SIP Bites – Quorum and Voting
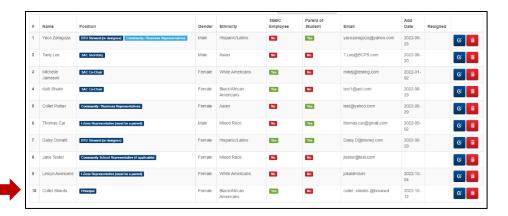
Kelli S. Blackburn, School Improvement Coordinator
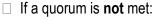
For School Advisory Council (SAC) business to be conducted and voting to take place, a quorum must be met.

Quorum
- A quorum is the minimum number of SAC members, 51% or more of the total membership.
  - For example: If your SAC Composition has 10 members, there must be at least 6 of those members present for voting to take place.

- If a quorum is **not** met:
  - voting cannot take place (accountability funds, previous meetings' minutes, waivers, etc.).
  - the meeting becomes an "information only" meeting.
  - items scheduled for voting must be tabled until the next meeting where a quorum is met.
  - minutes must still be taken during the meeting.

Voting Members *(SAC Bylaws Section III and VI)*
- All members on the SAC Committee are voting members including the principal.
  - A voting member must be present, in person, to vote.
  - Alternates and proxy votes are not permitted.
  - Members of the Council shall have one vote each regardless of the number of positions held on the SAC Committee.

Voting Requirements
- Any matter scheduled to come before SAC for a vote requires at least three (3) full business/workdays advanced written notice to all SAC members and stakeholders (school staff, parents, community, etc.).
- Send notice of the meeting in at least two (2) forms (website, marquee, school newsletter, parent link, etc.). Include the date, time, location and agenda for the meeting.
- The notice should also be made available in the front office prior to the meeting.
- Items requiring a vote must be included on the agenda as a topic.
- Voting should be scheduled early in the beginning of the agenda.

8/31/23

Voting Process *(Follow Robert's Rule of Order)*
- ☐ SAC Chair opens the floor with the agenda item that require a vote.
  - o A motion must be made and seconded.
  - o If seconded, the motion is brought up for discussion/debate.
  - o Discussion/debate closes, SAC Chair restates motion and calls for a vote.
  - o Voting must be conducted orally (in favor says "Yea"/opposed says "Nay").
  - o No secret ballots allowed (Florida Sunshine Law).
  - o Roll call is taken if there is doubt in the outcome of the vote.
  - o Voting on high-stakes issues (School Recognition Funds, Waivers, etc.) must be conducted by roll call.

Voting Results
- ☐ Verify the "Yea" and "Nay" votes.
- ☐ SAC Chair announces the results by reporting the outcome. For example:
  - ▪ The committee has unanimously approved the motion to…
  - ▪ The committee approved the motion to…with a vote of 8 (Yea) to 2 (Nay).
  - ▪ The Nays have it and the motion to…is lost.
  - ▪ The committee declines the motion to…with a vote of 3 (Yea) to 10 (Nay).
- ☐ Minutes should reflect all motions:
  - ▪ The maker of the motion and the person seconding.
  - ▪ The final results of the vote by SAC and decisions made.
  - ▪ For Roll Call votes, minutes must have the names of those voting and the way they voted, "Yea" or "Nay."

Quick Reference for Specific Voting Events

When voting for:	Refer to:
SAC Membership	
o Membership Elections	SAC Bylaws, Article III: Membership
o Vacancies	
SAC Officers	
o Officer Elections	SAC Bylaws, Article IV: Officers
New Waivers	
o SAC Waiver Ballot Vote	SAC Bylaws Article VI: Meetings, Section 9
o Faculty Vote	BTU Article 15, Section G
Continuation Waivers	
o SAC Waiver Ballot Vote	SAC Bylaws Article VI: Meetings, Section 9
o Faculty Vote	BTU Article 15, Section G
Accountability Funds	
o SAC Votes	SAC Bylaws Article VI: Meetings, Section 9
Florida School Recognition Funds (A+ Funds)	
o SAC Ballot Vote	SAC Bylaws Article VI: Meetings, Section 9
o Faculty Vote	BTU Article 15, Section G