

# School Advisory Council

## Agenda and Minutes Guidelines

F.S.001.452, SB Policy 1403, Robert's Rules of Order

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12.5.2016

**Note:** All meetings of the SAC must be open, advertised (at least three days advanced notice), and subject to the Sunshine Law. Notify the community throughout the school via schools' website, flyers, marquee, and bulletin board.

## Agenda

### **Sunshine Law Requires:**

Name of Organization:	ABC School
Name of Group:	School Advisory Forum (Council)
Location:	123 Elm St., t. Lauderdale, FL 33333
Type of meeting:	General Meeting (Subcommittee meeting, Workshop)
Date & Time:	January 1, 2017 – 7 P.M.

### **Florida Statute & Robert's Rules of Order for Setting an Agenda:**

- 1. Call to order**  
*Make sure to have a sign in sheet available*
- F.S. 1001.452 (1) (d) (1)**
  - a. Chair verifies that quorum has been met
- 2. Pledge – optional**
- 3. Introductions – optional**
- F.S. 1001.452 (1)(d)(5)**
  - 4. Approval or correction of previous month's minutes**  
*Are there any corrections to the minutes as distributed?*  
Take corrections until there are no more.  
*If there are no (further) corrections, the minutes stand approved as distributed (corrected). There is no motion needed to accept minutes.*
  - 5. Reports: Principal Report and any other Committee that has an item to report on.**
  - 6. Unfinished Business:** *Before you do anything else, you need to finish up what you already started. This is the time to get back to the postponed motions and any business that was pending when your previous meeting adjourned.*
  - 7. Presentation:** *Information can be presented for discussion at this time. Another option is to have a guest speaker. You can set a time limit for the Q & A period.*

### 8. **New Business:** *Present issue(s)*

*Allow group to participate: Is there new business?*

- a. **Documentation of decisions the committee makes.**  
*If, out of the discussion, a recommendation is made this should be in the form of a "main motion". The purpose of a main motion is to introduce items to the membership for their consideration (vote). Someone needs to second this recommendation (motion).*
- b. **Any committee member may make a recommendation to add or delete wording from the main motion.** *This is an amendment. When an amendment is made to the main motion, the amendment needs to be voted on first.*
- c. **Handle debate, ask for a vote, and announce the result.** *(If the majority vote is in the affirmative then the motion passes; if the majority vote is in the negative, the motion fails; if there is a tie vote, the motion fails.)*

F.S. 1001.452 (1) (d) (2)

- d. **Requires at least 3 days' advance notice in writing to all members of the advisory council of any matter that is scheduled to come before the council for a vote.**

*Example: When the committee needs to vote on a matter, ( i.e. A+ Recognition Funds, School Choice Enhancement Funds). The committee needs to:*

1. *Formulate the ballot questions at first meeting*
2. *Send the notice to ALL members*
3. *Vote at the next scheduled meeting*

9. **Announcement:** *Do not forget to announce the next meeting date.*

10. **Adjourn:** *Time the meeting was adjourned.*

## What belongs in a set of minutes?

*F.S. 1001.452 (1)(d)(5) requires minutes be recorded*

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### Basic Elements

- **Title:** Type of Meeting (General)
- **Logistics:** Time, Date, and Place
  
- **Discussion items:** This should include a description, potential outcome, the time allocated for discussion and the person leading the discussion.
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- **List of participants:** Sign in Sheet
- **Don't try to summarize discussion or who said what.**
- **Record any motions made.** A request may be made of the maker of the motion to put it in writing.
- **Document major decisions (motions) and ensure that the participants agree with your understanding of the decision.** If you're in doubt, speak up to clarify whether a decision has been made.
- **Finalize the minutes in a timely fashion.**