

**FORT WALTON BEACH HIGH SCHOOL
SCHOOL ADVISORY COUNCIL BY-LAWS
2018 - 2019 School Year**

ARTICLE I: NAME

The name of this council shall be Fort Walton Beach High School Advisory Council

ARTICLE II: OPERATION

The School Advisory Council of Fort Walton Beach High School shall operate in accordance with Florida Statutes and the Okaloosa School District Procedures Manual for School Improvement and Educational Accountability.

ARTICLE III: PURPOSE

The purpose of the council is to provide an opportunity for parents, students, teachers, non-instructional staff, and community members to serve in an advisory council to the principal and to assist in the development of the educational program and in preparation and evaluation of the School Improvement Plan. In achieving this purpose the council may use a portion of the Educational Enhancement Trust Fund to enhance school performance through the implementation of the school improvement plan.

ARTICLE IV: MEMBERSHIP

SECTION 1 - The council shall be composed of the principal and an appropriately balanced number of teachers, non-instructional staff, students, parents, and other business and community members who reflect the ethnic, racial, and the economic diversity in the community served by the school.

SECTION 2 - The council shall consist of an odd number of members with a minimum of eleven members with the principle representing the odd number at each council.

SECTION 3 - The names of the council members shall be posted in the school office.

SECTION 4 - The names of the council members shall be publicized in the school media outlets.

ARTICLE V: ELECTION TO MEMBERSHIP

SECTION 1 - Members representing students, parents, instructional staff, and non-instructional staff shall be selected by their peers.

SECTION 2 - The election process shall be proceeded by a nomination process by each respective group, which is advertised in advance of the formation of the final ballot.

SECTION 3 - Alternates shall be elected in each respective group for the purpose of replacing vacancies during the academic year.

SECTION 4 - Self-nominating is allowed in the election of all respective groups.

SECTION 5 - Community and business representatives shall be appointed by the principal.

SECTION 6 - Elections/appointments to membership shall be conducted in such a way that respective groups receive proper representation.

SECTION 7 - The term of service for each parent, teacher, non-instructional staff, and community members will be one year. Consecutive years may be served if re-elected.

SECTION 8 - Parents whose children graduate will not be allowed to serve on the council in a parent capacity, but might return as a community representative.

SECTION 9 - An open election will be held each year for students to elect representatives to the council.

ARTICLE VI: OFFICERS AND DUTIES

SECTION 1 - The officers of the council shall be the chairperson and secretary.

SECTION 2 - The officers shall be elected annually by the membership and shall serve for one year and until each successor has been elected.

SECTION 3 - The chairperson shall preside at all meetings of the School Advisory Council and shall perform all duties as may be prescribed by the School Advisory Council.

SECTION 4 - The secretary shall record the minutes of all meetings of the council and seal perform such duties as may be delegated.

ARTICLE VII: MEETINGS

SECTION 1 - The council shall meet throughout the year at a time and place designated in accordance with the Sunshine Law so that member can attend.

SECTION 2 - The date and time of the regular meetings of the council shall be voted on at the first council meeting of the academic year.

SECTION 3 - Additional meetings may be called at the discretion of the principal and council chairperson with at least three days prior notice to the members.

SECTION 4 - The recorded minutes of the previous meetings shall be posted in a prominent place in the school office.

SECTION 5 - Notice of meetings and proposed agendas shall be in a prominent place in the school office.

SECTION 6 - A quorum (50% plus one) of the members must be present if items are too voted upon.

SECTION 7 - If a quorum does not exist, the meeting shall be designated as a workshop, and no vote on any topic will be allowed.

SECTION 8 - Members with two unexcused consecutive absences from a noticed meeting will result in removal from the council.

SECTION 9 - Members of the council shall receive a written notification three days in advance of the meeting to remind them of the date, time, location of the council meeting, and matters scheduled for a vote.

ARTICLE VIII: STANDING AND SPECIAL COMMITTEES

SECTION 1 - The council may create such school improvement committees, as it may deem necessary to promote the purpose and carry out the work of the council.

ARTICLE IX: PARLIAMENTARY AUTHORITY

SECTION 1 - Robert's Rules of Order Newly Revised shall govern the council in all cases in which they are applicable and in which they are not in conflict with these by-laws.

ARTICLE X: AMENDMENTS

SECTION 1 - These by-laws may be amended at any regular meeting by a majority vote, provided that the amendment has been submitted in writing at the previous meeting.

ARTICLE XI: RATIFICATION OF THE BY-LAWS

SECTION 1 - These by-laws shall be ratified by a majority vote of the membership at a regular meeting during the academic school year.

Jarrod Mares 10/3/18
SAC CHAIRPERSON DATE

[Signature] 10/3/18
PRINCIPAL DATE