

## **Orlando Gifted Academy School Advisory Council Bylaws**

These bylaws were ratified by the Orlando Gifted Academy School Advisory Council on December 10, 2019.

### Article I: Name of Organization

The name of the organization shall be the Orlando Gifted Academy 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 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 the 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 in the preparing, monitoring and evaluating of the school improvement plan;
6. Identify the appropriate use of school improvement dollars for implementing the approved school improvement plan;
7. Operate in compliance with Florida law;
8. Assist in developing the school's annual budget.

### Article IV: Representation and Elections

Representation:

1. The SAC representation will be comprised of the school principal and an appropriately balanced number of teachers, 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 elected by the parents.
  - d. 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 representative peer groups.

## 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 and SAC chairperson(s) 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 or other designated location.
5. The SAC chairperson(s), 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.

## Article VI: Tenure

1. Elected SAC members shall assume their duties upon election.
2. SAC members shall serve for a period of one year or until the next election, whichever comes first.
3. There is a consecutive two (2) year term limit for SAC voting members. After a one (1) year hiatus, parents may resubmit their name for consideration for another voting term. The understanding is that if a voting member serves for two (2) years, at the end of the second year the member may not run or hold a voting position the following year. SAC members may serve until they choose to resign (within the two year term), their children no longer attend Orlando Gifted Academy, or they are removed due to absences.
4. SAC membership is limited to one member per family.
5. Absences may be excused by notifying the principal or the SAC chairperson prior to any properly noticed meeting.
6. Members who have two consecutive unexcused 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.
7. Parent members must have a child enrolled at Orlando Gifted Academy. If the child leaves Orlando Gifted Academy during the parent's term of office, then the parent shall vacate his or her seat and a vacancy shall exist.
8. 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.

9. There is a term limit of 2 years for a member to maintain a leadership position (SAC officer positions). The only exception, is in the case of an unopposed officer that is re-elected by the SAC membership.

#### Article VII: Meetings

1. Meetings shall be held beginning in August. Dates and meeting times shall be determined at the August meeting. All meetings will be scheduled when parents, students, teachers, business and community members can attend.
2. Emergency meetings shall only be called if jointly agreed upon by the SAC chairperson 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 section 286.011 of the Florida Statutes.
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-members.
  - b. Time limits will be set on any presentation to the SAC.
5. 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 of the school 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: Election and Duties of SAC Officers; Duties of the Principal

1. The SAC shall have three officers: the Chairperson, the Vice-Chairperson and the Secretary. Voting will commence at the 2<sup>nd</sup> official SAC meeting of the year by simple majority vote. At least one of the officers shall be a non-school employee.
2. The duties of the Chairperson 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-Chairperson shall include:
  - a. Assumes the duties of the Chair if the Chair is absent or vacates the position
  - b. Assist principal with annual surveys
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 a two-thirds majority vote of the full SAC.

#### Article IX: Parliamentary Procedures

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

#### Article X: 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 two-thirds vote of quorum.