

School Advisory Council By-Laws
Niceville High School

Article I
OPERATION

The Niceville High School Advisory Council (the "Council") shall operate in accordance with Florida Statute §1001.452 and Okaloosa County School Board directives and Okaloosa County Operational Guidelines for School Advisory Councils (the "Guidelines").

Article II
PURPOSE

The purpose of the Council is to provide the opportunity for parents, students, instructional staff, non-instructional staff, and community members to participate in improving Niceville High School. The responsibilities of the Council shall include reviewing the results of any needs assessments conducted by the school administration (hard and soft data), and assist in the preparation of the school's annual budget and School Performance Plan under the leadership of the principal.

Article III
MEMBERS

1. Members of the Council will reflect the ethnic, racial, and economic diversity in the community served by the school.
2. The membership of the Council shall be limited to a maximum of 31 members with a minimum of 23 members.
3. A simple majority of members (51%) will be composed of parents and community representatives. The Council will be made up of the principal, 8 teachers, 5 students [one representative from each grade & the Student Government (SGA) president], 2 non-instructional personnel, parents, and community representatives. The council will try to achieve a balance of parents and community representatives.
4. The names of Council members shall be posted in the main office and on the school web page.
5. Members are responsible for attendance at all general meetings. Members who have two consecutive unexcused absences from regular scheduled meetings will be notified by phone or e-mail of the consequence that a third absence will result in removal from the Council.
6. All members of the Council will receive training on the legislative requirements of the group by reviewing the training DVD provided by county personnel.

Article IV
ELECTION TO MEMBERSHIP

1. Members representing parents, instructional staff and non-instructional staff shall be elected by their peers. The election process shall be preceded by a nomination process by each participating group, which is advertised in advance of the formation of the final ballot.
2. Election/appointment to membership shall be conducted in such a way that respective groups receive proper representation.
3. Election/appointment to membership shall be conducted in the first six (6) weeks of each new school year. The student representative election shall coincide with the class officer elections.
4. Parents requesting membership will be asked to complete an application. The notice of nomination and application shall be posted beginning two (2) weeks prior to the start of the school year on the school website and on the office bulletin board. The period for submission of applications shall continue for at least two (2) weeks following the start of school.
5. Self-nomination is allowed in the election of all respective groups.
6. An alternate will be identified, at the time of the vote, from each represented area for council member replacement should a vacancy occur during the school term.
7. The principal shall prepare a list of all community individuals seeking to be a member and shall present the list of potential community representatives to the Council for affirmation.
8. Parent and Community Members will serve 2-year terms. Teachers and non-instructional personnel will serve 3-year terms. Members may run for re-election, and serve consecutive terms if re-elected. Student members are elected to a 1 year term but may be re-elected to serve a maximum of 4 years on the Council.
9. If the membership is not representative of the ethnic, racial, and economic population of the school, the principal will appoint membership to achieve that representation. Appointments shall be from the community and parent member candidates.
10. If a parent/community vacancy occurs during the term, the principal will appoint an alternate member from the alternates identified during the membership vote to serve out the term.
11. If an instructional/non-instructional vacancy occurs during the 3-year term, the principal will appoint the elected alternate to serve out the term.
12. If a student vacancy occurs during the school-year term, the principal will appoint a student leader from identified alternates to serve out the term.

Article V
OFFICERS

1. Officers. The officers shall be the Chairperson, Vice-Chairperson, Recording Secretary and Treasurer. The Chairperson and Vice-Chairperson should be elected annually at the final meeting of the school year but no later than the first meeting of the next school year. The Recording Secretary and Treasurer will be appointed by the School Principal.

2 Eligibility. The Chairperson and the Vice-chairperson shall be a parent or custodial guardian of a student who will be enrolled and attending the school during their term of service and shall not be employed by the School Board of Okaloosa County at the school where they will serve.

3. Term of Office. Elected Officers shall serve a period of one year or until their successors have been elected. They may be re-elected to that office for a maximum of four (4) consecutive years.

4. Chairperson Duties. The Chairperson shall have the following duties and others as needed:

- a. Preside at all Council general meetings;
- b. Sign all correspondence as well as distribute all correspondence to the elected officers of the Council;
- c. Attend all Area Parent Leadership Council Meetings or appoint a designee;
- d. Attend the School Advisory Council meetings as a voting member or appoint a permanent designee to attend the meetings;
- e. Act in a professional, prompt and organized manner at all times and,
- f. Represent the majority opinion of the Council.

5. Vice-Chairperson Duties. The Vice-Chairperson shall have the following duties and others as needed:

- a. Assume all the duties of the Chairperson in the event that s/he becomes incapacitated, unavailable, or must step down;
- b. Assist the Chairperson in performing his/her duties; and
- c. Act in a professional, prompt and organized manner at all times.

6. Recording Secretary Duties. The Recording Secretary shall have the following duties and others as needed:

- a. Ensure the recording of minutes at each Council meeting;
- b. Present the minutes at the next Council meeting for review;
- c. Retain copies of all minutes of any Council meeting; and
- d. Transmit the approved Council minutes to the Principal, county personnel and to such other persons as the Council may direct. Retain copies of all Council correspondence, Chairperson's reports, and Committee reports.

7. Treasurer Duties. The Treasurer shall have the following duties:

- a. Maintain financial reports for all School Improvement funds as allocated from the Florida Legislature and any other funds distributed to the Council;
- b. Coordinate with county personnel to ensure funds are utilized during time frames allotted; and
- c. Present regular financial reports at General Meetings.

Article VI
MEETINGS

1. The Council should hold general meetings regularly and a schedule should be determined in September and published for the school year.
2. Meetings of the Council shall be determined by the membership and held at a time and place convenient for all members and designated in accordance with the Florida Sunshine Law.
3. The Council will meet a minimum of four (4) times a year, September through August, yet a sufficient number of times to accomplish school needs.
4. Members of the Council will receive notification of each meeting agenda a minimum of three (3) days in advance of any meeting at which a vote of the Council is contemplated. No vote may occur at a meeting where the 3-day notice of the agenda item requiring vote did not occur.
5. Notice of meetings and proposed agendas shall be posted in the main office and on the school web page.
6. A quorum, consisting of 50% of the members plus one, must be present if items are to be voted on at a general meeting. Non-members/visitors/guests are welcome to attend council meetings but may not participate in voting.
7. Members will utilize a public voting procedure to cast a vote. The Chair or any member may call for a roll call vote to be taken and results of such a vote will be documented by voting member name in the minutes. Motions will carry with a simple majority vote unless otherwise specified or required.
8. Minutes will be kept of all general meetings by the recording secretary or designee. Minutes will reflect all motions and decisions made. Minutes will be reviewed and approved at the next meeting of the Council.
9. Minutes shall be posted in the main office and on the school web page.
10. A special meeting of the Council may be called when it is deemed necessary to conduct the business of the Council. The Chairperson or a majority of the membership may call special meetings. Notification of all special meetings shall be included in the minutes and posted announced per Florida Sunshine law. Minutes of the special meeting shall be reviewed and approved at the next occurring general meeting.

Article VII
COMMITTEES

1. The Chairperson may create such committees as may be required to promote the objectives of the Council. Once formed the committee members shall elect a Chairperson, if one has not been appointed.
2. Nominating Committee: The principal and the Chairperson of the Council will appoint a Nominating Committee at the general meeting no later than March. The Committee will consist of at least three members and always have an uneven number of members. At least one officer of the SAC shall serve on the Nominating Committee. The committee will elect a chairperson. The purpose of the Nominating

Committee shall be to nominate one person to fill each elected position and to present this slate of officers at the general meeting where elections will take place. Additional nominations may be made from the floor when the elections are held.

3. Committees may include others not belonging to the Council, so long as at least one member of the committee is a current Council member.

4. Committee chairs should report on findings of the committee at regular meetings of the Council. Committees shall only make recommendations to the Council and shall have no independent authority to act on behalf of the Council absent a specific grant of authority by the Council.

Article VIII AMENDMENTS

These By-laws may be amended only by an affirmative vote of a simple majority of all Council members. No action may be taken to amend any By-law unless written notice of the proposed amendments(s) shall have been given to all Council members at least twenty (20) days prior to any meeting at which such amendment(s) are to be voted upon.

Approved: September 14, 2010


Principal's Signature/Date


SAC Chairperson's Signature/Date