

# SCHOOL ADVISORY COUNCIL (SAC)

The School District of Palm Beach County

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EVERYTHING YOU  
WANT FOR  
YOUR CHILD



PALM BEACH COUNTY SCHOOLS  
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# SCHOOL ADVISORY COUNCIL (SAC)

## SAC Election Procedures

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# VOTING BODY/COMPOSITION



## Members Shall Include:

An appropriately balanced number of each member group.

- **SCHOOL PRINCIPAL** (Only the school principal is authorized to be a voting member as an administrator.
- **TEACHER(S)** (Elected by peers)
- **PARENT(S)** (Elected by peers)
- **EDUCATION SUPPORT EMPLOYEE(S)** (Elected by peers)
- **STUDENT(S)\*** (Elected by peers)
- **BUSINESS/COMMUNITY REPRESENTATIVE(S)**  
(Appointed by principal)

Compliance regulations impacts the number of voting members.

\* MIDDLE SCHOOLS MAY INCLUDE STUDENTS. HIGH SCHOOLS MUST INCLUDE STUDENTS.

# WHEN TO HOLD ELECTIONS



- Usually at the beginning or end of the school year, as provided **in bylaws**
- **Procedures in the bylaws** should include the:
  - Means of ensuring wide **notice of vacancies** and elections:
    - **School Marquee**
    - **Newsletter**
    - **Electronic Communication Venues** (e.g., Twitter, Instagram, Email)
    - **Other Groups** (e.g., PTA)
    - **Open House/Curriculum Night**
  - **Process for holding elections** for vacant voting member positions in a fair and equitable manner

# ELECTION PROCESS

Council members shall be elected by their respective peer group in a **fair and equitable manner** through an election as set forth in the bylaws of the SAC.

Procedures in the bylaws should include the means of **ensuring wide notice of vacancies, elections, and approval of nominees** as appropriate.

The public, community, and school personnel should know where to locate **the information** regarding vacancies.



# PROCEDURES IN BYLAWS

## Procedure for:

1. Nominating people to and voting on vacant SAC council positions
2. Appointment of voting members to represent the proper balance in race and ethnicity of the community served
3. Opening and counting ballots
4. Resolving conflicts in results
5. Appointments and responsibilities of Officers

# VOTING MEMBERSHIP AND COMMUNITY SERVED

Each school community composition is unique to the community served.

The community served comes from the census data for each schools boundaries.

Community population may not be the same as the school population.

# COUNCIL APPOINTMENTS AND ELECTIONS

Each school will ensure that the elected council members reflect:

1. Racial balance (based on community served)
2. Ethnicity balance (based on community served)
3. Majority membership non-district employee (50% + 1)
4. Each peer group required by FL State Statute



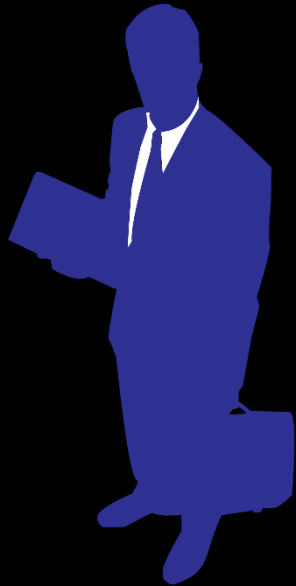
# UPHOLDING COMMUNITY REPRESENTATION

2.09 requires: *The bylaws of the SAC must set forth a process for appointment of additional SAC members **if the election process does not produce representative membership as provided within Fla. Stat. § 1001.452(1)(a)**. If the process set forth in the SAC bylaws still does not produce representative membership, the Board will appoint additional SAC members.*



If, after elections of SAC members, it is determined that either a majority of members are school employees or that the membership is not racially/ethnically balanced, **appointments may be made to bring the membership into compliance with the Florida statutes.**

# APPOINTED MEMBERS



## Community or Business Partners

- May be recommend by any SAC member
- Will be appointed by the Principal
- Community or Business Partner appointments can assist in appropriately balancing SAC composition

# VOTING MEMBERSHIP TERMS

*The SAC bylaws will establish the term of membership and a process for ensuring staggered terms to provide continuity on the SAC.*



Once elections have taken place, make updates to your SAC membership roster as vacancies occur.

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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