

**Lakewood Ranch High School  
School Advisory Council  
BY-LAWS**

Article I  
Name of Organization

The name of the organization shall be ***Lakewood Ranch High School*** Advisory Council.

Article II  
Purpose and Functions

Section 1:     PURPOSE

The primary goal of the *Lakewood Ranch High School Advisory Council (SAC)* is to improve education. The Council will foster a school-community partnership and assist the school principal in the evaluation and development of policy, budgets, and annual school reports to create a formal line of communication between the school, home and community.

Section 2:     FUNCTION

The School Advisory Council shall perform the following functions:

1. Assist in the review of the Florida School Report.
2. Assist in the development of the School Improvement Plan.
3. Facilitate communication between school, home and community.
4. Consider any other matters which may be brought to it by the principal.

Article III  
Membership

Section 1:     REPRESENTATION

Members of the School Advisory Council shall be determined as follows:

1. The number of SAC members shall not be fewer than 9 or more than 25.
2. The majority of the members of the SAC shall be non-school district employees.
3. There shall be at least three (3) parents.
4. There shall be at least two (2) teachers on the Council who have been elected by their peers.
5. There shall be at least one (1) education support person on the Council who has been elected by their peers.
6. One (1) member of the Council shall be the President of the Student Government Association.
7. One (1) member of the Council shall be a student representative from the Student Government Association.
8. One (1) member of the Council shall represent the business community.

9. Members shall represent the ethnic, racial, or economic community served by the School. There shall be diverse representation of the community served by the school.
10. The principal shall be a member by Florida statute.

## Section 2: SELECTION PROCEDURE

The School Advisory Council shall be selected each school year by the principal and parents of the school based on Manatee County School Board Policies and Procedures. SAC members representing the school shall be appointed by the principal. SAC members representing parents, business, and the community shall be elected by parents.

When vacancies arise, the principal or SAC shall endeavor to select a replacement within thirty (30) days after said vacancy has been recognized by the Council. The School Advisory Council (SAC) may assist in the selection process by submitting a list of potential SAC members for consideration.

If these procedures are ineffective in attaining an appropriately balanced SAC, the principal may appoint replacement members as necessary.

## Section 3: TERM

One half of the Council members shall be appointed or elected each year to serve a two (2) year term. Student members of the Council shall serve a one-year term. Any vacancy which occurs shall be filled for that unexpired term.

The chairperson-elect shall serve a two-year term, and will assume the office of chair person for the second year.

No parent SAC member may serve more than two (2) consecutive terms. Members wishing to serve more than two (2) consecutive terms may appeal in writing to the SAC Executive Board.

A school year shall be defined as beginning on July 1 and ending June 30.

## Section 4: ADDITIONAL MEMBERSHIP

The total membership of the SAC may be increased up to maximum of 25 active members for the current school year.

At the beginning of each school year, the SAC may approve additional membership positions by a simple majority vote.

Additional membership positions may NOT be added after the second regularly scheduled SAC meeting of the current school year. It is not the intent of these by-laws to create a rolling SAC membership.

Members must maintain a good standing in accordance with these by-laws.

Vacancies in the membership will be filled in accordance with these by-laws.

## Article IV Meetings

The first meeting of each school year shall be held prior to October 31. Regular meetings shall be scheduled as needed by the SAC. No less than Four (4) meetings shall be held during each school year. Meetings should be scheduled when all stakeholders can attend.

Special or emergency meetings may be called by the principal or the chairperson upon reasonable notice to all members. Pursuit to the Florida Sunshine Law the SAC shall provide reasonable public notice to all meetings. Where not covered by these By-Laws, Roberts Rules of Order shall provide guidance for conduct of these meetings.

## Article V Voting Procedures

A quorum for the transaction of business at any meeting shall be a majority of all School Advisory Council members.

A majority for purposes of voting at any meeting shall be a simple majority of SAC members present at the meeting. Members with excused absences of any meetings may submit votes in absentia through the principal or chairperson.

At least a three-day written, advance notice must be given to all council members when a matter is coming before the council that requires a vote.

## Article VI Officers

### Section 1: NUMBER

1. The officers of the School Advisory Council shall consist of a chairperson, chairperson-elect, recording secretary, and corresponding secretary.
2. Committee chairpersons may be appointed as necessary at any meeting.
3. The officers of the School Advisory Council shall be elected by the SAC at the first regular meeting of the school year. Vacancies of officers may be filled at any meeting.

### Section 2: DUTIES OF OFFICERS

1. The chairperson shall preside at all meetings of the School Advisory Council and shall have other such duties as may be prescribed by the SAC. The chairperson may serve as ex officio member of all committees.
2. In the absence of the chairperson, the chairperson-elect shall perform the duties of the chairperson.

3. The recording secretary shall be the SGA student representative. The recording secretary shall be responsible for maintaining a record of all meetings and sending a record of minutes of Council meetings to the appropriate school administrative office following each Council meeting. The record of minutes will be sent within five working days.
4. The school newsletter representative and/or corresponding secretary shall be responsible for preparing and submitting articles to the school newsletter describing the activities of the SAC.

## Article VII Committees

The chairperson may appoint the members and designate the chairperson of standing and other committees.

## Article VIII Miscellaneous

### Section 1: AMENDMENTS

These By-Laws may be amended only by the affirmative vote of the simple majority of all School Advisory Council Members. No action may be taken to amend any By-Law unless written notice of the proposed amendment (s) shall have been given to all SAC members at least five (5) days prior to any meeting at which such amendment (s) are to be voted upon.

### Section 2: ATTENDANCE

If any School Advisory Council member fails to attend two consecutive meetings or any three (3) meetings during a school year, unless excused by the principal or chairperson, the SAC shall declare the membership vacant and such vacancy shall be filled pursuant to Article III, section 2.

### Section 3: REPORT OF SCHOOL ADVISORY COUNCIL

The School Advisory Council shall evaluate itself annually in a written report as prescribed in Manatee County School Board Policies and Procedures.

***Adopted- 12/15/98***

***Revised- 11/1999, 09/2002, 5/2003, 5/2007, 4/2010, 10/21/2010***