# College Park Middle School Advisory Council Bylaws Article I: Name of Organization

The name of the organization shall be the College Park Middle School Advisory Council, herein after referred to as the "SAC."

Article II: Purpose

The purpose of the SAC is to assist in the preparation and evaluation of the school improvement plan required pursuant to Florida Law. It shall perform such functions as are prescribed by Florida Law and by regulations of the school board; however, it shall not have any of the powers and duties reserved by law to the school board.

**Article** III: **Duties**

Duties of SAC members shall include:

* Advise in developing the school 's vision
* Use state and district goals as a guide for assessing the school 's needs
* Determine and prioritize the goals of the school based on appropriate assessments and other data
* Develop measurable objectives and strategies for addressing the high priority goals
* Assist in preparing, monitoring, and evaluating the school improvement plan
* Identify the appropriate use of school improvement dollars for implementing the approved school improvement plan
* Assist in developing the school's annual budget
* Perform functions as prescribed by Florida Law
* Operate in compliance with Florida Law

# Article IV: Representation and Elections

*Representation*

1. The SAC representation will be comprised of the school principal and an appropriately balanced number of teachers, education support employees, parents and other business and community members who are representative of the ethnic, racial, and economic community served by the school.
2. The majority of SAC members shall be non-school employees. The SAC shall be composed of the following representation:
   * The school principal
   * Teachers elected by teachers

* Support staff elected by the staff
* Parents elected by parents
* Business/community members nominated by the principal or council member and approved by the council
* Appointments -Those nominated by the principal as needed to comply with the State statute.

1. The principal and the SAC chair shall identify the number of vacancies and review the SACs ethnic and racial composition based on district provided information within two weeks of the election date. In the event the SAC is not representative of ethnic, racial, and economic community served by the school, additional members shall be appointed to achieve this balance. To that end, the principal may appoint a subcommittee comprised of SAC members and/or parents, teachers, and business and community leaders to recruit and select additional members. This subcommittee may include non-SAC members. These appointments shall be made in accordance with school board procedures.

*Elections*

SAC members representing teachers, education support employees, and parents shall be elected by their respective peer groups.

Election of Members

I. Information about SAC and identified vacancies are presented to all parents, school­ based employees and Partners in Education.

1. Candidates notify the principal or the previous school year's SAC chair of their interest in serving on SAC and complete a brief information form.
2. Ballots are compiled and are presented to respective groups with one vote per family.
3. Ballots are returned to the school office.
4. The SAC chair and principal shall count ballots at an advertised place and time.

# Article V: Voting Procedures

I. A quorum shall be 51% of the total SAC membership.

1. At least 3-days advance notice must be given in writing to all members of the advisory council of any matter that is scheduled to come before the SAC for a vote
2. Decisions shall be made by consensus whenever possible. In the event a vote is taken, passage will require a simple majority (51%) of members present unless otherwise stated in these bylaws.
3. In accordance with Florida Law, there shall be no voting by proxy or by E-mail.
4. In accordance with Florida Law, there shall be no secret ballots.

# Article VI: Tenure

I. Elected SAC members shall serve for a period of one year, but there will be no limit on the number of terms a member may serve.

1. Appointed SAC members shall serve for a period of one year or until the next election, whichever comes first.
2. SAC membership is limited to one member per family.
3. If a member is unexcused for two consecutive meetings, the Chair shall contact the person in writing requesting an explanation for the absences and the member's intentions about remaining on the Council. The member's response shall be in writing. Missing a third consecutive meeting without a properly noted response to the Chair shall be considered as the member's resignation from the Council.
4. If a vacancy occurs, the position will be filled from within the same constituent group that was depleted, by Council consensus, for the remainder of the term.

# Article VII: Meetings

1. Meetings shall be held beginning in August and continue monthly throughout the school year. Meetings will be scheduled in a manner to provide members convenient opportunities to attend.

1. Emergency meetings shall only be if jointly upon by the SAC Chair and the principal.
2. Meetings of the SAC or its subcommittees shall be held in accordance with the Florida Government in the Sunshine Law and Florida Public Schools law.
3. The current edition of Robert's Rules of Order shall govern the SAC in all cases where they are not in conflict with these bylaws.
4. Reasonable notice of meetings will be made. Meetings shall be noticed as follows:
   * The notice shall contain the time and place of the meeting.
   * Reasonable notice of meeting agendas will be posted and published to provide advance notice of items scheduled to come before the SAC for a vote.
   * The notice shall be prominently displayed in the area set aside for that purpose.
   * Emergency meetings should be afforded the most appropriate and effective notice under the circumstances and should have at least 24 hours reasonable notice to the public.
5. Written minutes of all actions taken by the board will be maintain and filed in

accordance with District instructions.

# Article VIII: Duties of Officers

1. The SAC shall have at least three officers: the Chair, the Vice-Chair, and the Secretary. These officers shall have served at least one school year as a SAC member. The election will be held at a spring meeting by a simple majority vote of the SAC. Terms of office are one year and will begin in June.
2. If a vacancy occurs in the office of Vice-Chair or Secretary, the SAC shall fill the vacancy by simple majority vote at its next regular meeting, providing at least two

(2) Weeks notification of the vacancies is given to all members of the Council.

1. An officer may be removed from office by a 2/3-majority vote of the full SAC.
2. The duties of the Chair shall include:
   * Preside at meetings
   * Member, ex-officio, of all subcommittees
   * Develop last-minute or emergency agenda items with the principal
   * Appoint subcommittee chairs
   * Appoint all committees whose composition, or method of selection, is not provided for elsewhere in State Statute or these by-laws
   * Notify all members of upcoming meeting dates
   * Inform SAC of relevant training
   * Assist principal with presentation of school improvement plan to the community
   * All other duties ordinarily pertaining to the office
3. The duties of the Vice-Chair shall include:
   * Assume the duties of the Chair if the Chair is absent or vacates the position
   * All other duties ordinarily pertaining to the office

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1. The duties of the Secretary shall include:
   * Record minutes
   * Keep annual attendance records
   * Track expenditures from school improvement funds and maintain SAC financial records
   * SAC correspondence
   * Provide legal notice of all SAC meetings

# Article IX: Amendments

1. The bylaws shall be reviewed at the April and September meetings.
2. Amendment recommendations shall be advertised for 30 calendar days.
3. Approval of bylaw amendments shall require a 2/3 vote of members in attendance.