

## BY-LAWS

### **LAKE BRANTLEY HIGH SCHOOL SCHOOL ADVISORY COUNCIL**

#### ARTICLE I: *NAME*

The name of this organization shall be the Lake Brantley High School ("School"), School Advisory Council, hereinafter referred to as "SAC" or "Council . "

#### ARTICLE II: *POLICY*

The School Board mandates the establishment of a school advisory council in each district school to serve in an advisory capacity to the principal and to assist in the development of the educational program and in the preparation and evaluation of the school improvement plan required pursuant to Section 230.23(18), Florida Statutes, subject to provisions of the Florida Sunshine Law. This advisory council shall not assume any of the powers or duties now reserved by Florida Statutes for the School Board or its professional staff.

#### ARTICLE III: *PURPOSE*

The purpose of this Council shall be to promote communications and involvement between the School and the local community which it serves. Such involvement shall be in accordance with Section 29.58, Florida Statutes, and shall include the following responsibilities:

- (1) To serve as a resource for the principal who remains responsible for decisions affecting the school. The principal shall make the final decision on recommendations of the SAC.
- (2) To advise the principal in matters pertaining to the school program. "Advise" in this context means to inquire, inform, suggest, or recommend.
- (3) To inquire about school matters, identify problems, propose solutions to problems, suggest changes and inform the community. Formal recommendations of the SAC shall be made to the principal.
- (4) To assist in the preparation and evaluation of the school improvement plan as defined in Section 230.23 (18), F.S.
- (5) To address any other educational area which would be improved through the encouragement of closer working relationships among the school principal, the teachers, educational support personnel, the parents, the students and other members of the community.

- (6) To provide input on the school's annual budget when requested by the principal.
- (7) The SAC shall approve all allocations and disbursement of funds as allocated by state legislature for SAC use.

*ARTICLE IV: COMPOSITION OF COUNCIL*

The SAC shall be composed of administrators, instructional personnel, non-instructional personnel, students, parents, and other citizens who are representative of the ethnic, racial, and economic community served by the school. The SAC will be minimally composed of the following:

Administrator	1
Instructional personnel	3
Non-instructional personnel	1
Parent/Community	6
Student	1

The school may increase the council representatives above these minimums as long as the balance between the school personnel representatives and the parent/community representatives is maintained. This balance does not include the student and shall always be one (1) more than 50% of the Parent/Community category.

*ARTICLE V: MEMBERSHIP AND ELECTION*

*SECTION 1: REPRESENTATIVES*

- (1) Administrator. The principal of the school.
- (2) Instructional personnel. Faculty representatives of the school selected by the faculty in whatever manner the faculty may deem appropriate.
- (3) Non-instructional personnel. An employee at the school (excluding administrative and faculty members) selected in whatever manner the staff may deem appropriate.
- (4) Parent/Community. All parents and citizens residing in the school attendance area are eligible for membership. Parents/guardians of students who legally attend the school, are eligible for membership.
- (5) Student. The student council president of the school shall represent the students.

## SECTION 2. *SELECTION OF COUNCIL*

- (1) SAC representatives shall be elected for a three (3) year term during the **September** meeting and take office the following meeting. Every effort will be made to ensure representation from the ethnic, racial, and economic community served by the school.
  - (a) During **August**, a Notice, of not less than twenty (20) days, summarizing the function of SAC and requesting candidates for open representative positions beginning the next school year, as defined by the School Board Calendar, will be published in the school newsletter. Parent/Community candidates shall submit written requests for a representative position on SAC in accordance with instructions identified in the aforementioned notice.
  - (b) During the **September** meeting of SAC, Parent/Community candidates will have an opportunity to address the SAC with regard to their desire to be elected as a voting representative of SAC. A formal balloted vote to elect representatives to the open positions will be taken during the **September** meeting. Each person as defined in Article V, Section 1, (4) above is entitled to one (1) vote in this election, if present at the time of the election.
  - (c) A count of the ballots will be performed by at least two SAC representatives (other than from the parent/community) present at the **September** meeting. The written election results shall be announced and presented to the SAC Secretary to be made a part of the permanent record.
- (2) SAC Officers shall be elected, at the September meeting, by those representatives that will comprise the SAC for the school year. Nominations will be taken from the floor and a recorded vote will be taken, in order, for the following positions: Chairperson, Vice-Chairperson and Secretary.
- (3) The principal of the school shall communicate the elected council representatives and officers names to the superintendent to be submitted to the School Board during the first meeting in **October**. The School Board shall review all elected representatives and officers for the SAC and make the final appointment to the SAC.

## SECTION 3. *TERM OF REPRESENTATION*

- (1) SAC representatives, with the exception of the administrator at the school, shall serve no more than three (3) consecutive years on the SAC.
- (2) SAC officers are elected for a term of one year.
- (3) A vacancy shall be declared when a representative:

- (a) Ceases to reside (Parent/Community or Student) or work (all others) in the school area, terminates his/her relationship with the group or organization for which he/she was selected to represent, tenders his/her written resignation to the Chairperson of SAC, or
  - (b) is absent from three (3) consecutive council meetings or five (5) total meetings within one school year.
- (4) During the school year, vacancies declared or any representatives who resign will be replaced by alternates determined by rank order of the number of votes received during the previous election, as recorded. Should there be no alternate candidates, new elections will be held in accordance with Article V, Section 2, (1) guidelines with the successful candidate assuming the remainder of the term.

#### SECTION 4. *VOTING RIGHTS*

Only School Board approved representatives shall have voting power on SAC motions, issues or elections other than as defined in Article V, Section 2 (1)(b), with each SAC representative entitled to one (1) vote.

#### SECTION 5. *PROXIES*

No Proxies are permitted at any election or on any motion.

#### SECTION 6. *COUNCIL REPRESENTATION*

No council representative, including officers, may speak, or represent SAC authority in writing or by signature, on behalf of SAC without authorizing action by SAC.

##### Job Descriptions

**Chairperson:** Chairs meetings of the Council and works with administration to prepare agendas for the meetings. Represents SAC in the school/county and represents the school, in the community. Works closely with administration to guide SAC to achieve the goals set forth in the SIP.

**Vice Chairperson:** Will lead meetings in the absence of the Chair. Will assist the Chair in working to achieve the goals set for by the Council.

**Secretary:** Maintains records of the Council meetings and distributes the minutes to members. Assists the Chair and Vice Chair in achieving the goals of the Council and will assume a leadership role in the absence of both.

#### ARTICLE VI: *COMMITTEES*

SAC may create ad hoc committees as deemed necessary by SAC to promote its objectives and accomplish its goals. Such committees may be staffed by non-SAC members, and shall present a plan of work to the SAC for approval.

#### ARTICLE VII: *MEETINGS*

SAC shall hold a minimum of eight (8) regular meetings per year which shall be held in a public facility within the school attendance area and are open to the public. The SAC shall determine the date, time, and place of the meetings. Notice of said meetings shall be posted at a prominent place in the school and published in the school calendar. Special SAC meetings, other than committee meetings, may be called by the Chairperson, a majority of the council, or the principal. Notification of all special meetings shall be properly made to each representative, not less than five (5) days prior to the meeting. All records of the SAC will be maintained at the school and shall be open to the general public for inspection during normal school hours.

#### ARTICLE VIII: *NOTICES*

Notices, other than as specified herein, shall be deemed to be delivered when deposited in the United States mail, addressed to the representative at his/her address as it appears in the SAC records, with postage thereon prepaid, or when sent through electronic mail (email.)

#### ARTICLE IX: *QUORUM*

A quorum shall be a majority of the SAC representatives as stated in these By-Laws, ARTICLE IV and ARTICLE V. A majority of that quorum shall be required for determining a vote on any issue or motion.

#### ARTICLE X: *PARLIAMENTARY AUTHORITY*

Robert's Rules of Order Newly Revised shall govern the SAC in all cases where they are not in conflict with these By-Laws. Said rules may be suspended at the discretion of the Chairperson, which discretion may be overruled by a majority vote of those SAC representatives present and voting.

#### ARTICLE XI: *ADOPTION AND AMENDMENT*

These By-Laws shall take effect upon adoption by SAC. These By-Laws may be amended at any regular meeting of SAC, during which a quorum is present, by a majority vote of those SAC representatives present and voting, provided that each representative is noticed, in writing, of the proposed change(s) at least fourteen (14) days prior to the meeting at which the change will be determined by a recorded vote. These By-Laws may be reviewed and changed, as needed.