



SIP Bites – School Advisory Council (SAC) Quorum and Voting

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July 2026 ~ Volume 6, Issue 10

In accordance with Florida's Sunshine Law, during School Advisory Council (SAC) meetings, members will vote on specific agenda items such as approving meeting minutes, using Accountability funds, electing SAC officers, waivers, and other official matters.

Voting supports valid decisions that promote continuous school improvement and provides a transparent, democratic process grounded in accountability and fairness. Before voting or conducting official business, the SAC must have a quorum; more than half of the total required voting members present per the school's approved SAC Composition.

Quorum (SAC Bylaws, Article VI)

- A quorum is the minimum number of SAC members needed to vote, more than half of the total membership.
- Example 1: If the SAC has 10 members, at least 6 members must be present for voting to occur.
- Example 2: If the SAC has 15 members, at least 8 members must be present for voting to occur.



#	Name	Position	Gender	Ethnicity	SIBC Employee	Parent of Student	Email	Add Date	Resigned	
1	Yaco Zaragoza	SIB Forward for designee Community / Business Representative	Male	Hispanic/Latino	No	Yes	yacozaragoza@yahoo.com	2022-06-25		 
2	Tariq Lee	SAC Secretary	Male	Asian	No	No	T.Lee@BCPS.com	2022-06-20		 
3	Michelle Jameson	SAC Co-Chair	Female	White Americans	Yes	No	mikej@testing.com	2022-01-02		 
4	Kelli Shahr	SAC Co-Chair	Female	Black/African Americans	Yes	No	test1@aol.com	2022-08-29		 
5	Collet Potter	Community / Business Representative	Female	Asian	No	Yes	test@yahoo.com	2022-06-29		 
6	Thomas Car	SIB Representative (must be a parent)	Male	Mixed Race	No	Yes	thomas.car@gmail.com	2022-05-02		 
7	Daisy Donald	SIB Forward for designee	Female	Hispanic/Latino	Yes	Yes	Daisy.D@disney.com	2022-08-29		 
8	Jane Tester	Community School Representative (if applicable)	Female	Mixed Race	No	No	jtester@test.com			 
9	Leslyn Awesome	SIB Representative (must be a parent)	Female	White Americans	No	No	jokaldmiami	2022-10-04		 
10	Collet Shields	Principal	Female	Black/African Americans	Yes	No	collet_shields@brenard	2022-10-12		 

- ☐ If a quorum **is not present**:
 - Voting cannot occur on items such as accountability funds, minutes, waivers, etc.
 - Postpone voting items to the next SAC agenda; address them only if a quorum is present or postpone them again.
 - The meeting continues for informational purposes only, and minutes must be recorded.

Voting SAC Members (SAC Bylaws, Articles III and VI)

- ☐ All School Advisory Council members, including the principal, are voting members.
 - Voting members must be physically present to vote.
 - Alternates and proxy voting are not allowed (per Florida's Sunshine Law).
 - SAC members have one vote, regardless of how many council positions they hold.

Advertising SAC Voting Items on the Agenda to All Stakeholders

- ☐ All voting items must appear on the SAC agenda and be placed near the start of the meeting.
- ☐ Any item scheduled for a SAC vote requires written notice/advertisement to all SAC members and stakeholders (staff, parents, community, etc.) at least three (3) full business/work days in advance.
- ☐ The SAC meeting notice must include the date, time, location, and **full agenda**.
- ☐ Advertise the notice in at least two (2) ways to reach all stakeholders, such as ParentLink, school website, marquee, school newsletter, etc.
- ☐ The notice should also be available in the front office before the meeting.

Voting Process (Follow Robert's Rules of Order – Newly Revised)

- ☐ When a quorum is present, the SAC Chair introduces each agenda item requiring a vote in the order it appears.
 - A SAC member must make a motion, and another member must second it before discussion begins. Once the motion is seconded, it is open for discussion.
 - After the discussion ends, the SAC Chair restates the motion and calls for a vote.
 - Secret ballots are not permitted under Florida's Sunshine Law.
 - Voting must be conducted aloud, with members saying "Yea" to approve and "Nay" to oppose.
 - A roll-call vote must be taken if the vote outcome is unclear **and** for high-stakes items, such as Florida School Recognition Program (A+) Funds and waivers.

Voting Results

- ☐ Verify the Yea and Nay votes.
- ☐ The SAC Chair announces the results by reporting the outcome. For example:
 - "The committee has unanimously approved the motion to..."
 - "The committee approved the motion to...with a vote of 8 Yeas to 2 Nays."
 - "The committee declines the motion to...with a vote of 3 Yeas to 10 Nays."
- ☐ Minutes should reflect all motions, discussions, votes and results:
 - The maker of the motion and the person seconding.
 - The final results of the vote by SAC and decisions made.
 - For Roll-Call votes, minutes must have the names of the members present voting and the way they voted, "Yea" or "Nay."

SAC Voting – Quick Reference Guide

	 WHEN VOTING FOR:	 REFER TO:
	SAC MEMBERSHIP	
	• Membership Elections • Vacancies	SAC Bylaws, Article III: Membership
	SAC OFFICERS	
	• Officer Elections	SAC Bylaws, Article IV: Officers
	NEW WAIVERS	
	• New Waiver Ballot Vote • Faculty Vote	SAC Bylaws Article VI: Meetings, Section 9 BTU Article 15, Section G
	CONTINUATION WAIVERS	
	• Continuation Waiver Ballot Vote • Faculty Vote	SAC Bylaws Article VI: Meetings, Section 9 BTU Article 15, Section G
	ACCOUNTABILITY FUNDS	
	• SAC Votes	SAC Bylaws Article VI: Meetings, Section 9
	FLORIDA SCHOOL RECOGNITION PROGRAM (A+ FUNDS)	
	• A+ Funds Ballot Vote • Staff Vote	SAC Bylaws Article VI: Meetings, Section 9 Florida Statute 1008.36 BTU Article 15, Section G