a school recognition spending plan. The minutes and voting results are recorded, a copy is kept at the school and shared with the school treasurer. The minutes and voting results are recorded, a copy is kept at the school and shared with the school treasurer.

## **Article IX**

### **Amendments**

**Section 1:** The bylaws may be amended at any regular meeting of the SAC committee by a two-thirds majority (recommended by Robert's Rules of Order) of the members present and voting. Written notice

to the members of the proposed amendment shall be at least three (3) days prior to the meeting at which it is to be voted upon.

**Section 2:** The SAC and its committee, if any, shall review annually, and when appropriate, recommend revisions of the SAC Bylaws, particularly if there is a change in the law or Board policy. The adoption of revised bylaws shall follow the procedure for amendments.

HISTORY: 7/21/82; 02/25/2002; 12/8/2003; 7/13/2005, 9/13/2006... (Add all the dates of when Bylaws have been revised)