



**Superintendent's  
Student Advisory Council**

**2023-2024 Guidelines**

**Objectives:**

1. Present student voice to the Superintendent and to the School Board
2. Represent the Superintendent in Rockford public high schools and in the community

**Membership:**

- An applicant to SSAC must be entering grade 10, 11 or 12 at one of the Rockford public high schools, for the upcoming school year.
- Potential members must complete the application and provide a recommendation letter by the prescribed deadline.
- All students who apply will be given an interview with the SSAC liaison and nomination committee, comprised of current SSAC members.
- Based on the application and interview, recommendations will be made for a 2<sup>nd</sup> interview with the SSAC liaison and Superintendent.
- New SSAC members will be selected after the 2<sup>nd</sup> interview and notified via email.

**General Members:**

While not always possible, we strive for equal representation for each of the RPS 205 high schools, with 3-4 members from each of the 5 schools.

The members' responsibilities include, but are not limited to:

- Attendance and participation at all regularly scheduled SSAC meetings
- Participation in a majority of ambassadorial events
- Participation in a majority of community/volunteer events
- Peer representation to the Superintendent

**Executive Board Members:**

There are 5 executive board positions. No SSAC member can hold more than one position.

- **President:** acts as chief executive, creates meeting agendas, leads SSAC meetings, votes in the event of a tie and is the point of contact on behalf of SSAC.
- **Vice President:** acts as the chief executive of the nomination committee, leads SSAC meetings in absence of the president and fulfills all other responsibilities assigned to the president in the president's absence.
- **Secretary:** records notes from regular meetings, writes minutes and distributes to members; tracks members' attendance and participation.

- **Event Coordinator:** is the main point of contact for the SSAC liaison, SSAC members and community contacts for events; along with the SSAC liaison, oversees event coordination and details.
- **Treasurer:** maintains SSAC funds and financial records, researches grant opportunities for SSAC and provides guidelines for scholarship/grants to be provided to youth-led projects.

### **Elections:**

At the beginning of every SSAC year, students can nominate themselves or each other for an executive board position. Students can run for multiple positions.

- For each position, beginning with the presidency, each candidate will be given 2 minutes to speak to the group.
- Once all candidates have given their speech, a vote will be taken, and the position filled by the person with the most votes.
- In the event of a tie for the presidency, the SSAC liaison will break the tie. In the event of a tie for other positions, the newly elected president will break the tie.
- Should an executive board position become available during the school year, another election will be held to fill the vacancy.

### **Attendance:**

- A member is allowed 2 absences from the general meetings. The 2<sup>nd</sup> absence will result in an emailed warning. If there is a 3<sup>rd</sup> absence, the member will be removed from the council.
- Members are expected to participate in a majority of ambassadorial events and community/volunteer events. It is at the discretion of the SSAC liaison to excuse members from these events.

### **Agenda:**

Each regular meeting will follow an agenda, created by the SSAC president and liaison.

- The President must provide the agenda to the SSAC liaison 1 week prior to the meeting. The liaison will distribute the agenda to the members the week of the meeting.
- To add an item to the agenda, members must email the president and liaison at least 1 week prior to the meeting.

### **Minutes:**

Each meeting's proceedings will be recorded by the secretary and shared with the councilmembers no later than 1 week after the meeting.