



Kelli Blackburn, School Improvement Coordinator

SIP Bites – SAC Bylaws

September 3, 2021 ~ Volume 1, Issue 2

Due October 8, 2021

Bylaws are the ground rules that SAC members agree to follow. They give structure to the meeting progress which should be focused on the school improvement plan, student achievement, and budget items. Section 1001.452(1)(d) of Florida Statutes (2020) states each school advisory council shall adopt bylaws establishing procedures for:

- Ground Rules that SAC Members Agree to Follow
- Establish procedures for:
 - Requiring a quorum to be present before a vote may be taken by the school advisory council.
 - At least 51 percent of membership of the council constitutes a quorum.
 - Requiring at least 3 days' advance notice in writing (website, marquee & parent link) to all members of the school advisory council of any matter that is scheduled to come before the council for a vote.
 - Scheduling the meetings when parents, students, teachers, businesspersons, and members of the community can attend.
 - Replacing any member who has two unexcused consecutive absences from a school advisory council meeting that is noticed according to the procedures in the bylaws.
 - Recording minutes of meetings
- The school district is required to maintain copies of the SAC Bylaws (Fla. Stat. § 1001.452(1)(d), 2020) Upload ratified Bylaws as a PDF document in the SAC Upload Center on the SBBC SIP located on OSPA Central 2.0: <https://web01.browardschools.com/ospa/ospa-central2/login.asp>

Need School Improvement Help???

Contact your Cadre's Instructional Facilitator or the Office of Service Quality at 754-321-3636

Did You Know?

All School Improvement Information is located on the Office of Service (OSQ) website

<https://www.browardschools.com/Page/34526>

SAC Bylaws Quick Reference

Before Meeting

- Create a meeting agenda - [Agenda Guidelines](#)
- Schedule the meeting to review Bylaws
- Notice/Advertise the SAC Meeting at least 3 days in advance on website, marquee and a parent link
 - o Clearly state date, time and location
 - o Include the meeting agenda
- Print attendance and sign in sheets from the Online SAC Composition program

[Online SAC Composition Program](#)



During Meeting

- Establish a quorum (at least 51% of Membership)
- Review and revise bylaws - Online Bylaws Template is located at: <https://www.browardschools.com/Page/35320>
 - o Number of years for the terms of membership
 - o Format for Chairperson(s)
 - o Meeting/Month Officers will be elected
 - o Meeting officers will be installed
 - o Annual Ratification Date
- Conduct a Vote of SAC Membership to Approve Revised Bylaws
- Record Minutes - [Minutes Template](#)

After Meeting

- Save the Ratified SAC Bylaws as a PDF
- Upload Bylaws in the SAC Upload Center on the SBBC SIP in OSPA Central 2.0
- Upload attendance, sign in sheets and minutes in the SAC Upload Center on the SBBC SIP in OSPA Central 2.0



- Post Bylaws on School's Website
- Maintain a Hard Copy of Bylaws in Front Office

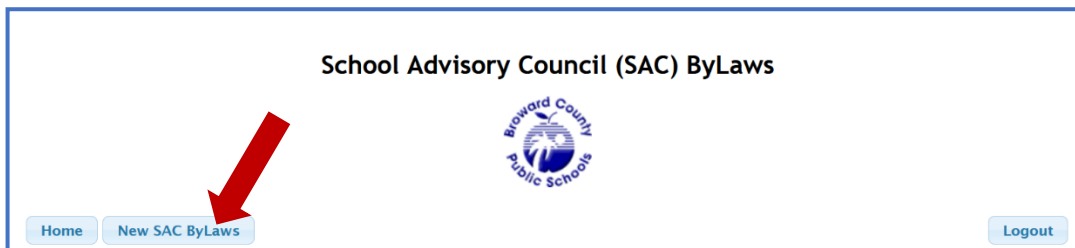
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SAC Bylaws Online Template Directions

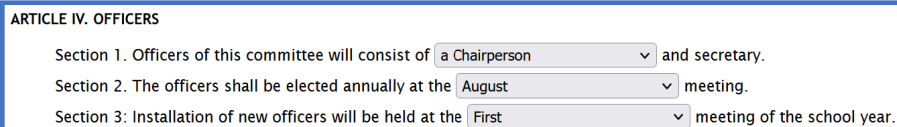
1. Online Bylaws Template is located at: <https://www.browardschools.com/Page/35320>
2. Enter Username (Schools Number) and Password (SBBC SIP code) after choosing the current school year on the drop-down menu



3. Click on New SAC ByLaws



4. Review/Change the following five components:
 - Number of years for the terms of membership
 - Format for chairperson(s)
 - Meeting/Month Officers will be elected
 - Meeting officers will be installed
 - Annual Ratification Date



Special note: Amended Date is only populated if, at any time during the school year, SAC votes to change any of the five components of the bylaws.

5. Save the ratified SAC Bylaws as a PDF document and upload them in the SAC Upload Center on the SBBC SIP located on OSPA Central 2.0: <https://web01.browardschools.com/ospa/ospa-central2/login.asp>