

SCHOOL ADVISORY COUNCIL (SAC)

The School District of Palm Beach County

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SCHOOL ADVISORY COUNCIL (SAC) MEETINGS

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ATTENDANCE AT SAC MEETINGS

SAC will replace any member who has **two consecutive unexcused absences** (as determined by the SAC chair) from SAC meetings scheduled according to the procedures in the bylaws



SAC Meetings

There is not a minimum number of SAC meetings. SAC should meet for topics regarding student achievement and school improvement.

SAC members should be informed of this criteria and ensure focus throughout the meetings.



SCHEDULING MEETINGS

Specify in your bylaws the time and place that each meeting will be held.

*All meetings will be held at a time **that is convenient to parents, students, teachers, and business/community representatives.***

It is recommended to schedule rotating times and days.

DO MEMBERS NEED ADVANCE NOTIFICATION FOR ALL MEETINGS?

At **least 3 days** advance notice in writing to voting member on any matter requiring a vote AND additional meeting notice for the general public.

A full agenda (if known) or general topic agenda should be sent to voting members and posted for public viewing.

District legal service's department and the Open Government/Sunshine Law recommends a 7 day notice.

Post the SAC schedule for public awareness.

CAN A VOTE BE TAKEN IF THERE ARE VOTING MEMBERS MISSING?

A quorum must be present before a vote may be taken.

A majority (50% + 1) of the voting members of the council shall constitute a quorum.



VIDEOCONFERENCING ATTENDANCE FOR MEETINGS

School Question:

"I am having trouble getting a quorum. Can we use a videoconference or telephone to obtain a vote?"

FDOE Response:

"Voting members need to be physically present at SAC meetings, unless there is an extraordinary circumstance that disables them from attending, such as hospitalization."

"The attorney general issued an Advisory Legal Opinion (AGO 2003-41) that states: where a rule or statute contemplates that a meeting will be held in a public place with the members physically present, the participation of an absent member in the meeting by telephone conference should be permitted only in extraordinary circumstances and when a quorum of the board members is already physically present at the meeting."

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ARE THERE RULES FOR RUNNING MEETINGS



RULES, PROCEDURES, AND ORDERLY MEETINGS

It is recommended to have rules of order in the SAC bylaws on how the SAC meeting will operate.

One example of parliamentary procedures that could be specified might be Robert's Rules of Order.

Consider including a description in the SAC bylaws regarding how non-council members provide input at SAC meetings (e.g., A specified time at the end of each meeting, sign up for speakers, time limit for speaking).



DISCUSSION OF SAC BUSINESS

Sunshine Law requires that issues that will come before the SAC should not be discussed by members of the SAC outside of a meeting.



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TRAINING

[Open Government Overview: Sunshine Law and Public Records Law](#)

[Public Meetings and Public Records Law \(2-Hour Audio Presentation\)](#)

Other Resources for Public Records and the Sunshine Law:

[Florida Statutes](#)

[The First Amendment Foundation](#)

[The Brechner Center for Freedom of Information](#)

[Executive Office of the Governor's Office of Open Government](#)

Florida Attorney General Training Website For Florida Sunshine Law

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PEOPLE TO ASSIST YOU:

Call:

The School District of Palm Beach County

3300 Forest Hill Blvd., West Palm Beach, FL 33406

561- 434-8000

Ask for:

Office of School Improvement