



SIP Bites – School Advisory Council Elections (Peer Groups and Officers)

Kelli S. Blackburn, School Improvement Coordinator

July 2026 ~ Volume 6, Issue 4

SAC Compositions Due Tuesday, October 6, 2026

Planning Note: Use this deadline to work backward and schedule SAC elections accordingly.

Schools are responsible for planning, advertising and conducting School Advisory Council (SAC) elections in accordance with the SAC Bylaws, Article III, Membership, and Article IV, Officers. SAC membership must reflect the ethnic and racial composition of the students served by the school. The acceptable discrepancy between SAC membership and school demographics for each ethnicity is +/-20 percentage points. In addition, a majority of SAC members, 51% or more, must not be employees of the Broward school district.

Refer to the following resources for additional information: **SIP Bites – School Advisory Council Composition (General Membership)** and **SIP Bites – SAC Composition Online Program**

New Note for 2026-2027: Non-district School Advisory Council (SAC) and School Advisory Forum (SAF) Chairs must be screened as volunteers.

School Advisory Council Peer Group Elections

(SAC Bylaws, Article III)

Each peer group must elect its own SAC representatives through a fair process at a scheduled peer-group meeting for SAC membership elections, **not** during a SAC meeting. Notices for each group's election must be distributed to all relevant stakeholders seven (7) business/work days in advance and include the position(s), nomination/interest process, and the date, time, and location of the vote.

- Teachers elect teacher representatives during a teacher meeting.
- Parents elect parent representatives during a parent meeting.
- Students elect student representatives during a student meeting.
- Non-instructional support employees elect their representatives during a non-instructional support employee meeting.

*Refer to Article III, Membership, Section 3 of your school's SAC Bylaws to confirm the term length for SAC members (one, two, or three years). If you are within the election window, follow the steps below for SAC peer elections, followed by the election of SAC officers and the I-Zone Parent Representative.

Before the Elections

- ☐ The SAC Chair or leadership designee should collaborate with all the peer groups to establish a general election process and master calendar, which includes dates, times, locations and collection of election results.
- ☐ Elections for each SAC peer group should take place at a scheduled general meeting for each group (staff at a staff meeting, parents at a parent meeting, students at a student meeting, etc.). These elections **do not** take place at a SAC meeting.
- ☐ Through the school, each peer group will:
 - Advertise SAC positions/vacancies to **all** stakeholders within each respective peer group; include the date, time, and location to collect nominations.
 - Collect nominations for open positions/vacancies.
 - Create the slate/ballot to include all nominees for each position.
 - Advertise the scheduled general meeting for elections with the date, time and location.

- ❑ Through the school, peer group election meetings should:
 - Be advertised to all stakeholders(SAC, staff, parents, students if applicable, etc.)at least seven (7) full business/work days in advance on the school website, marquee, parent link, newsletter, etc. and include the date, time and location for each peer group election meeting.
 - List all available SAC positions for the peer group and the nominees collected through the nomination process. Nominations may also be accepted from the floor during peer election meetings and added to the candidate list.

During the Elections

- ❑ Designees assigned by the principal will facilitate the vote for each peer group - Parents, teachers, non-instructional support employees, students if applicable, etc.
- ❑ Record results of the election.

After the Elections

- ❑ Respective peer groups will share the election results with the principal or designee.
- ❑ The elected members from each peer group election will be presented at the next scheduled SAC meeting (per the SAC Bylaws), as the newly elected SAC members.
- ❑ Announce the results to all stakeholders.

School Advisory Council Nominating Committee for the Election of SAC Officers and I-Zone Parent Representative

(SAC Bylaws, Article IV)

SAC Officers are elected annually. After peer group elections are complete, a nominating committee should be elected by the SAC for the purpose of electing the SAC Officers (Chair or Co-chairs and Secretary) and I-Zone Parent Representative from among the general SAC membership (elected, voting members).

Establishing a Nominating Committee

- ❑ At a scheduled regular SAC meeting, the SAC members will elect three members for the nominating committee (voting members).
- ❑ This committee should include at least one, but not more than two, of the **2025-2026 elected officers** (if applicable) and the remaining members from the general membership (voting members).
- ❑ The SAC should receive nominations from the current membership as candidates for the Nominating Committee.
- ❑ The nominating committee determines the process for collecting nominations for each SAC officer position (SAC Chair or Co-Chairs and Secretary) and the I-Zone Parent Representative position on the SAC.

Nomination Process

- ❑ The Nominating Committee presents a slate of candidates for each SAC Officer and I-Zone Parent Representative positions. Also, nominations can be received from the floor (**nominees must be SAC members**) at the SAC meeting in which SAC officers and the I-Zone Parent Representative are elected. Refer to Article IV., Section 2 of your SAC Bylaws for your school's specific time frame.
- ❑ The meeting minutes must reflect the voting process and results.



SAC Officers and I-Zone Parent Representative Elections

After the nominating committee is elected, the process of selecting the SAC Officers **and** the I-Zone Parent Representative from among the general membership (elected, voting members only) will commence.

Note: Per your Bylaws, Article IV., Section 3, installation of new officers should be held at the first or second meeting of the school year.

Before the Meeting

After the SAC members have been chosen from the peer group elections:

- ☐ Determine the SAC meeting date, according to your established SAC meeting schedule, for the election of the SAC Officers and I-Zone Parent Representative. See your SAC Bylaws (Article IV., Section 2) for the specific month for elections.
- ☐ Include SAC Officers and I-Zone Parent Representative Elections as a topic on the meeting agenda.
- ☐ Since the meeting includes elections, notice/advertise it at least seven (7) full business/work days in advance on the school's website, marquee, ParentLink, newsletter, flyer, etc.
 - o Clearly state the date, time and location of the meeting.
 - o Include a list of the SAC Officer positions (Chair or Co-Chairs and Secretary) and the I-Zone Parent Representative position.

During the Meeting

- ☐ The Nominating Committee will facilitate the election process for SAC Officers and the I-Zone Parent Representative.
- ☐ Conduct the vote for the Chair or Co-Chairs, Secretary and the I-Zone Parent Representative. A quorum (majority, more than half of the total members) must be present before a vote may be taken.
- ☐ Record minutes to reflect the voting process and the results of the vote for the officers and I-Zone Representative.

After the Meeting

Note: Refer to the resource **SIP Bites - SAC Composition Online Program** for detailed instructions to complete the SAC Composition Report online.

- ☐ Add the newly elected SAC Officers and I-Zone Parent Representative (along with all elected SAC members) to the SAC Composition Report in the online SAC Composition program in BCPS Central (**#1** below).
- ☐ Save the completed composition as a PDF.
- ☐ Upload the new SAC Composition Report in the SAC Upload Center in BCPS Central (**#2** below).

