



SIP Bites – School Advisory Council (SAC) Bylaws

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School Advisory Council (SAC) Bylaws are the ground rules that SAC committee members agree to follow. They give structure to the meeting process, which should be focused on the School Improvement Plan, student achievement and budget items.

The school district is required to maintain copies of each school's SAC Bylaws (Fla. Stat. § 1001.452(1)(d), 2020).

- Schools must review, ratify, and upload their bylaws annually as a PDF to the SAC Upload Center in BCPS Central @ <https://web01.browardschools.com/ospa/ospa-central2/login.asp>.

Prior to the **October 6, 2026** deadline, during a regularly scheduled 2026-2027 School Advisory Council meeting, each SAC must annually adopt bylaws that establish procedures for:

- Establishing the purpose and function of the School Advisory Council.
- Identifying the membership of the council, including the officers and their duties.
- Outlining the meeting requirements, utilization of school improvement funds and SAC training and activities.
- Requiring a quorum (a majority, more than half of the total required membership) to be present before voting can take place.
- Notifying SAC members in writing of any matter that is scheduled to come before the council for a vote at least three (3) full business/work days in advance. The agenda must be included with the notification.
- Surveying members and scheduling meetings when parents, students, teachers and community members can attend.
- Replacing any member who has two (2) unexcused, consecutive absences from advertised SAC meetings.
- Recording minutes of meetings.

SAC Bylaws Review and Ratification Quick Reference Guide

Before the Meeting

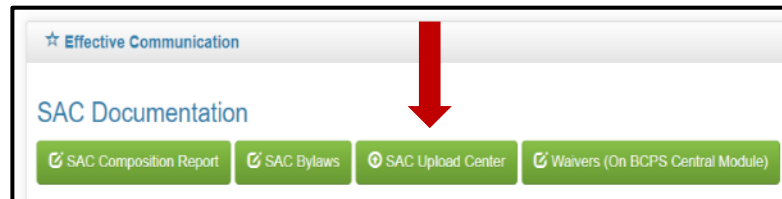
- ☐ Include **SAC Bylaws Review and Annual Ratification** as an agenda item and advertise the meeting at least **three (3) full business/work days** prior to the meeting.
- ☐ Download a copy of the previous school year's SAC Bylaws for SAC members to review and determine whether any revisions are needed before annual ratification.

During the Meeting

- ☐ Ensure a quorum (a majority, more than half, of the total SAC membership) is present before conducting any vote on the bylaws.
- ☐ Review the bylaws using the online template in BCPS Central @ <https://web01.browardschools.com/ospa/ospa-central2/login.asp>. Make updates, if necessary, to the following information:
 - Article III – Membership, Section 3: Length of membership terms
 - Article IV – Officers, Section 1: Chairperson or Co-Chairpersons and Secretary
 - Article IV – Officers, Section 2: Meeting/month officers will be elected
 - Article IV – Officers, Section 3: Meeting for the installation of new officers
 - Annual Ratification Date and Amended Date (if applicable)
- ☐ Conduct a vote of the SAC membership to approve the bylaws.
 - Record the **Annual Ratification** date on the bylaws. This date should match the date the bylaws were approved during the regularly scheduled SAC meeting.
 - Record the **Amended** date only if revisions were made to the previous year's bylaws.
- ☐ Document the bylaws review and approval in the SAC meeting minutes, including:
 - A brief summary of the review and adoption process
 - The motions and vote results approving the bylaws

After the Meeting

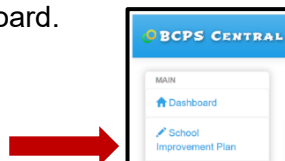
- ☐ Save the ratified and/or amended (if applicable) SAC Bylaws as a PDF.
- ☐ Upload the approved bylaws to the **SAC Upload Center** in BCPS Central.
- ☐ Post the approved bylaws on the school's website.
- ☐ Maintain a hard copy of the 2026-2027 bylaws in the school's front office.



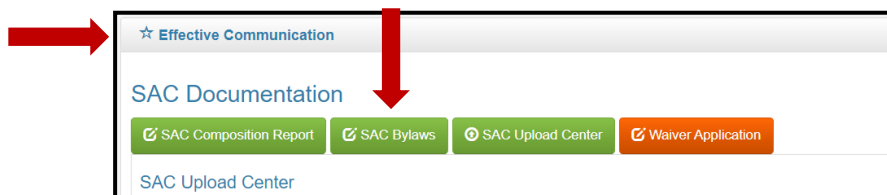
SAC Bylaws Online Template Directions

1. The online bylaws template is in BCPS Central @ <https://web01.browardschools.com/ospa/ospa-central2/login.asp>.

2. Click on **School Improvement Plan** on the dashboard.



3. Scroll down to the **Effective Communication** section of the SIP and click on the **SAC Bylaws** tab.



4. Review and update (if applicable) the following components within the bylaws template:
 - Article III – Membership, Section 3: Length of membership terms

Section 3. Length of Term: Members of the School Advisory Council shall be elected for year term(s).

- Article IV – Officers, Section 1: Chairperson or Co-Chairpersons and Secretary
- Article IV – Officers, Section 2: Meeting/month officers will be elected
- Article IV – Officers, Section 3: Meeting for the installation of new officers

Section 1. Officers of this committee will consist of and secretary.
Section 2. The officers shall be elected annually at the meeting.
Section 3. Installation of new officers will be held at the meeting of the school year.

5. Complete the 2026-2027 **Annual Ratification** Date and **Amended** Date (if applicable), then click **Submit** to save and upload the approved SAC Bylaws in the online system.
 - The **Annual Ratification Date** must match the date the School Advisory Council approved the bylaws during a regularly scheduled SAC meeting.
 - The **Amended Date** should only be completed if the SAC voted to revise the bylaws during the meeting.

A screenshot of the 'ARTICLE XI. PARLIAMENTARY AUTHORITY' form. It includes a header with the text 'The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern (Select a School) School Advisory Council.' Below this are two date fields: 'Annual Ratification' with the value '9/23/2026' and 'Amended' with the value 'mm/dd/yyyy'. Red arrows point to both date fields. At the bottom are 'Submit' and 'Cancel' buttons. A red arrow points to the 'Submit' button.

6. **Download** the approved 2026-2027 SAC Bylaws as a PDF, then upload the file by the deadline to the SAC Upload Center in BCPS Central @ <https://web01.browardschools.com/ospa/ospa-central2/login.asp>.