

Davidson Middle School **SAC Bylaws 2023-2024**

INTRODUCTION

1. Council members shall assist in the preparation and evaluation of the School Performance Plan and review the results of any needs assessments conducted by the school administration.
2. Council members will provide such assistance as the principal may request in preparing the school's annual budget and plan.
3. The School Advisory Council (SAC) will operate in accordance with the District Schools Procedure Manual for School Performance Process and Guidelines.

COMPOSITION

1. Membership will include at least 11 members consisting of school employees, parents and/or business community members (not employed by the school district), the majority of which shall be non-school district employees.
2. All terms of membership will be for three (3) years of service, at which time members may be re-elected.
3. Should a member of the Council miss two (2) consecutive unexcused meetings; their membership will be considered void.
4. Nominations will be solicited through the following: social media, school website, marquee display, weekly parent email, open house, and parent meetings from May to September of the next school year.
5. Election of SAC members will be completed by the end of the first nine-week grading period of school. During the school year if vacancies occur, new members may be nominated and an election held at the next scheduled meeting.
6. An attempt will be made to replace any SAC member who has two (2) unexcused consecutive absences from a School Advisory Council Meeting that is noticed according to the procedures in the bylaws.
7. The officers of SAC will be a Chair, and Secretary, elected by the council at the last meeting of the school year and/or first meeting of the new school year.
8. The Chair and Secretary may be re-elected for additional terms of service.

MEETINGS

1. All SAC meetings must be conducted face-to-face, and a quorum must be present physically present.
2. The School Advisory Council (SAC) will meet at least four times during the school year.
3. Meetings times should be recommended to one (1) hour.
4. Each School Advisory Council meeting shall be documented by, but not limited to, the following: (1) notice of meetings; (2) agenda; (3) sign-in sheet; (4) minutes of meetings, and (5) attendance.
 - a. Attendance must be recorded for all participants in the meeting.
5. Bylaws should be reviewed, revised if necessary, and approved annually.
6. A master calendar of council meetings shall be posted in the school's front office or school website where it is viewable by the public or available upon request, and in addition, shall also be housed with the district School Advisory Council Contact.

7. All stakeholders of the school may submit items for the agenda. These requests are submitted to the agenda committee who will screen requests and determine placement on the agenda. Items eligible for the agenda must pertain to the overall purpose of the School Advisory Council.
8. The Principal, SAC Chair and Secretary will serve as the Agenda Committee and will accept items for the agenda up to seven (7) days prior to the scheduled meeting.
9. Agenda items will be discussed at SAC meetings.
10. A majority of the membership shall consist of a quorum for the transaction of business.
11. A quorum (over 50%) must be present before a vote may be taken by the SAC.
12. A three-day advance notice in writing is required to all members of the SAC of any matter that is scheduled to come before the council for a vote.
 - a. Votes must be conducted orally or by a show of hands, and must be recorded in the minutes. Membership voting only can be conducted through official ballot.
 - b. Secret ballots are not permitted.
 - c. Members who are present may abstain from voting only if there is a conflict of interest.
13. Meetings are scheduled when parents, teachers, business partners, and members of the community can attend.
14. The minutes of each meeting will be recorded. Approved minutes of each meeting must be posted in the school's front office or school website where it is viewable by the public or available upon request.
15. Each Council shall set operational rules for meetings in accordance with the Sunshine Laws, F.S. 286.011, and Robert's Rules of Order.

ANNUAL REVIEW OF BYLAWS

These bylaws will be reviewed annually, and amended if needed, by the SAC to ensure that the bylaws reflect the needs of the council and follow all relevant rules and procedures.

SAC Chair

Date

Principal

Date