

# **Anna Maria Elementary School Advisory Council Bylaws 2021-2022 School Year**

## **Article I – Anna Maria Elementary School Advisory Council**

The name of the organization shall be the Anna Maria Elementary School Advisory Council (SAC).

## **Article II – Purpose**

The School Advisory Council is organized as required by Florida Statute 1991.42 AND 1008.345 for the purpose of fostering relationships between the school, parents, and teachers. The purpose of SAC is to:

- Determine School Improvement Priorities
- Publicize the School Improvement Plan
- Support School Improvement Plan implementation
- Evaluate the School Improvement Plan
- Assist in decision making process and approval of expenditures of District Lottery Funds and School Recognition Funds, as well as review School Budget
- Be a liaison between the school, school organizations, and the neighborhood community
- To act as an advisory body to the principal

## **Article III – Members**

Membership should represent teachers, education support staff, students, parents, business and community members. The principal is required to serve as a member. 51% or more of the SAC are family and community members, not employees of the school district. The racial, ethnic, and economic diversity of the SAC must reflect the diversity of the school community.

Their respective group must elect specific SAC members.

- Teachers elect teachers
- Education support staff must elect education support employees
- Parents elect parents
- Parents are elected at any school function by parents provided notice has been given that the election will take place
- Elections shall take place annually at the first SAC meeting of the school year

No election is required for community members. The school principal with SAC input appoints community members.

Elections shall be held at the beginning of each school year (after the first day of school) such that the membership list is ready to submit to the office of School Improvement by the end of September of each school year.

The principal will inform the school and community that nominations to the School Advisory Council for the upcoming school year are now being accepted. The invitation for nominations must clearly indicate a deadline for nominations, membership categories, and the time, date, event by which the voting will be taken.

Written ballots will be provided for each peer group. The principal will organize and hold formal voting for each membership category, collect ballots, and report results to the school and community.

Term of office for newly elected members shall be for a period of 1 year.

Membership in the SAC shall be limited to 15-18 voting members.

Each year the School Board reviews and approves the membership rosters of all School Advisory Councils.

#### **Article IV – Officers**

1. The officers shall include, at a minimum, a SAC chairperson, vice chairperson, and secretary. The SAC chair and Principal are responsible for scheduling the SAC meetings, working with the principal to set the agenda, sending out timely meeting notices prior to the meetings, and facilitating the meeting. The vice chair will support the chairperson with their duties. The secretary is responsible for maintaining a record of all decisions, activities, and meetings, including attendance and voting records of the members. All officers must be members of the SAC.
2. Elections of officers will be held at the first meeting of the school year. Nominations will be taken from the floor. Voting shall be by voice vote or secret ballot. If more than one person is nominated for an office, a ballot vote shall be taken.
3. Officers are elected at the beginning of each year and should serve for one year. Each person can hold only one office at a time.
4. If there is a vacancy during the year, it must be made public. The principal will inform the district contact of any changes made to the membership or members holding office.
5. Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting, assuming a quorum.

#### **Article V – Meetings**

1. SAC meetings must be noticed. SAC members are required to have at least 3 day's written notice of any matter to be voted on.
2. The regular meeting of SAC shall be held four times a year at Anna Maria Elementary School. A meeting schedule is posted on the school's website and is open to all. All meetings are noticed and meet the requirements of Sunshine. A majority of the members, a quorum, must be present at all meetings and are required before the SAC can take a vote.
3. SAC members may not have more than two (2) unexcused absences from two (2) consecutive meeting that have properly noticed. An unexcused absence occurs when a member fails to notify the school or the SAC Chair that they must be absent or no reasonable explanation is offered upon return.

#### **Article VI – Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members by the secretary. Amendments will be approved by a two-thirds vote of those present, assuming a quorum is present.