

**PALM BAY HIGH SCHOOL**  
**SCHOOL ADVISORY COUNCIL BYLAWS**

- I. *General: Palm Bay High's School Advisory Council (SAC) has been formed in accordance with Florida Statutes and Brevard County School Board rules. Policies and procedures of the SAC shall be defined and implemented in accordance with Sections 229.58, 230.22(2), 230.23 (18), Florida Statutes.*
- II. *Purpose: The purpose of the SAC is to enhance active involvement of parents, students, staff, and community representatives in achieving the goals set forth in Brevard County Schools First in Florida Strategic plan.*
- III. *Establishment: The SAC shall comprise of the Principal and an appropriately balanced number of teachers, education support employees, parents, students and other business and community citizens who are representative of the ethnic, racial, and economic community of Palm Bay High. Composition of the SAC membership is subject to the review of the Brevard County School Board.*
- IV. *Membership: In addition to the School Principal, the Senate Bill 1992 requires that the majority of each school advisory committee must be persons who are not employed by the school board. Fifty-one percent of the committee must be non-school system employees. Business and community members shall be encouraged.*
  - a. *The Principal or Assistant Principal may not fulfill the responsibility of the SAC Chairperson.*
  - b. *Teacher representatives are elected for a one-year term.*
  - c. *Parent/guardian representatives may be elected for the current school year.*
    - i. *Parents/guardians are eligible for election during the period of time that their child is a student attending Palm Bay High School.*
  - d. *Students may serve from ninth grade until graduation.*
  - e. *Business/community representatives are selected for the current school year.*
  - f. *Support personnel are elected for a one-year term.*
- V. *Elections: Selection criteria for elections are as follows:*
  - a. *Teachers: Teachers shall be elected by teachers.*
  - b. *Education support employees: Education support employees shall be elected by education support employees.*
  - c. *Parents/guardians: Parents/guardians shall be elected by parents/guardians.*
  - d. *Students: Student representatives will be elected by the students.*
  - e. *Business/community representatives: Invitations to be a part of SAC will be made by the SAC. Once identified, the representative will be requested to attend the next scheduled SAC meeting.*
  - f. *Designated officials (Chairperson, Secretary, and Timekeeper) shall be elected at the first meeting of the new school year.*
- VI. *Rules of Participation: Participation of all members elected to the SAC is paramount to the success of the mission. Consequently the following rules are established.*
  - a. *Quorum for decisions of the SAC is established at 51 percent of the total membership.*
  - b. *Any member who has two unexcused consecutive absences from a SAC meeting may be replaced. The member will be contacted by the SAC Chairperson, or a designee, and queried as to the absences. Members who are removed from the SAC due to unexcused absences will be officially notified in writing by the Chairperson.*

- c. *Substitute replacement of a member due to illness, family demands, or temporary job reassignment may be arranged at the discretion of the SAC.*
- VII. *Rules of Operation: The following rules have been developed and established for the administration of the SAC.*
  - a. *Meetings shall be held at 5:30 p.m. on the second Tuesday of each month during the school year unless otherwise decided by the majority of the SAC.*
  - b. *Agenda items that shall require a vote of the SAC shall be submitted to the SAC chairperson five days prior to the next scheduled meeting.*
  - c. *Agenda items shall be published for review by SAC membership, faculty, and parents at least three days prior to scheduled meetings.*
  - d. *All meetings are open to faculty, students, parents, and business/community citizens to attend with no voting rights.*
  - e. *Public Discussion: at every meeting the public will be allowed to bring topics for discussion or an opinion of any agenda item during the discussion period of that item or under New Business within the mandated time limit under the Timekeeper.*
  - f. *Notification of SAC meetings shall be published in the school newsletter and on the marquee.*
  - g. *Minutes of each meeting shall be published and posted within five days after a meeting. The minutes shall be available for review by parents, students, and business/community citizens in the Administration Office.*
- VIII. *Official Duties and Responsibilities:*
  - a. *Chairperson*
    - i. *Elected for a one-year term.*
    - ii. *Manages the SAC meetings.*
    - iii. *Keeps discussion on target that correlates with the objectives of the S.I.P.*
    - iv. *Provides leadership*
    - v. *Organizes and publishes each meeting agenda*
  - b. *Secretary*
    - i. *Elected for a one-year term.*
    - ii. *Records and publishes minutes of each meeting*
    - iii. *Ensures clarity of discussion at meetings.*
  - c. *Timekeeper*
    - i. *Notifies members of time constraints of each agenda item.*
    - ii. *Warns membership of impending time limit.*
- IX. *Acceptance: These bylaws are submitted to the 2008-2009 Palm Bay High School Advisory Council on January 13, 2009 and accepted on behalf of the SAC as follows:*

*John G. Thomas, Principal*

*Amy Evans, SAC Chairperson*