**Bylaws of the School Advisory Council**

**Ponte Vedra High School**

**2025-2026**

**Article I General:**

**Section 1:**

The name of this organization shall be:  The School Advisory Council of Ponte Vedra High School. In these bylaws, the Ponte Vedra High School Advisory Council may be referred to as the “council" or “SAC.”

**Section 2:**

The provisions of Florida law and rules of the St. Johns County School Board, now existing or hereafter adopted, governing School Advisory Councils, are incorporated by reference.

**Section 3:**

To the extent that an inconsistency exists now or in the future between these guidelines and any rule or regulation of the St. Johns County School Board or any Florida law concerning School Advisory Councils, such rule, regulation, or law shall control.

**Article II  Purpose and Function**

**Section 1:**

The School Advisory Council (SAC) is a resource for the school, its staff, parents and principal. Its function is to develop and oversee the implementation of a School Improvement Plan(SIP) that will serve  as a framework for school improvement.

**Section 2:**

The primary function of the SAC is to provide all of the stakeholders an opportunity to be active participants in the assessment of needs, development of priorities, and identification and use of resources based on an analysis of multiple sources of available school data. Specific functions include, but may not be limited to, the following:

1. Develop and review the implementation of the School Improvement Plan.

2. Assist in the preparation/review of the Annual School Budget per FS  1001.452(2)  &  FS  1008.385  (1).

3.  Enlist,  promote,  and  support  greater  interaction  between  school  and  community.

4.  Provide input in matters concerning  disbursement  of  school  improvement  funds  and  other  monies  related  to  school improvement,  and  to  ensure  that  such  expenditures  are  consistent  with  the  School  Improvement  Plan.

5.  Consult  with  peripheral  constituency  groups  when  making  decisions  concerning  educational  practices  within  the  school.

6.  Consult  with  people  or  departments  needed  to  support  the  School  Improvement  Plan.

**Article  III  Representation  and  Membership**

In  accordance  with  Florida  Statute  1001.452,  which  outlines  the  establishment  of  SACs:

**Section  1:**

The  membership  shall  be  representative  of  the  student  body  and  community  served  by  the  school.  The  SAC  shall  have  an  appropriately  balanced  number  of  teachers,  parents,  support  employees,  students,  business  and  community  members.

**Section  2:**

The  majority  (50%  +  1)  of  the  members  of  the  SAC  shall  be  non-school  employees.

**Section  3:**

The  SAC  membership  shall  be  appropriately  balanced.

**Article  IV Membership  Selection**

**Section  1:**

The  SAC  membership  shall  be  constituted  as  follows:

a)  Parents,  teachers  and  support  employees  will  be  elected  by  their  respective  groups.

b)  Teachers  shall  be  elected  by  teachers;

c)  Education  support  employees  shall  be  elected  by  education  support  employees;

d)  Parent  members  shall  be  elected  by  parents  in  general,  with  all  parents  having  an  opportunity  to  participate  in  voting  for  any  parent  on  the  ballot.

e)  Student  members  shall  be  elected  by  students  in  general,  with  all  students  having  an  opportunity  to  participate  in  voting  for  any  student  on  the  ballot.

f)  Business  and  community  members  will  be  selected  based  on  the  procedures  adopted  by  the  School  Board.

g)  Replacement  members  shall  be  elected  by  appropriate  constituencies.

h)  The  principal  is  automatically  a  voting  member  by  legal  mandate.

i)  SAC  would  welcome  members  of  other  school  SACs  as  guests,  not  as  voting  members.   There  will  be  wide  notice  of  SAC  vacancies  and  elections  through  various  methods.  The  names  of  parents  willing  to  serve  on  the  SAC  will  be  listed  on  a  ballot  which  will  be  distributed  to  all  parents  who  will  vote  on  the  nominees.

**Section  2:**

Elections  shall  be  held  within  three  weeks  of  the  start  of  the  school  year.

**Section  3:**

Each  parent  of  Ponte Vedra  High  School  will  be  notified  of  SAC  elections  in  accordance  with  Fla.  Stat.  §  286.011,  "Public  meetings  and  records;  public  inspection."  aka  "Sunshine  Law".

**Section  4:**

The  first  meeting  of  the  SAC  will  be  held  following  the  election  for  installation  of  new  members.

**Article  V  Tenure**

No  member  may  miss  more  than  two (2)  unexcused  SAC  meetings.  As  required  by  Fla.  Stat.  §  1001.452(1)(d)4,  in  the  event  of  two  unexcused  consecutive  absences  from  a  properly  noticed  SAC  meeting,  the  person’s  membership  will  cease  and  the  SAC  Chairperson  shall  arrange  for  the  replacement  of  the  member  by  election  as  specified  in  Membership  Selection,  and  such  individuals  will  fill  the  remainder  of  the  terms  to  which  they  were  elected.  An  absence  may  be  excused  by  notifying  the  SAC  chair  by  phone,  or  email  prior  to  the  meeting  that  will  be  missed.

**Article  VI   Meetings**

All  SAC  meetings  shall  be  held  in  accordance  with  Florida  Statutes  §  286.011  -"Public  meetings  and  records;  public  inspection."  At  a  minimum,  the  Sunshine  Law  requires  reasonable  public  notice  of  three   (3)  days;  openness  of  SAC  meetings  to  the  general  public,  in  a  location  accessible  to  the  public;  and  taking  minutes  of  the  meeting,  which  must  be  made  available  for  public  inspection  following  the  meeting.  This  public  notice  is  in  addition  to  the  minimum  three  (3)  days'  advance  written  notice  required  by  Fla.  Stat.  §  1001.452(1)(d)2  to  all  SAC  members  regarding  any  matter  scheduled  to  come  before  the  SAC  for  a  vote.

**Section  1:**

The  first  meeting  of  the  SAC  will  be  held  following  elections  for  installation  of  new  members.

**Section  2:**

There  shall  be  a  council  meeting  at  least  six  times  per  year.  The  actual  day  and  time  shall  be  determined  by  the  SAC  members  during  the  first  regular  meeting  of  the  year  to  accommodate  their  schedules.

**Section  3:**

The  schedule  of  the  SAC  meetings  for  the  year  shall  be  decided  upon  at  the  beginning  of  the  school  year.  As  required  by  Fla.  Stat.  §  1001.452(1)(d)3,  SAC  meetings  must  be  scheduled  when  parents,  teachers,  businesspersons,  and  members  of  the  community  can  attend.

**Section  4:**

All  SAC  board  members  will  receive  an  agenda,  as  well  as  the  supporting  necessary  documentation  for  items  placed  on  the  agenda  that  are  to  be  discussed  and/or  voted  upon  at  the  meeting  three  (3)  days  prior  to  the  meeting  via  email,  hard  copy,  and/or  website  posting.  Such  documentation  will  also  be  made  available  to  the  SAC  board  members  three  (3)  days  prior  to  the  meeting  for  their  review  on  campus  during  regular  school  hours.

**Section  5:**

SAC  meetings  will  follow  the  approved  agenda.  Each  item  on  the  agenda  will  be  discussed  to  the  satisfaction  of  the  members  present.  SAC  meeting  discussions  will  be  restricted  to  those  topics  on  the  agenda.  If  a  SAC  member  wishes  to  discuss  an  item  at  the  next  meeting,  they  must  give  seven  (7)  days  notice  to  have  the  item  put  on  the  agenda.

**Section  6:**

The  Public  will  be  given  the  opportunity  to  comment  on  items  on  the  agenda.  If  an  item  is  to  be  voted  upon  by  the  SAC,  public  comments  will  be  heard  prior  to  said  vote  taking  place.  All  other  public  comments  on  agenda  items  not  requiring  a  vote  will  be  during  "Comments  from  the  Floor"  which  will  take  place  prior  to  meeting  adjournment.

**Section  7**:

Special  meetings  may  be  called  by  the  Chairperson  or  by  notice  of  any  three  (3)  members  in  writing  to  the  Chairperson.

**Section  8:**

Subcommittees  will  meet  as  needed.  (See  Article  VIII)

**Article  VII   Officers**

The  officers  of  this  Council  shall  be  a  chairperson,  a  vice-chairperson (optional),  and  a  secretary.  In  the  event  of  a  vacancy  in  a  Council  office  during  an  existing  term,  the  vacancy  will  be  filled  by  SAC  member  election.  All  current  members  of  the  SAC  shall  be  eligible  to  hold  an  executive  position.

**Duties  of  Officers**

**Section  1:**

Chairperson.--The  chairperson  [and  co-chairperson]  shall  preside  at  all  meetings  of  the  Council  and  shall  be  a  de  facto  member  of  all  committees.  Co  -chairpersons  shall  report  on  budgeting  and  finance  issues  at  each  meeting.  In  the  case  of  a  vacancy  in  the  office  of  chairperson,  the  co-chairperson  shall  become  the  chairperson  for  the  remainder  of  the  unexpired  term.

**Section  2:**

Secretary.--The  secretary  shall  keep  minutes  [available  to  the  public  per  Fla.  Stat.  §  286.011]  of  the  meetings  and  shall  be  responsible  for  such  correspondence  as  is  delegated  to  him/her  by  the  chairperson.  The  secretary  shall  also  document  activities,  decisions,  and  attendance  of  the  Council  and  its  committees  for  accountability.  The  School  Board  will  maintain  a  record  of  minutes  of  all  SAC  meetings,  as  required  by  Fla.  Stat.  §  1001.452(1)(d)5.

**Duties  of  Members**

**Section  1:**

Principal.--The  principal  shall  provide  information  regarding  the  school  educational  plan,  including  the  school  budget.  The  role  of  the  principal  includes  the  development,  through  positive  actions,  of  feelings  of  trust  and  mutual  regard  among  the  SAC,  the  community,  and  the  staff.  The  principal  arranges  for  presentations  of  interest  to  the  SAC  and  encourages  leadership  from  within  the  Council.

**Section  2:**

Faculty  and  School  Staff  Representative  -The  members  of  the  school  staff  shall represent  the  views  and  interests  of  the  total  school  staff.  They  will  act  as  resources  for  the  SAC  by  making  available  specialized  information  about  educational  programs,  innovative  ideas,  and  available  resources.  School  staff  representatives  serve  as  a  communication  link  between  the  SAC  and  the  school  staff,  informing  others  of  actions  and  activities  of  the  Council.

**Section  3:**

Parents,  Business,  and  Community  Representatives  -The  parent,  business,  and  community  members  of  the  SAC  shall  represent  the  view  of  the  parents,  citizens,  and  business  and  community  organizations  of  the  school  community.  They  shall  act  as  resource  persons  for  the  SAC  in  the  areas  of  community-related  issues  that  affect  the  school  and  its  students.  They  shall  serve  as  a  communications  link  between  the  SAC,  business,  community,  and  parent  groups.

**Section  4:**

Student  Representatives  -The  student  members  of  the  SAC  shall  represent  the  view  of  the  students  of  the  school  community.  They  shall  act  as  resource  persons  for  the  SAC  in  the  areas  of  student-related  issues  that  affect  the  school  and  its  students.  They  shall  serve  as  a  communications  link  between  the  SAC  and  student  groups.

**Article  VIII  Voting  Body**

The  SAC  is  the  formal  council  that  is  responsible  for  voting  upon  and  implementing  the  decisions  for  the  organization.  The  SAC  will  be  comprised  of  an  elected  membership  and  will  require  a  quorum  if  any  formal  action  is  to  be  taken,  as  required  by  Fla.  Stat.  §  1001.452(1)(d)

1.  A  quorum  is  a  majority  (50%  +  1)  of  the  SAC  membership.  As required by Fla.  Stat.  §  1001.452(1)(d)

2.  All  SAC  members  will  receive  at  least  three  (3)  days'  notice,  in  writing,  including  but  not  limited  to:  an  agenda  and  any  necessary  documentation  relevant  to  any  item  included  on  the  agenda  that  is  scheduled  to  come  before  the  SAC  for  a  vote.  (see  Meetings,  Section  4).  Committees.--Committees  are  formed  to  research  and  make  recommendations  regarding  specific  areas  that  affect  the  organization.

Committees may be  constituted  in  several  configurations.

•  Standing  Committees.--Standing  committees  are  created  for  long-term,  on-going  functions  and  are  expected  to  schedule  regular  meetings.  The  standing  committees  focus  on  "large"  issues,  such  as  school  safety,  curriculum,  professional  development  or  student  needs.  The  SAC  chairperson  will  appoint  the  chairperson  of  a  standing  committee.  A  standing  committee  will  study  issues  and  make  recommendations  to  the  voting  body.   All  standing  committees  reserve  the  right  to  appoint  non  SAC  members  (such  as  interested  parents  or  members  of  staff  who  are  not  on  SAC)  to  assist  in  the  functions  of  the  committees  as  set  forth  above.

•  Ad  Hoc  Committee  -(Task  Force).--These  committees  are  formed  to  deal  with  specific,  short  term  concerns  that  are  not  appropriately  assigned  to  the  standing  committees.  An  example  of  an  ad  hoc  committee  would  be  a  uniform  committee,  a  committee  formed  to  deal  with  a  bus  problem,  etc.

**Article  IX  Rules  of  Order**

**Section 1:**

SAC  decisions  shall  be  reached  by  consensus  or  vote  of  the  members.  (See Consensus,  Section  1)  If  the  SAC  is  deadlocked,  decisions  will  be  made  according  to  the  deadlock  process  at  the  same  meeting  where  the  issue  arose  .  (See Consensus,  Section  2)   Section  2:  The  SAC  will  operate  under  Parliamentary  Procedures  such  as  Robert’s  Rules  of  Order.   Consensus  Section  1:  Consensus  will  be  the  primary  decision-making  method  to  be  used  by  the  SAC.  Consensus  is  reached  when  all  members  understand  the  decision,  will  support  it,  and  are  willing  to  implement  the  decision.

**Section  2:**

The  deadlock  resolution  procedure  will  be  used  when  the  membership  has  voted  and  the  decision  is  not  unanimous.   •  Either  upon  motion  to  postpone,  if  approved  by  majority  vote,  all  SAC  members  shall  be  given  notice  that  a  vote  will  be  held  at  the  next  meeting  on  the  issues,  or  •  Upon  motion,  a  majority  of  the  total  SAC  membership  votes  to  adopt  a  position  on  that  issue  at  that  meeting,  and  specify  the  official  position.

**Article  XI  Amendments**

**Section  1:**

 The  bylaws  may  be  amended  at  any  regular  meeting  of  the  SAC  committee  by  a  two-thirds  majority  of  the  members  present  and  voting.  Written  notice  to  the  members  of  the  proposed  amendment  shall  be  at  least  three  (3)  days  prior  to  the  meeting  at  which  it  is  to  be  voted  upon.  A  quorum  is  required  at  any  meeting  for  action  to  be  taken.

**Section  2:**

 The  SAC  and/or  its  committee  shall  review  annually,  and  when  appropriate,  recommend  revisions  of  the  SAC  Bylaws  annually.  The  adoption  of  revised  bylaws  shall  follow  the  procedure  for  amendments.

**Section  3:**

The  SAC  will  follow  all  District  policies,  State  rules,  and  State  statutes  in  conducting  its  business.