

R.H. PRINE ELEMENTARY SCHOOL ADVISORY COUNCIL 2020-2021 BYLAWS

PURPOSE

The objective and basic policy of the council shall be to work cooperatively and collegueally with the administration, staff, and faculty of the school for the “improvement of student performance.”

DUTIES

The role and duties of the council shall be to advise in the preparation and evaluation of the School Improvement Plan and to perform such functions and duties described in the district procedures manual.

MEMBERSHIP

The membership of the council shall consist of a minimum of 10 voting members with any and all parents/community members welcomed.

The membership shall be representative of the ethnic, racial, and economic ratios found in the school student population, and will be approved by the School Board.

ELECTION AND REPLACEMENT OF MEMBERS

Election of council members shall be made by peer groups: (parents by parents, teachers by teachers, and educational support employees by educational support employees). The principal will recommend additional members if needed in order to preserve the ethnic, racial, economic, or group representation of the council.

Elections of officers will occur every two years or if an officer resigns. A year of service shall be from October 1, through September 30. A list of names, addresses, telephone numbers, shall be submitted by the Principal to the district each year.

Resignation by a member shall be made in writing to the Principal. An alternate(s) may be chosen to replace the vacant membership slot, and will serve until the original

member's term ends. The alternate will be the next runner up from the previous ballot.

ORGANIZATION

The council will be co-chaired by a faculty chairman selected by faculty and staff School Advisory Council Members and a parent selected by parent and community School Advisory Council members. The Principal is a member of the council, but shall not serve as chairman.

In addition to the co-chairs, there will be a recording secretary to keep the minutes of each meeting. This position will be filled by appointment by the co-chairs. One of the co-chairs will act as parliamentarian to guide the voting process and give assistance as needed.

MEETINGS

Meetings will be held according to the Florida Sunshine Law. Current School Board directives stipulate that the School Advisory Council shall meet a minimum of four(4) times per year. The scheduled dates and times for these meetings will be established by the membership at the first meeting of the SAC each school year. Consideration will be made at this time to schedule meetings when parents, students, teachers, business persons, and members of the community can attend. These meetings will be advertised as required by the statute and School Board directive: at least a three day written notice must be given to all council members when a matter is coming before the council that requires a vote. A quorum must be present before a vote may be taken by the school advisory council. A majority of membership of the council constitutes a quorum. In addition, an attempt will be made to personally notify each council member of the meeting. Additional meetings may be scheduled as needed.

Minutes of all meetings will be sent to the appropriate district office, posted in the school office, and made readily available to council members and all interested parents, teachers, and community members.

AGENDA PROCEDURE

In order to effectively address agenda items related "to the improvement of student performance" an agenda process is hereby established. To bring an agenda item before the School Advisory Council for discussion, the following process must be followed:

1. An agenda request must be submitted in writing to the school office ten (10) days before the meeting. “Appropriate items for school advisory councils should relate to the improvement of student performance”.
2. An agenda committee (consisting of the Principal, the faculty chairman of the council, and the parent chairman of the council) will review the request to determine if the issue is appropriate for presentation and review by the council.
3. If the issue is deemed to be not appropriate for presentation to the council, a reason/disposition should be attached to the form and returned to the sender.
4. If the issue is approved, it will be placed on the agenda which will be posted in the school office seven (7) days before the council meeting.
5. The first step the council will ordinarily take on a new agenda issue is the appointment of a sub-committee to gather information and develop a proposal. This proposal should be distributed to council members before the next meeting.
6. At the next meeting the proposal will be discussed and a consensus will be attempted. Further study may be required of the subcommittee on some issues. Modification and discussion should continue until the decision process is exhausted.

PARLIAMENTARY AUTHORITY- Robert’s Rules of Order shall govern the decision process.

BYLAWS AMENDMENTS

A policy and procedures review committee shall be formed annually to review the council bylaws, general policies, and operating procedures. The committee shall be elected from the council membership. Any changes to policy, procedure, or bylaws will be presented to the council for approval. These bylaws may be amended by a two thirds vote at any regular meeting provided the amendment(s) is posted through usual channels a minimum of seven (7) days prior to the meeting. Usual channels are defined as front office, e-mail, and/or school web page.

Dr. Lynne Menard, Principal