



SIP Bites - Quorum and Voting

Kelli S. Blackburn, School Improvement Coordinator

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For School Advisory Council (SAC) business to be conducted and voting to take place, a quorum (50% plus 1 of the total membership) must be met.

Quorum

- A quorum is the minimum number of SAC members, 50% plus one of the total membership.
 - For example: If your SAC Composition has 10 members, there must be at least 6 of those members present for voting to take place.

#	Name	Position	Gender	Ethnicity	SBBC Employee	Parent of Student	Email	Add Date	Resigned
1	Yaco Zaragoza	OTD Steward (or designee) Community / Business Representative	Male	Hispanic/Latino	No	Yes	yacozaragoza@yahoo.com	2022-08-20	
2	Tang Lee	SAC Secretary	Male	Asian	No	Yes	T.Lee@BCPS.com	2022-08-20	
3	Michelle Jameson	SAC Co-Chair	Female	White Americans	Yes	Yes	mikej@testing.com	2022-01-02	
4	Kelli Shakir	SAC Co-Chair	Female	Black/African Americans	Yes	Yes	test1@aol.com	2022-08-29	
5	Collet Potter	Community / Business Representative	Female		No	Yes	test@yahoo.com	2022-08-29	
6	Thomas Car	1 Zone Representative (must be a parent)	Male	Mixed Race	No	Yes	thomas.car@gmail.com	2022-09-02	
7	Daisy Donald	OTD Steward (or 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	Yes	jtester@test.com		
9	Leslynn Awosome	1 Zone Representative (must be a parent)	Female	White Americans	No	Yes	lakadmirami	2022-10-04	
10	Collet Shields	Principal	Female	Black/African Americans	Yes	Yes	collet_shields@broward	2022-10-12	

- If a quorum is **not** met:
 - Voting cannot take place (accountability funds, previous meetings' minutes, waivers, etc.).
 - Items scheduled for voting must be tabled until the next meeting where a quorum is met.
 - The meeting becomes an "information only" meeting.
 - Minutes must still be taken during the meeting.

Voting Members (SAC Bylaws Section III and VI)

- All members on the SAC Committee are voting members including the principal.
 - A voting member must be present, in person, to vote.
 - Alternates and proxy votes are not permitted.
 - Members of the Council shall have one vote each regardless of the number of positions held on the SAC Committee.

Voting Requirements

- Any matter scheduled to come before SAC for a vote requires at least three (3) full business/work days advanced written notice to all SAC members and stakeholders (school staff, parents, community, etc.).
- Send notice of the meeting in at least two (2) forms (website, marquee, school newsletter, parent link, etc.). Include the date, time, location and agenda for the meeting.
- The notice should also be made available in the front office prior to the meeting.
- Items requiring a vote must be included on the agenda as a topic.
- Voting should be scheduled early in the beginning of the agenda.

Voting Process (Follow Robert's Rule of Order)

- SAC Chair opens the floor with the agenda item that requires a vote.
 - A motion must be made and seconded.
 - If seconded, the motion is brought up for discussion/debate.
 - Once discussion/debate closes, SAC Chair restates motion and calls for a vote.
 - Voting must be conducted orally (all in favor says "Yea" and all opposed says "Nay").
 - No secret ballots are allowed (Florida Sunshine Law).
 - A Roll Call Vote must be taken if there is doubt in the outcome of the vote.
 - Voting on high-stakes issues (School Recognition Funds, Waivers, etc.) must be conducted by roll call.

Voting Results

- Verify the "Yea" and "Nay" votes.
- 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 (Yea) to 2 (Nay).
 - The Nays have it and the motion to...is lost.
 - The committee declines the motion to...with a vote of 3 (Yea) to 10 (Nay).
- Minutes should reflect all motions:
 - 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 those voting and the way they voted, "Yea" or "Nay."

Quick Reference for Specific Voting Events

When voting for:	Refer to:
SAC Membership	
○ Membership Elections	SAC Bylaws, Article III: Membership
○ Vacancies	
SAC Officers	
○ Officer Elections	SAC Bylaws, Article IV: Officers
New Waivers	
○ New Waiver Ballot Vote	SAC Bylaws Article VI: Meetings, Section 9
○ Faculty Vote	BTU Article 15, Section G
Continuation Waivers	
○ Continuation Waiver Ballot Vote	SAC Bylaws Article VI: Meetings, Section 9
○ Faculty Vote	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	SAC Bylaws Article VI: Meetings, Section 9 Florida Statute 1008.36.
○ Staff Vote	BTU Article 15, Section G