

Revised: March 2022
Approved and Voted: April 2022

**Discovery Middle School
School Advisory Council
Bylaws**

Article I: Name of Organization

The name of the organization shall be the Discovery Middle School Advisory Council, hereinafter referred to as the "SAC".

Article II: Purpose

The purpose of the SAC is to assist in the preparation, implementation, and evaluation of the school improvement plan required pursuant to Florida Law. It shall perform such functions as are prescribed by Florida Law and by regulations of the school board; however, it shall not have any of the powers and duties reserved by law to the school board.

Article III: Duties

According to section 1001.452(2) of the Florida Statutes (2018), Each advisory council shall perform functions prescribed by regulations of the district school board; however, no advisory council shall have any of the powers and duties assist in the preparation and evaluation of the school improvement plan required pursuant to section 1001.42(18) of the Florida Statutes (2018). With technical assistance from the Department of Education, each school advisory council shall assist in the preparation of the school's annual budget and plan as required by section 1008.385(1) of the Florida Statutes (2018). A portion of funds provided in the annual General Appropriations Act for use by school advisory councils must be used for implementing the school improvement plan. Assist the faculty in facilitating the distribution of SRM according to State Statute 1008.36.

Article IV: Representation and Elections

Representation

1. The SAC representation will be composed of the school principal and an appropriately balanced number of teachers, education support employees, parents, PTSA representation, and other business and community members who are representatives of the ethnic, racial, and economic community served by the school.
2. The majority (51%) of SAC members shall be non-OCPS employees. The SAC shall be composed of, but not limited to, the following representation:
 - a. Teachers shall be elected by teachers.
 - b. Education support employees (Classified) shall be elected by education support employees.
 - c. Students shall be elected by students (Career center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students)
 - d. Parents shall be elected by parents.
 - e. Business and community leaders shall be appointed by the principal.

Elections

Elections of members shall take place after the school year begins in August and prior to the September SAC meeting. SAC members representing teachers, education support employees, and parents shall be elected by their respective peer groups. Proper notice of the election of council members shall be given according to section 1001.452(1)(a) of the Florida Statutes (2018).

Election of Members:

1. Information about SAC and identified vacancies are sent to all parents, school-based employees and Partners in Education.
2. Candidates notify the principal or SAC chair of their interest in serving on SAC and complete a brief information statement.
3. Statements are compiled and sent to respective groups with ballots. One vote per family.
4. Online voting may be conducted using software designed for easy and accurate online voting. Voting links shall be distributed through all normal channels used to communicate with that representative group throughout the year. (ie: email, Facebook, newsletters, website, etc.).
5. Ballots are returned to the school office (unless an online vote is conducted).

The SAC chair, other SAC members, and Principal shall open and count ballots (or review online voting results) at an advertised place and time.

Article V: Voting Procedures

1. A quorum shall be 51% of the total SAC membership. Votes may only be taken if a quorum is present.
2. A 3-day notice will be given in writing on any matter that is scheduled to come before the SAC for a vote.
3. Decisions shall be made by consensus whenever possible. In the event a vote is taken, passage will require a simple majority (51%) quorum.
4. In accordance with Florida Law, there shall be no voting by proxy or by E-mail. 5. In accordance with Florida Law, there shall be no secret ballots.
5. All voting shall take place at an open meeting (not by phone, email, or any other non-public way) in compliance with the section 286.011 of the Florida Statutes (2016).
6. If an emergency vote and meeting is required it should be afforded the most appropriate and effective notice under the circumstances and should have at least 24 hours reasonable notice to the public.

Article VI: Tenure

1. Elected SAC members shall serve for a period of one year, unless elected as an officer in May for the following school year.
2. Appointed SAC members shall serve for a period of one year or until the next election, whichever comes first.
3. There shall be no limit on the number of terms a member may serve.
4. SAC membership is limited to one member per family.
5. Members who have two consecutive unexcused absences, or any three unexcused absences from regularly scheduled meetings, may be removed from the council with a majority vote from the quorum and replaced according to the election procedures stated in these bylaws. An excused absence is defined as one that is due to accident, illness, or doctor appointment of self or immediate family member or death of immediate family member.
 - a. Said vacancy may be filled at the next scheduled meeting in accordance with the terms and conditions of the bylaws.
 - b. Said member will be moved from voting to non-voting status.
6. Vacancies of elected members shall be filled from those who unsuccessfully ran for office, meet the composition requirements of the vacancy, and had the highest number of votes. If there are no candidates who meet these criteria, the SAC shall fill the vacancy by simple majority vote.
7. Parent members must have a child enrolled at Discovery Middle School. If the child leaves during the parent's term of office, then the parent shall vacate his or her seat and a vacancy shall exist.

Article VII: Meetings

1. Meetings shall be held beginning in August and continuing monthly throughout the school year. Meetings will be scheduled in a manner to provide members convenient opportunities to attend.
2. Emergency meetings shall only be called if jointly agreed upon the SAC Chair and the Principal.
3. Meetings of the SAC or its subcommittees shall be held in accordance with the Florida Government in the sunshine law and Florida Public Schools law.
4. Meetings shall be open to the public, accessible to the disabled, and scheduled so that all members can attend.
 - a. A specific time will be set aside on the agenda for input by non-SAC members.
 - b. Time limits will be set on any presentation to the SAC.
5. Reasonable notice of meetings will be made. Meetings shall be noticed as follows:
 - a. Requiring at least three days' advance notice in writing to all members of the SAC of any matter that is scheduled to come before the council for a vote.
 - b. The notice shall contain the time and place of the meeting, and the agenda shall be sent no less than 3 days prior to the meeting.
 - c. The notice and agenda shall be prominently displayed in the areas set aside for that purpose.
6. Emergency and cancellation of meetings should be afforded the most appropriate and effective notice under the circumstances and should have at least 24 hours reasonable notice to the public.

Article VIII: Duties of Officers

1. The SAC shall have at least three officers: the Chair, the Vice-Chair, and the Secretary. These officers shall have served at least one school year as a SAC member. The election will be held at the May meeting by a simple majority vote of the SAC. Terms of office are one year and will begin in June. The Chair and Vice-Chair may serve no more than 2 consecutive terms. If no new Chair is available, the current Chair (if available and willing) shall be allowed to serve a 3rd consecutive term. The Chair shall be a non-school employee.
2. If a vacancy occurs in the office of Vice-Chair or Secretary, the SAC shall fill the vacancy by simple majority vote at its next regular meeting.
3. An officer may be removed from office by a 2/3-majority vote of the full SAC.
4. The duties of the Chair shall include:
 - a. Preside at meetings
 - b. Develop last-minute or emergency agenda items with the principal
 - c. Appoint subcommittee chairs
 - d. Notify all members of upcoming meeting dates
 - e. Inform SAC of relevant training

- f. Assist principal with presentation of school improvement plan to the community
- 5. The duties of the Vice-Chair shall include:
 - a. Assume the duties of the Chair if the Chair is absent or vacates the position
 - b. Assist Principal with AdvancED annual survey
- 6. The duties of the Secretary shall include:
 - a. Record minutes
 - b. Keep annual attendance records
 - c. Track expenditures from school improvement funds and maintain SAC financial records
 - d. SAC correspondence
 - e. Provide public notice of all SAC meetings
 - f. Meeting minutes and agenda will be published for the entire staff, SAC members and posted for public viewing.

Article IX: Parliamentary Procedures

The SAC Chair will refer to “Robert’s Rules of Order Revised” when conducting the SAC meetings, <http://www.rulesonline.com/>.

Article X: Amendments

- 1. The bylaws shall be reviewed at the October and March meetings and updated every two years.
- 2. Amendment recommendations shall be advertised for 30 calendar days.
- 3. Approval of bylaw amendments shall require a 2/3 vote of quorum.