

PROCEDURE GUIDELINES
FOR
LAWTON CHILES MIDDLE ACADEMY
SCHOOL ADVISORY COUNCIL

SAC Chair signature: _____
Principal signature: _____
Date: _____

We, the undersigned majority of the members of the Lawton Chiles Middle Academy School Advisory Council (SAC) hereby adopt the following as the Procedural Guidelines for the operation and function of this Council.

ARTICLE I

NAME

The name of this organization shall be the Lawton Chiles Middle Academy **School Advisory Council**.

ARTICLE II

PURPOSE

The purpose of the Council is to assist in the preparation, implementation, and evaluation of the Lawton Chiles Middle Academy School Improvement Plan. It is intended that this Council provide a vehicle to make recommendations to and assist the school administration in all areas of school improvement. It is intended that these functions be performed through participatory decision-making by parents, educators, school staff, business people, and other community members who have a stake in the operation of Lawton Chiles Middle Academy.

ARTICLE III

COUNCIL YEAR

This Council shall operate for successive terms of one (1) year, said terms to coincide with the year, therefore, making this Council operational from and including August through May of each school year.

ARTICLE IV

MEMBERSHIP

- A. Composition.** The membership of this Council shall consist of not less than 20 nor more than 30 members, said membership to contain an appropriate balance of parents, students, teachers, educational support staff, and business/community members. The membership shall be representative of the ethnic, racial, and economic communities served by Lawton Chiles Middle Academy.
- B. Term.** Each member shall serve for a term of two (2) years with those terms staggered so that each membership group shall have members whose terms expire alternately. The Administration will serve continuously on the Council.
- C. Vacancies.** Parent vacancies will be filled by an election at the first open house/PTSA meeting. The slate of nominees will consist of parents who have submitted a completed nomination form by the designated deadline at the open house. Nominees must be present at the election to be eligible. Teachers must be nominated and elected by teachers, education support employees must be nominated and elected by education support employees, and parents must be nominated and elected by parents. Business and community representatives may be selected by the principal. In the event that the elections do not constitute a membership that is balanced by ethnicity, race, socioeconomic status of the student population, the principal may appoint some members. Any member who accumulates two consecutive unexplained absences from noticed meetings will be replaced by the principal with School Advisory Council approval. (These highlighted sentences have been taken directly from the county's guidelines, supported by the state.)

- D. **Election of Officers.** In the spring of each year, a nominating committee will be formed to nominate a member for the position of chairperson and additionally the subcommittee will nominate a member or a non-member for the position of secretary. This slate will be presented to the School Advisory Council to be voted on. If the Council is unable to elect a secretary in the spring, the election will be deferred until the first meeting in the new school year.

- E. **Training.** New members joining the Council will receive an orientation in the initial meeting of the school year. This orientation will be designed to enhance the effectiveness of the members' participation.

- F. **Attendance.** Council members should make every effort to attend and participate in all Council meetings. Any member who misses more than two (2) meetings will be contacted to determine said member's status. Any member who accumulates three (3) or more unexplained absences will be withdrawn from the Council's membership at the discretion of the chair or principal.

ARTICLE V

MEETINGS

- A. **Time and Date.** The Council meetings will be held on a monthly basis beginning with August and ending in May of each school year. The Council meetings shall begin promptly at 3:30 p.m.

- B. **Place.** Each meeting shall be held at Lawton Chiles Middle Academy.

- C. **Duration.** It is the intent of this Council to conduct all meetings in an expeditious manner with the goal that each meeting shall not last more than one hour. However, on such occasions as is necessitated by the contents of the meeting, the meeting shall last as long as necessary based on the consensus of those members present.

- D. Agenda.** It shall be the responsibility of the Council Chairperson to see that an agenda for the following meeting is distributed to all members two weeks prior to or at the beginning of each meeting.
- E. Public Input.** Input can be provided using the following guidelines:
- Designate a limited time for public input at the beginning and/or at the end of the meeting.
 - Speakers must submit a written request to the principal 48 hours prior to the meeting.
 - Speakers will be called forward in the order that their request was received.
 - Speakers must state their name for the record before making their remarks.
 - Speakers should limit their remarks to three minutes. The chairman will indicate when the speaker has run out of time.
 - Under Florida Statute (230.173) the chairman may remove any person who interferes with the agenda of the meeting.

ARTICLE VI

VOTING AND QUORUM

In order for this Council to conduct any business at any scheduled meeting, a quorum of members must be present. A quorum consists of a simple majority of the active membership at any particular time.

All matters and issues shall be decided by a consensus of all members present at any particular meeting.

ARTICLE VII

COUNCIL MANAGEMENT

The activities of the School Advisory Council shall be managed and directed by a chairperson who shall be elected on an annual basis. The chairperson and principal will consult with each other prior to all meetings

and concerning all Council business. Additionally, the secretary's responsibilities shall be to record and keep the minutes of all Council meetings, to distribute Council minutes to all active members, and to give notices of all Council meetings. The Council secretary shall have the assistance of a school staff secretary, appointed by the school principal, to assist with the preparation, reproduction and maintenance of Council minutes and records and the distribution of those records and notices to the Council membership.

All of the above officers shall be appointed on an annual basis to serve for a period of one (1) year. Additionally, other officers may be appointed, at the direction of the consensus of memberships, in order to assist the Council in the performance of its duties.

ARTICLE VIII

COMMITTEES

The Council and administration retain the right to establish and appoint such committees as may be necessary to assist the Council in the performance of its duties. These committees shall be created and staffed based upon consensus of the members present at any meeting. It shall be the intention of the Council to have committees to ensure that the goals and objectives of the school are adequately brought before and attended to by the Council.

ARTICLE IX

AMENDMENTS

These guidelines may be amended at any time by consensus of the members present at a meeting called for that purpose. The total membership will receive a copy of the proposed change(s) at least two weeks prior to the called meeting.

ARTICLE X

GOVERNING LAW

The operation of the Lawton Chiles Middle Academy School Advisory Council shall be governed by the laws of the State of Florida and the policies of the Polk County District. In the event any procedural guidelines conflict with the laws of the State of Florida, it is specifically understood that the laws of the State of Florida shall prevail.