

# SCHOOL ADVISORY COUNCIL (SAC)

The School District of Palm Beach County

MORE OF  
EVERYTHING YOU  
WANT FOR  
YOUR CHILD



PALM BEACH COUNTY SCHOOLS  
*Your BEST Choice!*

# SCHOOL ADVISORY COUNCIL

## Bylaws

The School District of Palm Beach County

MORE OF  
EVERYTHING YOU  
WANT FOR  
YOUR CHILD



PALM BEACH COUNTY SCHOOLS  
*Your BEST Choice!*

**MORE OF  
EVERYTHING YOU  
WANT FOR  
YOUR CHILD**



**PALM BEACH COUNTY SCHOOLS  
Your BEST Choice!**

# **GROUND RULES**

**Bylaws are the ground rules which SAC members agree to follow.**

**They give structure to the meeting process, which is focused on the school improvement plan and student achievement**



# ARTICLES IN YOUR BYLAWS

## Topics to Include In SAC Bylaws

<p>Procedures for Requiring a Quorum <i>FS. 1001.452</i></p>	<p>Membership Selection and Election procedures <i>FS. 1001.452</i> <i>FS. 286.011</i></p>	<p>Duties of Members <i>FS. 1001.452</i> <i>FS. 1001.452</i> <i>SB Policy 2.09</i></p>
<p>Purpose and Function of the SAC</p>	<p>Vacancies and Tenure of Membership and Officers <i>FS. 1001.452</i> <i>FS. 286.011</i></p>	<p>Voting Body/Composition <i>FS. 1001.452</i> <i>SB Policy 2.09</i></p>
<p>Rules of Order, Consensus and Deadlock</p>	<p>How to Fill Membership and Officer Vacancies <i>FS. 1001.452</i></p>	<p>Duties of Officers <i>FS. 1001.452</i> <i>FS. 286.011</i></p>
<p>Scheduling Meetings <i>FS. 1001.452</i></p>	<p>Representation and Membership <i>FS. 1001.452</i></p>	<p>Recording Meetings, Maintaining Minutes, and Public Inspection of Minutes <i>FS. 286.011</i></p>

# ESTABLISHING PROCEDURES FOR

1. **Selection procedures for membership** (aligned to Florida State Statutes)
2. **Management of meeting operations**
3. **Requiring a quorum** to be present before a vote may be taken by the school advisory council. A majority of membership of the council constitutes a quorum (50% plus 1 of the voting members)
4. Requiring at least 3 days' **advance notice in writing** to all members of the school advisory council of any matter that is scheduled to come before the council for a vote. (*Sunshine Law and the School District legal department recommend seven (7) days notification*)
5. **Scheduling meetings** when parents, students, teachers, business persons, and members of the community can attend
6. **Replacing any member** who has two unexcused consecutive absences from a school advisory council meeting that is noticed according to the procedures in the bylaws
7. **Recording minutes** of meetings
8. Determining **processes to develop and approve requests** for school recognition funds and school improvement funds

# VIDEOCONFERENCING AND BYLAWS

*“Voting members need to be physically present at SAC meetings, unless there is an extraordinary circumstance that disables them from attending, such as hospitalization.”*

*“The attorney general issued an Advisory Legal Opinion (AGO 2003-41) that states: where a rule or statute contemplates that a meeting will be held in a public place with the members physically present, the participation of an absent member in the meeting by telephone conference should be permitted only in extraordinary circumstances and when a quorum of the board members is **already physically present at the meeting.**”*

Key Points from Attorney General's Opinion:

- Ensure a quorum is present for remaining members
- Established procedures for video conferencing in bylaws
- Defined *extra ordinary circumstances* in bylaws

# ANNUAL REVIEW

- The schools are required to annually review, approve, and maintain copies of all SAC bylaws. You **do not change the date** of your bylaws if there is not a revision.
- Your revised SAC bylaws with the new date are posted to the District's School Improvement website for public access.
- Approval of the updated bylaws must be documented in your SAC minutes.

*As per Open Government or Sunshine Law, SAC minutes of meetings are permanently kept on file.*

*School Board Policy 2.09*

# Sample SAC Bylaws

---

## Bylaws of School Advisory Council

[Name of School]

Prepared by: Principal and School Advisory Council (or subcommittee thereof) – [Date]

### Article I

#### Name of Organization

The name of this organization shall be *The School Advisory Council of* [Name of School].<sup>111</sup>

### Article II

#### Purpose and Function

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

**Section 2:** The primary function of the SAC is to provide all opportunity to be active participants in the assessment of

Located on the District's School Advisory Council Website



MORE OF  
EVERYTHING YOU  
WANT FOR  
YOUR CHILD

 PALM BEACH COUNTY SCHOOLS  
Your *BEST* Choice!

# PEOPLE TO ASSIST YOU:

Call:

The School District of Palm Beach County

3300 Forest Hill Blvd., West Palm Beach, FL 33406

561- 434-8000

Ask for:

Office of School Improvement