

# Douglas L. Jamerson, Jr. Elementary School Advisory Council Bylaws

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## ARTICLE I - GENERAL

- A. The provisions of Florida law and rules of the Pinellas County School Board, now existing or hereafter adopted, governing School Advisory Councils, are incorporated by reference.
- B. To the extent that any inconsistency exists, now or in the future, between these bylaws and any rule, regulation, or policy of the Pinellas County School Board or any Florida law concerning School Advisory Councils, such rule, regulation, policy, or law shall control.

## ARTICLE II - NAME OF ORGANIZATION

The name of this association is: **Douglas L. Jamerson, Jr. Elementary School Advisory Council**. In these bylaws, the Douglas L. Jamerson, Jr. Elementary School Advisory Council may be referred to as “SAC” or the “Council.”

## ARTICLE III - PURPOSES

The purposes of the Council are:

- A. To provide parents/guardians, teachers, staff, and the community an opportunity to actively participate in the development of educational priorities, assessment of the school’s need and development of a School Improvement Plan.
- B. To assist in the preparation of the school’s **SIP** annual budget.
- C. To promote the welfare of students in school, home, and community.
- D. To bring into closer relation the school, home, and community so that parents, teachers, staff, and community members may cooperate for the education of students.
- E. To increase public awareness, input, involvement, and confidence in Douglas L. Jamerson, Jr. Elementary School and the Council.
- F. To act as an advisory body to the principal.

## ARTICLE IV - BASIC POLICIES

The following are basic policies of this Council:

- A. The council shall be non-commercial, non-sectarian, and non-partisan.
- B. The name of the Council or the names of any members in their official capacities shall not be used in connection with any commercial concern, with any partisan interest, or for any purpose not appropriately related to the objectives of the Council.
- C. The Council shall not, directly or indirectly, participate or intervene (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- D. The Council shall be in compliance with Florida's *Public Meetings and Records Law* (ss. 286.011), which is commonly known as the "Government in the Sunshine" law.

## ARTICLE V - DUTIES AND OBLIGATIONS

The Council shall exercise the following duties and obligations:

- A. Perform all the functions of a school advisory council as prescribed by the regulations of the Pinellas County School Board and state statutes.
- B. Assist in the preparation, approval, and evaluation of the School Improvement Plan and any modification thereto. The SAC shall be the sole body responsible for final decision-making at the school relating to implementation of the School Improvement Plan (ss 1001.452).
- C. Approve all School Improvement Fund expenditures either through a budget process or individual expenditures as provided by regulation of the Pinellas County School Board and Florida Law. The School Advisory Council determines how funds are spent in support of the School Improvement Plan, without principal override.
- D. Assist in the preparation of the school's annual budget. A SAC member will sit on the budget committee, which is responsible for presenting to the staff and SAC.
- E. Recognize the Principal as the final authority for all school-based decisions except as to functions specifically provided for the School Advisory Council by regulation of the Pinellas County School Board or Florida Law.

## ARTICLE VI - MEMBERSHIP AND THEIR ELECTION

**SECTION 1:** Except as prescribed below, membership in this Council is by election. The constituency of the council shall be the parents/guardians of students of Douglas L. Jamerson, Jr. Elementary School, employees of Douglas L. Jamerson, Jr. Elementary School, members of clergy, civic organizations, community service organizations, and representatives of the business community. Membership shall be representative of the ethnic, racial, and economic community served by the Council. The School shall maximize its efforts to include minority persons and persons of lower socioeconomic status. Any member of the constituency represented by this Council shall be eligible to serve in an appointive position.

**SECTION 2:** The principal shall be a permanent member of this council. In the event of an absence of the principal, a designee of his choice may serve in his place.

**SECTION 3:** There shall be members elected to the Council from each of the following constituent groups. A majority of members of the SAC must be persons who are not employees of the school. *Call for SAC Candidates* packets can be distributed to people interested in serving as general SAC members for the upcoming school year during the spring semester, and must be completed per the

State-required due date. Prior to final Board member selection, the principal and the executive committee will determine the Council's required number of members necessary to represent each group pursuant to ss.1001.452. "Teacher" is defined to include classroom teachers, certified student services personnel, and media specialists. "Support Staff" is defined to include any person employed by the school who is not defined as instructional or administrative personnel pursuant to ss. 1012.01 and whose duties require 20 or more hours in each normal working week (ss. 1001.452).

"Community member" is defined as a person who does not have a child at the school-members of clergy, civic organizations, community service organizations, and representatives of the business community.

- a) Teachers elected by teachers, minimum of two (2).
- b) Support staff elected by support staff, minimum of one (1).
- c) Parents/Guardians elected by parents/guardians, minimum of four (4)
- d) Community member(s), nominated by the principal or a member, and elected by vote of the council, minimum of one (1).
- e) Appointments – Those nominated by the principal or the Pinellas County School Board to comply with state statutes.

**SECTION 4:** Alternates may be elected with the sole duty of serving as a replacement for a SAC member of the same peer group who is unable to execute their duties for the term or absent from a meeting. Alternates that substitute for an absent member will count towards a quorum and have full voting rights for that meeting.

**SECTION 5:** Vacancy and Termination of Membership:

- a) A vacancy automatically occurs with the resignation or absenteeism as defined by missing two (2) regularly scheduled meetings over a year (July 1 through June 30). Absence may be excused by a majority vote of those members present, ***when the SAC chair has been notified in advance by e-mail or telephone.***
- b) In case a vacancy occurs, the position will be filled from within the respective constituent group in which the vacancy occurs, for the remainder of the term.

## **ARTICLE VII - OFFICERS AND THEIR ELECTION**

**SECTION 1:** Officer Elections:

- a) The officers of the Council shall consist of a Chair, a Vice-Chair, a Parliamentarian, and a Secretary. The officers should include members of more than one constituent group.
- b) Any member of the Council is eligible to be nominated for office. Election to an office will automatically extend SAC membership for the duration of the term.
- c) If there are no volunteers or nominations from the Council to fill an officer position, the general public and alternates may be considered for the position(s).
- d) Officers shall be elected by a majority vote of the Council. Officers shall be elected annually prior to June 30.
- e) Officers shall assume their official duties on July 1 and shall serve for terms of one (1) year or until their successors are elected.
- f) A person shall not be eligible to serve more than two (2) consecutive terms in the same office unless agreed upon by a consensus of the Council.
- g) SAC may suspend elections until the September meeting by two-thirds vote of the members present if unable to fill officer positions prior to June 30.

**SECTION 2:** Nominating Committee:

- a) There shall be a nominating committee composed of three (3) members appointed by the Chair, and subject to Council approval, at a regular meeting at least one month prior to the election of officers.
- b) The nominating committee shall nominate an eligible person for each office to be filled and report its nomination at the election meeting, at which time additional nominations may be made from the floor.
- c) Only those persons who have consented to serve if elected shall be nominated for or elected to such office.

**SECTION 3:** Vacancies:

- a) A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Council, notice of such election having been given to the membership.
- b) In case a vacancy occurs in the office of Chair, the Vice-Chair shall assume the office of Chair for the remainder of the term and the office of Vice-Chair shall be filled in accordance with a) above.
- c) Any person holding an elected or appointed position in the Council shall serve for a designated term, or until his/her successor is elected or appointed.

## **ARTICLE VIII - DUTIES OF OFFICERS**

**SECTION 1:** The Chair shall preside at all meetings of the Council and the executive committee at which he/she shall be present and shall perform such other duties as may be prescribed by these bylaws or assigned to him/her by the council. In addition, the Chair:

- a) Shall coordinate the work of the officers and committees formed by the Council to promote school improvement.
- b) Shall create and coordinate the SAC meeting agenda.
- c) Shall monitor SAC membership for vacancy replacement.
- d) Shall publish for public notice such items as required by law.
- e) Shall provide written notice of meetings to each Council member

**SECTION 2:** The Vice-Chair shall act as an aide to the Chair and shall perform the duties of Chair on the absence or disability of that officer.

**SECTION 3:** The Secretary shall record the minutes of all meetings of the Council and the executive committee and shall perform such other duties as may be delegated to him/her by the Council. In addition, the Recording Secretary:

- a) Shall maintain the minutes, and other records, of the Council and transmit them to the Chair for distribution and publication.
- b) Shall keep a record of attendance as part of the minutes of each Council meeting.

**SECTION 4:** The Parliamentarian shall ensure that the meetings are conducted in accordance with the established parliamentary rules and shall perform other duties as may be delegated to him/her by the Council. In addition, the Parliamentarian:

- a) Shall act as a timekeeper at all meetings of the Council.
- b) Shall be the sole arbiter of conflicts regarding rules of order.

## **ARTICLE IX – EXECUTIVE COMMITTEE**

**SECTION 1:** The executive committee shall consist of the elected officers (Chair, Vice-Chair, Recording

Secretary, and Corresponding Secretary, Parliamentarian and Financial Officer) and the principal or the principal's designee.

**SECTION 2:** The duties of the executive committee shall be to transact emergency business in the interval between meetings, which must later be ratified by a consensus of the Council. The executive committee may be authorized, by the Council membership, to conduct other activities.

**SECTION 3:** A majority of the executive committee (including, at least, the principal or his/her designee) shall constitute a quorum of the executive committee.

**SECTION 4:** Meetings of the executive committee shall be held as needed and are subject to Florida's *Public Meetings and Records Law* (ss. 286.011).

## **ARTICLE X - STANDING AND SPECIAL COMMITTEES**

**SECTION 1:** The Council may create such standing school improvement committees, as it may deem necessary to promote the objectives and carry on the work of the Council.

**SECTION 2:** Ad hoc committees may be established from time to time at the discretion of the Council. Members of ad hoc committees need not be members of the Council.

**SECTION 3:** The chairperson of each committee shall present a plan of action to the Council for approval.

## **ARTICLE XI - MEETINGS**

**SECTION 1:** Time and Location. Regular meetings of the Council will be held during the second week of each month for at least the minimum number of meetings required by State Statutes. The time and location will be determined at the beginning of the school year for the remainder of the school year. Seven (7) days written notice shall be given of a change of date.

**SECTION 2:** Quorum. A majority of the membership, of which at least two (2) of whom are school representatives and at least two (2) of whom are parent/community representatives, shall constitute a quorum for the transaction of business in any meeting of this council.

**SECTION 3:** Voting. The Council will attempt to make all decisions by consensus. A consensus is defined as an agreement amongst all members of the council. If consensus cannot be reached, the Chair will call a vote and the issue will be decided by a majority vote of the membership present. The Chair and members shall all vote on all matters and no member shall abstain from any vote called, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of ss. 112.311, 22. 112.313, or ss. 112.3143. In such cases, said member shall comply with the disclosure requirements of ss. 112.3143 (ss 286.012). An absent member may submit a written proxy on specific issues.

- SECTION 4:** Notice. Meetings will have 3-days’ advance notice in writing to all members of the Council of any matter that is scheduled to come before the Council for a vote. Email and fax correspondence will be considered written notice for council members with email/fax capabilities. A copy of the notices will be maintained with the records of meetings.
- SECTION 5:** Special Meetings. The Chair, or Vice-Chair, and the Principal, or the Principal’s designee, may call special meetings with 3-days’ written notice having been given. See Article XI, Section 4 above regarding email/fax notification.
- SECTION 6:** Attendance. Members are required to attend all regular and special meetings.
- SECTION 7:** All SAC meetings, including committee meetings, are open to the public and must comply with Florida’s *Public Meetings and Records Law* (ss. 286.011 commonly known as the “Government in the Sunshine” law), including public notification of meetings.

## **ARTICLE XII – FISCAL YEAR**

The fiscal year of the Council shall begin on July 1 and end on the following June 30 inclusive.

## **ARTICLE XIII - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rule the Council may adopt, any Florida law, or any rule, regulation, or policy of the Pinellas County School Board.

## **ARTICLE XIV – AMENDMENTS**

- SECTION 1:** These bylaws may be amended by any regular meeting of the Council by three-fourths vote of the members present provided that notice of the proposed amendment shall be distributed no less than 7 days prior to the meeting at which the amendment is voted upon and that the proposed amendment shall comply with state statutes.
- SECTION 2:** The amendment shall become effective upon receipt of approval from the Pinellas County School Board.
- SECTION 3:** A committee may be appointed to submit a revised set of bylaws only by a majority vote at a meeting of the Council, or by two-thirds vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

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Douglas L. Jamerson, Jr. Elementary SAC Chair

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Douglas L. Jamerson, Jr. Elementary Principal