

**SCHOOL ADVISORY COUNCIL**  
**COCOA BEACH JUNIOR/SENIOR HIGH SCHOOL**  
**BY-LAWS**

**Article 1: Name**

The name of the organization is the School Advisory Council of Cocoa Beach Junior/Senior High School hereinafter referred to as the Council.

The Council has been established in compliance with Sections 1001.41(2), 1001.42(16), 1001.452 and 1008.345, Florida Statutes, and with Brevard County School Board Rule 6Gx5-2.06.

**Article II: Purpose and Function of the Council**

The Council is empowered by the aforementioned state statutes, by any other state statutes that are applicable and by these By-Laws. The scope of the Council's interest may extend to any area of school operations allowed by law. The functions of the Council may include, but are not limited to, advising in and assisting with educational needs, establishing priorities, planning the educational program and budget resources, defining goals, and evaluating the school and its academic effectiveness.

**Article III: Membership**

Council membership shall consist of the following:

- a. School principal,
- b. Three (3) teacher representatives,
- c. Six (6) parent representatives,
- d. Up to two (2) education support employees,
- e. Up to four (4) community representatives,
- f. Up to four (4) students
- g. Up to two (2) alumni, optional
- h. One (1) PTSO representative

**Article IV: Qualifications for Council Members**

- a. Principal shall serve as the representative of the school administration
- a. Teacher Representatives must be employed at Cocoa Beach Junior/Senior High School.
- a. Parent Representatives shall be the parent or guardian of at least one child attending Cocoa Beach Junior/Senior High School. Persons employed at Cocoa Beach Junior/Senior High School are not eligible to serve as parent representatives.

(Revised August 2013 to reduce number of teacher representatives to 3 and add one PTSO representative)

- a. Education support employees must be employed at Cocoa Beach Junior/Senior High School.
- a. Community Representatives shall live and/or work in the geographical area served by the school, which extends from Port Canaveral in the north to Pineda Causeway in the south, and from the Atlantic Ocean to the Banana River.
- a. Student representatives may include students from more than one grade level. High school students must be represented on the Council.
- a. Alumni representatives must be graduates of Cocoa Beach Junior/Senior High School.

**Article V: Terms of Office**

Terms of office shall be:

- a. Principal.....Continual
- b. Teachers.....2 years
- c. Parents.....3 years
- d. Education Support employees.....2 years
- e. Community Representatives.....1 year
- f. Students.....1 year
- g. Alumni.....1 year

Parent member seats shall be identified by the year in which the term expires; for example, Class of 2003, Class of 2004, etc. Parent terms shall overlap, such that only two parent member terms expire each year. That is, two parent member terms shall expire when the Class of 2003 graduates, two when the Class of 2004 graduates, and so on.

Members may serve consecutive terms.

In order to retain a seat, each member must continue to meet the qualifications set forth Article IV, as well as the attendance requirement specified in Article VIII.

**Article VI: Nomination and Election of Members**

Council members representing parents, students, teachers, and education support employees shall be elected by their peers; that is, teachers by teachers, parents by parents, and so forth. Parent elections shall be managed by the School Advisory Council; parents of all students in the school shall be afforded the opportunity to nominate candidates and to vote for the parent representatives. Student elections shall be managed by the Student Government Association. Teacher and staff elections shall be managed through the appropriate staff meetings, as selected by the principal.

Elections shall comply with the following requirements:

- 1) Elections shall be conducted in a fair and equitable manner.
- 1) Solicitations for nominees shall outline the membership qualifications and identify the date and place at

which nominees will be elected.

(Revised February 9, 2009 to add information on alumni members.)

1) Solicitations shall be provided in time to allow ample advance notice prior to the election.

1) Ballots for the election shall include a space for write-in candidate(s).

1) Provision shall be made to accept absentee ballots for all categories.

Community representatives shall be appointed annually by the Council.

Alumni representatives shall be appointed annually by the Council. The Council can work with the school alumni association to 'get the word out' and find alumni who are interested.

In the event that a member leaves the Council mid-term, a replacement will be sought by the Council in the manner described above. Replacement members will serve out the remainder of the term of the member being replaced.

### **Article VII. Officers**

Officers of the Council shall include a chairperson, a vice-chairperson and a secretary.

The chairperson and vice-chairperson shall be parent, teacher, education support employee or community representatives. Any member of the Council except the principal may serve as secretary.

The Council shall elect its officers at the first fall meeting.

The chairperson is responsible for managing Council interaction, the agenda, the assignment of action items, and the decision-making process. The chairperson will ensure that open issues are carried on the agenda of the next meeting.

The vice-chairperson will conduct Council meetings in the absence of the chairperson.

The secretary will maintain the Council minutes in a binder, which will be available in the school office. The secretary will assist with official Council correspondence. The secretary will provide notice of special meetings to each member at least twenty-four hours preceding the meeting.

### **Article VIII. Operating Procedures for Meetings**

Meetings shall be scheduled no less than once per month. The chairperson shall schedule additional meetings as necessary. Meetings should be scheduled when all stakeholders can attend.

At least a three-day, written advance notice must be given to all Council members that a matter is coming before the Council that requires a vote. Notice by means of email will satisfy this requirement.

Regular attendance at Council meetings is desirable, due to the impact of the Council's business. Members with two consecutive unexcused absences from a properly noticed meeting shall be asked to submit their resignation and shall be replaced.

(Revised February 9, 2009 to add information on alumni members.)

All members have an equal voice in the meetings. All members are expected to be prepared for each meeting, participate in meeting activities, and honor the Council decisions. Members are expected to carry out and complete their action items in a timely fashion, and to report to the Council by the due date.

Meetings shall be conducted in accordance with Robert's Rules of Order.

The Council will comply with the open meetings requirements of the "Florida Sunshine Law."

A simple majority of the current membership constitutes a quorum for the conduct of Council business.

The Council will strive to reach consensus on all decisions. If consensus cannot be reached after a reasonable amount of discussion, any member may move to decide the issue by majority vote. Votes may be taken only if a quorum is present.

Minutes will be kept at all meetings. The duty of recording the minutes may be rotated among the members. Minutes shall include a record of all open action items from the current and previous meetings. Minutes from regularly scheduled meetings will be sent to each member before the next scheduled meeting.

Minutes from the previous meeting will be approved by the Council at the beginning of each meeting.

A planned agenda for the next meeting will be created by the Chairperson, who will accept input from other members. The proposed agenda will be distributed to the members three days in advance of the meeting. The agenda becomes official when adopted by vote of the Council at the meeting.

All agendas will be followed unless the Council makes a deliberate decision to modify the agenda.

All Council members have the responsibility to keep the Council on the agenda.

Meeting shall be scheduled to be no more than two hours long. A timekeeper may be established to help ensure that the Council is aware when the planned time to discuss an issue has been exceeded. This duty may be rotated among the members.

Visitors are welcome at Council meetings. A ten-minute time period at the beginning of the Council meetings will be allowed for the introduction of non-agenda items by guests. Alternatively, a guest may request to have an issue added to the next meeting agenda. A guest wishing to speak during a Council discussion may do so only after being recognized by the chairperson.

## **Article IX. Budget**

The Council receives monies from the State of Florida based on the student enrollment at the school. These monies are to be used for purposes addressed in the goals, needs statements and strategies of the Cocoa Beach Junior/Senior High School Improvement Plan.

Requests for these monies shall be made through the Council as an agenda item. Requests should be made in sufficient time to appear as an agenda item at the regular monthly meeting. Each year, requests will be evaluated on their own merit, for the funds available that school year.

Recipients of these monies will be required to clarify funds spent and monies remaining unspent, and assess the status and/or success of the project for which the funds have been requested. All approved funding requests must have submitted a purchase order by February 1<sup>st</sup>.

## **Article X. Amendments**

These by-laws may be amended in the following manner:

- a. Any proposed amendment may be brought forward, discussed and formalized at any duly constituted meeting of meetings of the Council.
- a. After the amendment is formalized, a copy will be provided to all members, noting that a vote will be taken. The notice will be provided at least one (1) week before the vote to allow all members to participate. In the event a member cannot attend, a written explanation of the member's position and vote will be read and counted as if received by the Council before the amendment is put to a vote.
- a. A two-thirds (2/3) majority of the current Council membership shall be required to approve an amendment.