



SIP Bites – SAC Bylaws

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School Advisory Council (SAC) Bylaws are the ground rules that committee members agree to follow. They give structure to the meeting process, which should be focused on the School Improvement Plan, student achievement and budget items.

Each School Advisory Council shall adopt bylaws establishing procedures for:

- Requiring a quorum (51% or more of the total membership) to be present before voting can take place.
- Notifying SAC members in writing of any matter that is scheduled to come before the council for a vote at least three (3) full business/workdays in advance.
- Scheduling meetings when parents, students, teachers and community members can attend.
- Replacing any member who has two (2) unexcused, consecutive absences from advertised SAC meetings.
- Recording minutes of meetings.

The school district is required to maintain copies of each school's SAC Bylaws (Fla. Stat. § 1001.452(1)(d), 2020).

- Schools must upload annually ratified Bylaws (as a PDF document) to the SAC Upload Center in BCPS Central @ <https://web01.browardschools.com/ospa/ospa-central2/login.asp>

Did You Know?

All School Improvement Information is located on the School Improvement Website @ <https://www.browardschools.com/Page/47653>.

Need School Improvement Help?

Contact the School Improvement Team at 754-321-2500

SAC Bylaws Review and Ratification Quick Reference Guide

Before Meeting

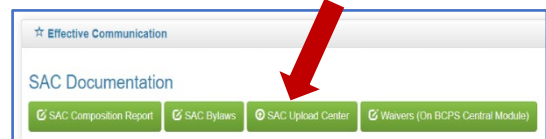
- Ensure “Bylaws” is on the SAC meeting agenda.
- Download a copy of the Bylaws from the previous school year for the meeting to review and ratify.

During Meeting

- Ensure a quorum is established to vote on Bylaws.
- Review and revise Bylaws via the online bylaws template located in BCPS Central @ <https://web01.browardschools.com/ospa/ospa-central2/login.asp>
 - *Number of years for the terms of membership*
 - *Format for Chairperson(s)*
 - *Meeting/month officers will be elected*
 - *Meeting officers will be installed*
- Conduct a vote of SAC membership to ratify/consent to the Bylaws.
 - Record the *Annual Ratification date*. It should match the date the Bylaws were approved by SAC.
- Ensure the results of the vote to approve the Bylaws are recorded in the meeting minutes.

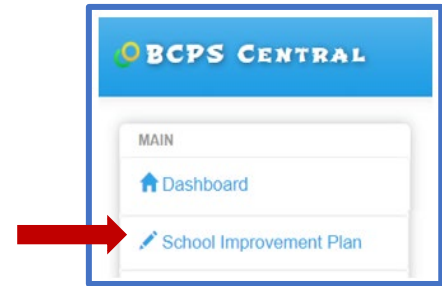
After Meeting

- Save the ratified SAC Bylaws as a PDF.
- Upload the approved Bylaws to the SAC Upload Center in BCPS Central.
- Post the Bylaws on the school’s website.
- Maintain a hard copy of the Bylaws in the front office.

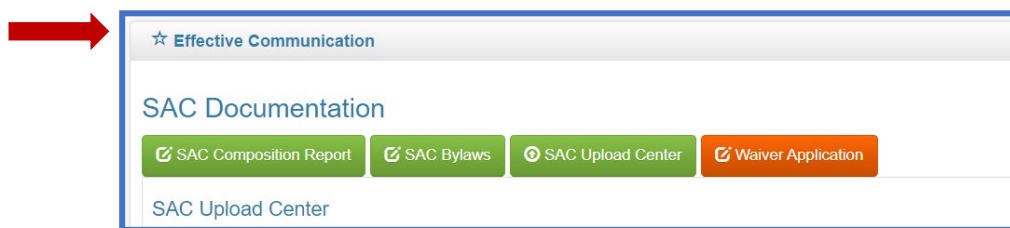


SAC Bylaws Online Template Directions

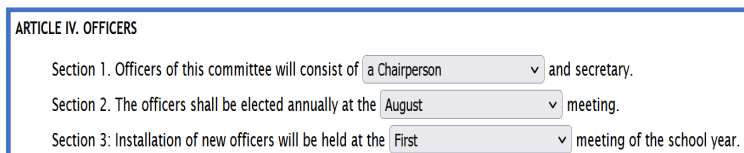
1. The online bylaws template is located in BCPS Central @ <https://web01.browardschools.com/ospa/ospa-central2/login.asp>
2. Click on the **School Improvement Plan** tab located on the menu to the left of the screen.



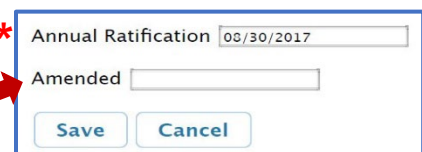
3. Scroll down to the **Effective Communication** section of the SIP and click on the **SAC Bylaws** tab.



4. Review/change the following five components within the bylaws template:
 - Number of years for the terms of membership (*Article 3: Membership, Section 3*)
 - Format for chairperson(s) (*Article IV: Officers, Section 1*)
 - Month of officer elections (*Article IV: Officers, Section 2*)
 - Month of officer installation (*Article IV: Officers, Section 3*)
 - Annual ratification date (**see below*)



***Special note:** The 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 annually ratified SAC Bylaws (as a PDF document) and upload it to the SAC Upload Center in BCPS Central @ <https://web01.browardschools.com/ospa/ospa-central2/login.asp>.