



SIP Bites - SAC Bylaws

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School Advisory Council (SAC) Bylaws are the ground rules that 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.

Each School Advisory Council shall adopt bylaws establishing procedures for:

- Requiring a quorum (50% plus 1 of the total 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.
- 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.

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

- Schools must upload annually ratified Bylaws (as a PDF document) to the SAC Upload Center in BCPS Central @ <https://web01.browardschools.com/ospa/ospa-central2/login.asp>

Did You Know?

All School Improvement Information is located on the School Improvement Website @ <https://www.browardschools.com/Page/47653>.

Need School Improvement Help?

Contact the School Improvement Team @ (754) 321-3800

SAC Bylaws Review and Ratification Quick Reference Guide

Before the Meeting

- Ensure “Bylaws” is on the SAC meeting agenda.
- Download a copy of the Bylaws from the previous school year for SAC members to review, ratify and/or amend for the meeting.

During the Meeting

- Ensure a quorum (50% plus 1 of the total membership) is established to vote on Bylaws.
- Review and revise (if necessary) Bylaws via the online bylaws template located in BCPS Central @ <https://web01.browardschools.com/ospa/ospa-central2/login.asp>
 - Number of years for the terms of membership (*Article III. Membership, Section 3*)
 - Chairperson or Co-Chairpersons (*Article IV. Officers, Section 1*)
 - Meeting/month officers will be elected (*Article IV. Officers, Section 2*)
 - Meeting for installation of new officers (*Article IV. Officers, Section 3*)
 - Annual ratification and amendment (if applicable)
- Conduct a vote of SAC membership to ratify (consent) and amend (if applicable) the Bylaws.
 - Record the *Annual Ratification* date. It should match the date the Bylaws were approved by SAC.
 - Record the *Amended* date if changes were made from the previous year.
- Include the results of the vote to approve the Bylaws in the meeting minutes.

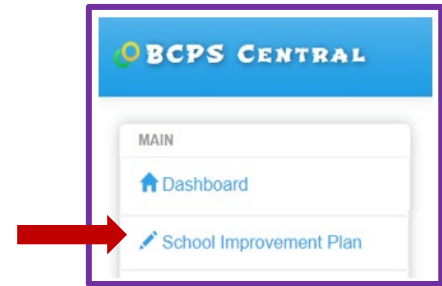
After the Meeting

- 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 Bylaws on the school’s website.
- Maintain a hard copy of the Bylaws in the front office.

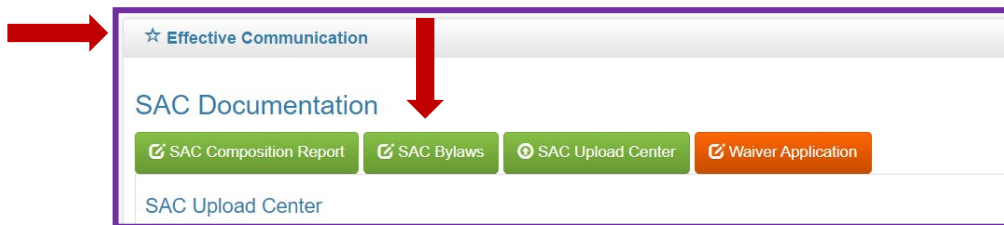


SAC Bylaws Online Template Directions

1. The online bylaws template is located in BCPS Central @ <https://web01.browardschools.com/ospa/ospa-central2/login.asp>
2. Click on the **School Improvement Plan** tab located on the menu to the left of the screen.



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



4. Review/change the following five components within the bylaws template:
 - Number of years for the terms of membership (*Article III. Membership, Section 3*)
 - Chairperson or Co-Chairpersons (*Article IV. Officers, Section 1*)
 - Meeting/month officers will be elected (*Article IV. Officers, Section 2*)
 - Meeting for installation of new officers (*Article IV. Officers, Section 3*)
 - Annual ratification and amendment (if applicable) (*see below)

Article III. Membership

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

Article IV. 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.

***Special note:** The *Amended* date is only populated if, at any time during the school year, SAC votes to change any of the five components of the Bylaws.

A screenshot of the 'Annual Ratification' form. The form has a field for 'Annual Ratification' with the date '06/30/2017'. Below it is an 'Amended' field, which is currently empty. There are 'Save' and 'Cancel' buttons at the bottom. A red arrow points to the 'Amended' field.

5. Save the annually ratified SAC Bylaws (as a PDF document) and upload it to the SAC Upload Center in BCPS Central @ <https://web01.browardschools.com/ospa/ospa-central2/login.asp>.