

Lake Nona High School School Advisory Council Bylaws

These bylaws were **ratified by the LNHS SAC on September 14, 2022.**

Article I: Name of Organization

The name of the organization shall be the Lake Nona High 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 the 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 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.
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 for 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 teachers, education support employees, parents, students and other

business and community citizens who are representative of 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.
 - a. Teachers elected by teachers.
 - b. Support Staff elected by the staff
 - c. Parents/Guardians elected by the parents/guardians
 - d. Community members nominated by the principal or council member and approved by the council
 - e. Appointments – those nominated by the principal as needed to comply with the State statute
 - f. Students elected by students.

Elections:

Elections of members shall take place after the school year begins in August and prior to 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. The principal has the discretion to appoint someone for the committee.
4. Candidates will be voted on by a show of hands by members at open meetings.

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. 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 non-public way) in compliance with the Sunshine Law.

Article VI: Tenure

1. Elected SAC members and officers may assume their duties upon election.
2. Appointed SAC members and officers 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 LNHS or they are removed due to absences.
4. SAC membership is limited to one member per family.
5. Absences may be excused by a majority vote of the quorum.
6. Members who have 2 unexcused consecutive absences, or any 3 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 Lake Nona High School. If the child leaves Lake Nona during the parent's term in 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. Vacancies of business/community representatives shall be filled by the principal or a member's recommendation and approval by simple majority vote of quorum.

Article VII: Meetings

1. Meetings shall be held in August and continuing monthly throughout the school year. Dates and meeting times shall be determined at the August meeting. However, all meetings will be held at times most convenient to the members.
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 shall be open to the public, accessible to the handicapped, and scheduled so that all members can attend in accordance with the Florida Government in the Sunshine Law and Florida Public Schools law.
4. Meetings shall be noticed as follows:
 - a. 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 vote. The agenda will be sent no less than 3 business days prior to the scheduled SAC meeting. A specific time will be set aside on the agenda for in-put by non-SAC members.
 - b. The notice and agenda shall be prominently displayed in the area set aside for that purpose and time limits will be set on any presentation to the SAC.
 - c. Emergency meetings 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.

5. Meetings shall be noticed as follows:
 - a. Requiring at least 3 business 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 be sent no less than 3 business 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

The SAC shall have 3 officers: the Chair, the Vice-Chair and the Secretary. Election of officers shall take place at the first meeting by simple majority vote. At least one of the officers shall be a non-school employee.

1. 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
2. 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
3. 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. Send minutes to members with the next month's agenda
 - f. Provide public notice of all SAC meetings
4. If a vacancy occurs in the office of Vice-Chair or Secretary, the SAC shall fill the vacancy by simple majority vote
5. An officer may be removed from office by 2/3 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 2/3 vote quorum.