

## **Guidelines for SAC Meetings 2021-2022**

All SAC meetings must be conducted face-to-face, and a quorum must be present physically present.

Each School Advisory Council meeting shall be documented by, but not limited to, the following: (1) notice of meetings; (2) agenda; (3) sign-in sheet; (4) minutes of meetings, and (5) attendance.

- Attendance must be recorded for all participants in the meeting.
- Votes must be conducted orally or by a show of hands, and must be recorded in the minutes. Secret ballots are not permitted.
  
- By-laws should be reviewed, revised if necessary, and approved annually. Copies should be sent to the District SAC Coordinator.
  
- A master calendar of council meetings shall be posted in the school's front office or school website where it is viewable by the public or available upon request, and in addition, shall also be housed with the district School Advisory Council Contact. At least three (3) days before a scheduled meeting, each school is responsible for notifying the district contact if a meeting date, time, or location must be changed.
  
- Each Council will establish an agenda subcommittee whose responsibility will be to prepare the agenda's content prior to the next meeting. The agenda will be posted a minimum of seven (7) days prior to each meeting and shall include the date, time, signature of the person posting it and a link to the virtual option if applicable.
  
- All stakeholders of the school may submit items for the agenda. These requests are submitted to the agenda committee who will screen requests and determine placement on the agenda. Items eligible for the agenda must pertain to the overall purpose of the School Advisory Council as defined in *Section 1: Establishment of Membership*.
  
- Minutes of each meeting must be posted in the school's front office or school website where it is viewable by the public or available upon request. *All schools are required to submit the agenda and approved minutes to the district School Advisory Council Contact.* Approved meeting minutes should contain the word APPROVED and the secretary's initials and date of the approval in the HEADER or a line can be provided at the bottom of the last page of minutes for the APPROVAL DATE and secretary's initials. (See page 22 for an example of template for meeting minutes)

- Each Council shall set operational rules for meetings in accordance with the Sunshine Laws, F.S. 286.011, and Robert's Rules of Order.

Each School Advisory Council shall hold a minimum of four (4) meetings per school year.

- A quorum must be present before a vote may be taken by the School Advisory Council. A majority of the membership of the Council constitutes a quorum.
- Members who are present may abstain from voting **only** if there is a conflict of interest.
- At least three (3) days' advance notice in writing must be provided to all members of the School Advisory Council of any matter that is scheduled to come before the Council for a vote
- Meetings should be scheduled when parents, students, teachers and staff, business persons, and members of the community can attend.