

**Key Largo School**  
**SCHOOL ADVISORY COUNCIL BYLAWS**  
**Reviewed 9/21/2021**

**ARTICLE 1 NAME**

1.1 This organization shall be known as the Key Largo School Advisory Council (KLSSAC), hereafter referred to as "The Council."

**ARTICLE 2 DEFINITIONS**

2.1 For the purposes of these By-Laws, the following definitions shall be used:

2.1.1 School: Key Largo School

2.1.2 Attendee: An "attendee" shall be any individual who is present at a regularly scheduled or special meeting of The Council.

2.1.3 Member: A "member" of The Council shall be one of the duly chosen individuals from one of the following peer groups:

Parents

Teachers

Educational Support Employees

Students

Business/Community Members

2.1.4 Officer: An elected position within The Council.

2.1.5 Quorum. At least fifty percent (50%) plus one of the total eligible members present at the time business is being conducted.

2.1.6 School Improvement Plan: An annual plan outlining areas for improvement developed in cooperation between the faculty and staff of the School and the members of The Council.

2.1.7 Special Committee: Any Committee identified and Organized as the result of a specific issue

2.1.8 Standing Committee: Any Committee identified by The Council as needing to meet on a regular basis throughout the school year

2.1.9 Absence: Any absence from a Council meeting.

**ARTICLE 3 PURPOSE**

3.1 The purpose of The Council is to:

3.1.1 Serve in an advisory capacity to the school principal.

3.1.2 Assist in preparing and evaluating the School improvement Plan.

3.1.3 Provide assistance in the preparation of the school annual budget.

3.2 The Council shall not have any powers or duties now reserved by law for the district School Board.

#### **ARTICLE 4 MEMBERSHIP**

4.1 The membership of The Council shall be made up of the school Principal and an appropriately balanced number of individuals chosen from the following peer groups:

- Parents
- Teachers
- Educational Support Employees
- Students
- Business/Community Members

4.2 Council members shall be elected by their respective peer groups in a fair and equitable manner.

4.2.1 At the March Council meeting, the parent peer representatives will submit a procedure for recruiting Council members for the following year. Parents will submit their written intention to serve on The Council to the Chairperson by the April meeting. Parent peer representatives will be elected by the parents in attendance at the May meeting.

4.2.2 Teacher and Educational Support Employee peer group representatives will be elected by their peers before the May meeting.

4.2.3 The Student Council members shall designate among themselves who will serve as the 2 primary Council members and 2 alternate Council members. These representatives will be determined at the May Student Council meeting. If any of these students are related to any member of The Council, they forfeit their right to serve on SAC. Another student will be appointed to The Council by their peer group.

4.3 The Council shall be comprised of a maximum of 17 members, including the school Principal, 2 teachers, 2 support staff, 3 business/community members; the remaining 9 seats shall be comprised of parents who meet the various mandated demographic requirements.

4.4 The school principal shall submit the names of 5 business/community members who are interested in serving on The Council by the May Council meeting. The 5 business and community members shall designate among themselves who will serve as the primary Council members and alternate members.

4.5 The membership of The Council shall be representative of the ethnic, racial and economic community served by the school.

4.6 A majority of the members of The Council must be persons who are not employed by the school district.

4.7 Each peer group shall each select 2 alternate members to serve on The Council. The alternate members will have voting rights when asked to temporarily fill a seat for an absent member.

4.8 After the second absence of a member, the chairperson shall offer this member the option of serving as an alternate member. Once a member accrues 3 absences he/she will be removed from The Council.

4.9 Should it be necessary to choose a replacement member for The Council, the member shall be replaced by an alternate member from the same peer group as the vacated position by the next Council meeting. Second alternates will be appointed jointly by the Principal and the Chairperson.

4.10 No Council member shall be related to any other Council member.

4.11 Parent, student and business /community Council members cannot be immediate (spouse, child, parent or sibling) family members of any KLS employee(s),

## **ARTICLE 5 OFFICERS**

5.1 The following officers shall be chosen by The Council:

Chairperson

Vice-Chairperson

Secretary

Public Relations Director

5.2 The 4 positions listed above shall be filled from the parent peer group membership of The Council.

5.3 The duties of the Chairperson shall be:

5.3.1 Preside at all meetings.

5.3.2 Prepare the agenda for any meeting of The Council and deliver copies of the agenda to the Public Relations Director and the school Principal no later than 7 calendar days prior to the scheduled meeting date. The agenda items will be decided at the end of the previous meeting.

5.3.3 Notify all members of The Council no less than 7 calendar days prior to a meeting.

5.4 The duties of the Vice-Chairperson shall be:

5.4.1 Preside at all meetings of The Council in the absence of the Chairperson.

5.4.2 Assume the office of Chairperson should the office be vacated.

5.4.3 Prepare to assume the office of the Chairperson for the next school year.

5.4.4. The Vice-Chairperson will become The Council Chairperson the following year.

5.5 The duties of the Secretary shall be:

5.5.1 To record the minutes of each meeting and submit such minutes to the Chairperson no less than 7 calendar days prior to a meeting for approval and/or additions/deletions.

5.5.2 To take attendance of the Council members and officers.

5.6 The duties of the Public Relations Director Shall be:

5.6.1 To create press releases and forward notices of upcoming meetings to all local radio stations, newspapers, marquee, school web site and Connect ED in a timely fashion to comply with the 7 day notification requirement, all in cooperation with the Chairperson and Principal.

5.7 Any officer who has 2 consecutive absences from a Council meeting shall be replaced.

5.8 Officers of The Council shall serve a term of no more than 2 Consecutive years in the same office.

5.9 The term of office shall be 1 year commencing August 1 and terminating July 31.

5.10 Election of Officers

5.10.1 Officer positions, except Council Chairperson, will be filled from the newly elected parent peer group.

5.10.2 Officers shall be elected by all the parent peer group voting members present at the May meeting.

5.10.3 Any vacancy in any office, other than the Chairperson, may be filled by the Chairperson following notification of the vacancy. The new officer shall Serve for the remainder of the term.

## **ARTICLE 6 MEETINGS**

6.1 The first official meeting of the new incoming Council shall take place on the 3rd Monday of August.

6.2 Regular meetings shall be held at least 9 times each school year.

6.3 The Council shall determine the date, time and place of the regular meetings.

6.4 Should it be necessary to have additional meetings, the Chairperson may call a special meeting.

6.5 The meeting agenda shall be advertised to the school community at least 7 calendar days in advance of the scheduled meeting.

## **ARTICLE 7 VOTING**

7.1 Votes may only be taken if a quorum is present. A majority of the membership of The Council constitutes a quorum.

7.2 In order to pass a motion, a simple majority of voting members shall be necessary.

7.3 Members of The Council shall be notified 7 calendar days in advance of any matter that is scheduled before The Council for a vote. Email or Connect ED calls are all acceptable means of notification.

**ARTICLE 8     STANDING AND SPECIAL COMMITTEES**

8.1     Membership for a Standing Committee shall be appointed by the Chairperson and confirmed by The Council.

8.2     Membership for a Special Committee shall be appointed by the Chairperson and confirmed by The Council.

**ARTICLE 9     PARLIAMENTARY AUTHORITY**

9.1     The rules Contained in the Current edition of Robert's Rules of Order Newly Revised shall govern The Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order The Council may adopt.

**ARTICLE 10    AMENDMENTS**

10.1    These bylaws may be amended at any regular or special meeting of The Council by a two-thirds (2/3) affirmative vote of the members subject to the approval of the Superintendent and/or the District School Board of Monroe County.