

**Ralph M. Williams Jr. Elementary School
1700 Clubhouse Drive
Rockledge, FL 32955**

School Advisory Council Bylaws

(1) GENERAL

The Williams Elementary School Advisory Council (SAC) shall be established in compliance with guidelines set forth in Florida Statutes and the Rules of the Brevard County School Board, Florida. Procedures of the school advisory council shall be defined and implemented in accordance with Sections 229/58, 230.22(2), and 230.23(18), Florida Statutes.

(2) PURPOSE

The council shall:

- review all aspects of the school as suggested by the Florida Education Goals;
- annually assess what is known about the school;
- identify priority needs;
- develop and monitor action steps for improving the most important areas; and
- decide how to measure results.

(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 served by Williams Elementary School. Membership composition of the council shall be reviewed by the School Board.

(4) MEMBERSHIP

Council members representing teachers, education support employees, and parents shall be elected annually by their respective peer groups at the school in a fair and equitable manner.

Business and other community members shall be selected by the school according to the written procedures of the School Advisory Councils for School Improvement and Accountability.

A quorum will be present before a vote may be taken by the School Advisory Council. A majority of the membership (51%) of the council will constitute a quorum.

(5) ELECTIONS

Elections shall take place at the first SAC meeting (usually May) of the school year for a term of 2 year(s). Community persons serve for one year or until his/her successor is appointed. Election to an office will automatically extend the SAC membership for the duration of the term.

- a) Teachers: will be nominated and elected at the first SAC meeting of the year by teachers. For the purposes of school advisory councils and district advisory councils, the term "teacher" shall include classroom teachers, certified student services personnel, and media specialists. [ss. 1012.01].
- b) Education Support Employees: will be nominated and elected at the first SAC meeting of the school year by education support employees. "Education support employee" means any person employed by a school who is not defined as instructional or administrative personnel pursuant to ss. 1012.01 and whose duties require 20 or more hours in each normal working week.
- c) Parents: nominations/volunteers will be solicited through newsletters, marquee, school announcements, and school events. Nominations/volunteers will be accepted for a designated period of 7 days; at that time a letter/ballot will be sent home. Ballots are to be returned within 7 days. The letters/ballot will be sent and received by the SAC Chairperson or designee of the SAC. Voting by ballot will be waived for that school year if the amount of nominations/volunteers is the parent/guardian SAC membership number needed for that school year. Representatives must have a child enrolled at Ralph Williams Elementary.
- d) Business and Community: Representatives shall be members of the clergy, civic organizations, business, government agencies or residents living in the community served by Ralph Williams Elementary. Business/Community members may be nominated by the principal or by a Councils member and be approved by the Council. Business and Community Members will serve for one year.
- e) Anyone shall have the right to nominate themselves for membership, but must be then elected by their respective peer group.

(6) PARTICIPATION

Active participation by all members elected to the council is required as follows:

- (a) A member who will be absent to council meeting for more than two consecutive meetings may be subject to replacement. After two missed meetings, the member will be contacted by the council chairperson, or a designee, to determine if a replacement is requested. If attendance continues to be missed, the council may substitute the position to maintain membership composition. Replacement of a member will be officially identified in writing and signed by the chairperson.

- (b) Substitute replacement of a member due to illness, family demands, or temporary job reassignment may be arranged at the discretion of the School Advisory Council.
- (c) Consensus decision making shall be utilized. The SAC chairperson and other council members shall provide input, and then together make mutual decisions which all agree to support.
- (d) If a quorum is physically present, the participation of an absent member by telephone conference or other interactive electronic technology is permissible when such absence is due to extraordinary circumstances such as illness. The ill member may participate and vote through the use of such devices as a speaker telephone that allow other council members and the public to hear discussions taking place during the meeting and the vote.

(7) MEETINGS

Meetings are subject to the guidelines established by the state and district. Monthly meeting dates and times shall be determined during the first meeting of the school year. Written notification of meeting dates and times will be published in the newsletter.

(8) FUNCTIONS AND ROLES

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 functions:
 - Guiding the meeting through the agenda.
 - Keeping the group focused on the task.
 - Encouraging participation.
 - Making sure everyone is working on the same thing, in the same way, at the same time (i.e., getting process agreements).
- (b) Recorder(s)
 - Keeping a record of what is said, e.g., written notes, charts for group memory, etc.
 - Handling information.
- (c) Council Members
 - Making the final decision.
 - Identifying constraints.
 - Discussing the issues.
 - Contributing ideas.

(9) VOTING RIGHTS

School Advisory Council members must be present in person or appear via interactive communication (due to extraordinary circumstances) at a meeting in which a quorum is physically present to cast a valid vote. Voting by e-mail or voting by proxy is not allowed under the Sunshine Law.

(10) ACCEPTANCE

These bylaws are submitted to the 2019-2020 Williams Elementary Advisory Council and accepted on behalf of the council as follows:

Wesley Herold, Principal

Kellee,McCluney Council Chairperson