

**SEA PARK ELEMENTARY  
SCHOOL ADVISORY COUNCIL BYLAWS**

1. **GENERAL**: Sea Park Elementary's School Advisory Council (SAC) has been comprised in accordance with Florida Statutes and Brevard County School Board rules. Policies and procedures of the Council shall be defined and implemented in accordance with Sections 229.58, 230.22(2), and 230.23(18), Florida Statutes.
2. **PURPOSE**: The purpose of the Council is to enhance active involvement of parents, students, staff, and community representatives in achieving the goals set forth in Blueprint 2000: A System of School Improvement and Accountability.
3. **ESTABLISHMENT**: The Council shall be comprised of the 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 of Sea Park Elementary. Composition of Council membership is subject to the review of the School Board.
4. **MEMBERSHIP**: In addition to the school Principal, the 2009/10 Council shall support an equal number of teachers and parents respectively. Business and community members shall be encouraged. Non-school employees must represent at least 51% of the membership. At least one business partner shall be a Council member.
  - (a) The Principal or Assistant Principal may not fulfill the responsibility of the Council Chairperson.
  - (b) Teacher representatives are elected for a 4-year term.
    - (1) Teacher representatives may be elected for consecutive terms.
    - (2) Brevard Federation of Teachers (BFT) representatives shall be contingent upon contract agreement.
  - (c) Parent representatives are elected for a 4-year term.
    - (1) Parents may be eligible for election during the period of time that their child is a student attending Sea Park Elementary.
    - (2) Parents of children attending Sea Park, who are also employees of the Brevard County School Board are eligible for election as a parent representative or as an Education Support Employee representative.
  - (d) Business/Community representatives are selected for a 4-year term.

5. **ELECTIONS**: Selection criteria for elections are as follows:
- Teachers shall be elected by teachers.
  - Education support employees shall be elected by education support employees.
  - Parents shall be elected by parents.
- (a) Teacher Elections: Nominations for teacher representatives for the following school year shall be requested at the Faculty Meeting scheduled for March of the current school year. Nominations shall be posted and ballots shall be submitted anonymously within 10 days. Successful candidates will be requested to attend the next scheduled SAC meeting. Permanent and substitute candidates may be identified.
- (b) Education Support Employee Elections: Nominations for support employee representatives for the following school year shall be requested at the Faculty Meeting scheduled for March of the current school year. Nominations shall be posted and ballots shall be submitted anonymously within 10 days. Successful candidates will be requested to attend the next scheduled SAC meeting. Permanent and substitute candidates may be identified.
- (c) Parent Elections: Requests for parents interested in serving on the following school year's Council will be submitted in the March school newsletter. All interested parties will be requested to attend the next scheduled SAC meeting. The names of those individuals, who continue an interest in the Council, will be balloted in the next school newsletter. Responses received within 15 days of the publication of the newsletter will decide the election. Permanent and substitute candidates may be selected. The appropriate individuals will be requested to attend the next scheduled SAC meeting.
- (d) Business/Community Representatives: These representatives must be part of an organization which has processed a formal agreement with Sea Park Elementary. The business or community organization will nominate its representative. Nominations are to be held in March of the current school year in order to select a representative for the following school year. Once identified, the representative will be requested to attend the next SAC meeting.
6. **RULES OF PARTICIPATION**: Participation of all members elected to the Council is paramount to the success of the mission. Consequently the following rules are established.
- (a) Votes may only be taken if a quorum is present. (A quorum is defined as a majority of the membership of the Council.)

- (b) A proxy vote will be used when members are absent. They may only be submitted to members of the SAC.
- (c) Members with two unexcused consecutive absences from a properly noticed meeting should be replaced.
- (d) Substitute replacement of a member due to illness, family demands, or temporary job reassignment may be arranged at the direction of the School Advisory Council.

7. **RULES OF OPERATION**: The following rules have been developed and established for the administration of the Council:

- (a) Agenda items shall be published for review by membership, faculty, and parents at least two (2) days prior to scheduled meetings.
- (b) All meetings are open to faculty, students, parents, and business/community citizens.
- (c) Notification of SAC meetings shall be published in the school newsletter and marquee.
- (d) At least a three-day written, advance notice must be given to all Council members when a matter is coming before the Council that requires a vote.
- (e) Minutes of each meeting shall be published and posted within five (5) days after a meeting, and shall be available for review by parents, students, and business/community citizens at the Administration office.
- (f) Agenda items for the Council shall be submitted to the Council Chairperson. Items must be submitted to the Chairperson at least three (3) days prior to a scheduled meeting in order for the item to be addressed at that meeting.
- (g) Designated officials (Chairperson, Secretary) shall be elected at the first meeting of the new school year.
- (h) Meetings shall be scheduled when all stakeholders can attend.

8. **OFFICIAL DUTIES AND RESPONSIBILITIES**: The following positions are designated for the Council:

- (a) Chairperson and/or Co-Chairperson: This position may be voluntary or elected and involves the following duties:
  - (1) Manages the Council meeting.

- (2) Keeps discussion on target.
- (3) Provides leadership.
- (4) Organizes and publishes each meeting's agenda.

(b) Secretary: This position may be voluntary or elected and involves the following duties:

- (1) Records and publishes minutes of each meeting.
- (2) Ensures clarity of discussion at meetings.

9. **ACCEPTANCE**: These bylaws are submitted to the 2009/10 Sea Park School Advisory Council and accepted on behalf of the Council as follows:

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Principal

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Council Chairperson

**Revised and adopted:  
September 21, 2009**