

Hamlin Middle School

School Advisory Council Bylaws

These bylaws were ratified by the Hamlin Middle School School Advisory Council on
October 25, 2022

Article I: Hamlin Middle School

The name of the organization shall be the Hamlin 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 the 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

Duties of SAC members shall include:

1. Advise in developing the school’s vision
2. Use state and district goals as a guide for assessing the school’s needs
3. Determine and prioritize goals of the school based on appropriate needs assessments and other data
4. Develop measurable objectives and strategies for addressing the goals that have been prioritized
5. Assist with the preparation, implementation, and evaluation of the school improvement plan

6. Identify the appropriate use of school improvement dollars for implementing the approved school improvement plan, if funds are available from the Florida Department of Education
7. Operate in compliance with Florida Law
8. Shall assist principal in preparation of school's annual budget
9. Shall not have any powers and duties reserved by law to the school board

Article IV: Representation and Elections

Representation:

1. The SAC representation will be comprised of the school principal and an appropriately balanced number of staff, education support employees, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school.
2. There shall be members elected to the council from each of the following constituent groups. A majority (51%) of the members of this school advisory council must be persons who are not employees of the school district.
 - a. Teachers elected by the teachers
 - b. Education support employees elected by education support employees
 - c. Parents/guardians elected by the parents/guardians
 - d. Business and community leaders shall be appointed by the principal

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 representative peer groups. Proper notice of the election of council members shall be given according to the Sunshine Law.

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 previous year's SAC chair of their interest in serving on SAC and complete a brief information statement.
3. Statements are compiled and sent to all respective groups with ballots. Ballots for parent members shall be distributed one ballot per family.

4. Ballots are returned to the school office.
5. The SAC chair, principal, and other SAC members shall open and count ballots 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. Decisions shall be made by consensus whenever possible. In the event a vote is taken, passage will require a simple majority (51%) of quorum.
3. There shall be no voting by proxy.
4. There shall be no secret ballots.
5. All voting shall take place at an open meeting (not by phone, email, or any other nonpublic way) in compliance with the Sunshine Law.

Article VI: Tenure

1. Elected SAC members may assume their duties upon election.
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. SAC members may serve until they choose to resign, their children no longer attend Hamlin Middle School, or they are removed due to absences.
4. Absences may be excused by a majority vote of the quorum.
5. Members who have two unexcused consecutive absences, or any three unexcused absences from regularly scheduled meetings, will be removed from the council with a majority vote from the quorum and replaced according to the election procedures stated in these bylaws.
6. Parent members must have a child enrolled at Hamlin Middle School. If the child leaves Hamlin Middle School during the parent's term of office, then the parent shall vacate his or her seat and a vacancy shall exist.
7. Vacancies of 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.

Article VII: Meetings

1. Meetings shall be held beginning in August, 2022. Dates and meeting times shall be determined at the September meeting. All meetings will be scheduled when parents, students, teachers, businesspersons, and members of the community can attend.
2. Emergency meetings shall only be called if jointly agreed upon by the SAC chair and the principal; and shall abide by all the guidelines of a regular meeting.
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 handicapped, 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. SAC meetings cannot be held virtually. According to the Attorney General's Office, the authorization in [s. 120.54\(5\)\(b\)2., F.S.](#), meetings conducted entirely through the use of communications media technology are only permitted for state agencies. A quorum of any other public board must be physically present at a meeting – (e.g., school advisory councils, school boards, etc.). However, if a quorum of a local board is physically present, “the participation of an absent member by telephone conference or other interactive electronic technology is permissible when such absence is due to extraordinary circumstances such as illness... whether the absence of a member due to a scheduling conflict constitutes such a circumstance is a determination that must be made in the good judgment of the board” ([AGO 03-41](#)).
6. 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 an agenda. The agenda will include items scheduled to come before the SAC for a vote. The agenda will be sent no less than three days prior to the scheduled SAC meeting.
 - c. The notice and agenda shall be prominently displayed in the area set aside for that purpose.

d. Emergency and cancellation of meetings shall be afforded the most appropriate and effective notice under the circumstances and shall have at least 24 hours reasonable notice to the public.

Article VIII: Duties of Officers

1. The SAC shall have three officers: the Chair, the Vice-Chair, and the Secretary. They shall be elected at the September meeting by simple majority vote. At least one of the officers shall be a non-school employee.

2. 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

3. The duties of Vice-Chair shall include:

- a. Assumes the duties of the Chair if the Chair is absent or vacates the position
- b. Assist principal with annual survey

4. The duties of Secretary shall include:

- a. Record minutes of meetings
- b. Keep annual attendance records
- c. Track expenditures from school improvement funds and maintain SAC financial records
- d. SAC correspondence
- e. Send minutes to members with the next month's agenda
- f. Provide public notice of all SAC meetings

5. If a vacancy occurs in the office of Vice-Chair or Secretary, the SAC shall fill the vacancy by simple majority vote.

6. An officer may be removed from office by 2/3 majority vote of the full SAC.

Article IX: Florida School Recognition Program

1. Funds must be used for purposes listed below as determined jointly by the school's staff and school advisory council.
2. School recognition awards must be used for the following ([s. 1008.36\(4\), F.S.](#)):
 - a. Non-recurring bonuses to the faculty and staff;
 - b. Non-recurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; or
 - c. Temporary personnel for the school to assist in maintaining and improving student performance.

Article X: Parliamentary Procedures

The SAC Chair will refer to "Robert's Rules of Order Revised" when conducting the SAC meetings.

Article XI: Amendments

1. The bylaws shall be reviewed at the April and September meetings.
2. Amendment recommendations shall be advertised for 30 calendar days.
3. Approval of bylaw amendments shall require a 2/3 vote of quorum.