



# SIP Bites – Quorum and Voting

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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.

#	Name	Position	Gender	Ethnicity	SBBC Employee	Parent of Student	Email	Add Date	Resigned
1	Yaco Zaragoza	BTU Steward (or designee) <small>Community / Business Representative</small>	Male	Hispanic/Latino	No	Yes	yacozaragoza@yahoo.com	2022-06-25	
2	Tariq Lee	SAC Secretary	Male	Asian	No	No	T.Lee@BCPS.com	2022-08-20	
3	Michelle Jameson	SAC Co-Chair	Female	White Americans	Yes	No	mikej@testing.com	2022-01-02	
4	Kelli Shakir	SAC Co-Chair	Female	Black/African Americans	Yes	No	kesh1@aol.com	2022-06-29	
5	Collet Potter	Community / Business Representative	Female	Asian	No	Yes	test@yahoo.com	2022-08-29	
6	Thomas Car	1 Zone Representative (must be a parent)	Male	Mixed Race	No	Yes	thomas.car@gmail.com	2022-05-02	
7	Daisy Donald	BTU Steward (or designee)	Female	Hispanic/Latino	Yes	Yes	Daisy.D@disney.com	2022-08-29	
8	Jane Tester	Community School Representative (if applicable)	Female	Mixed Race	No	No	jtester@test.com		
9	Leslyn Aweosome	1 Zone Representative (must be a parent)	Female	White Americans	No	No	jokaldmsmt	2022-10-04	
10	Collet Shields	Principal	Female	Black/African Americans	Yes	No	collet_shields@breaard	2022-10-12	



- 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.

**Voting Process** (Follow Robert's Rule of Order)

- SAC Chair opens the floor with the agenda item that require a vote.
  - A motion must be made and seconded.
  - If seconded, the motion is brought up for discussion/debate.
  - Discussion/debate closes, SAC Chair restates motion and calls for a vote.
  - Voting must be conducted orally (in favor says “Yea”/opposed says “Nay”).
  - No secret ballots allowed (Florida Sunshine Law).
  - Roll call is taken if there is doubt in the outcome of the vote.
  - 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:
<b>SAC Membership</b>	
○ Membership Elections	SAC Bylaws, Article III: Membership
○ Vacancies	
<b>SAC Officers</b>	
○ Officer Elections	SAC Bylaws, Article IV: Officers
<b>New Waivers</b>	
○ SAC Waiver Ballot Vote	SAC Bylaws Article VI: Meetings, Section 9
○ Faculty Vote	BTU Article 15, Section G
<b>Continuation Waivers</b>	
○ SAC Waiver Ballot Vote	SAC Bylaws Article VI: Meetings, Section 9
○ Faculty Vote	BTU Article 15, Section G
<b>Accountability Funds</b>	
○ SAC Votes	SAC Bylaws Article VI: Meetings, Section 9
<b>Florida School Recognition Funds (A+ Funds)</b>	
○ SAC Ballot Vote	SAC Bylaws Article VI: Meetings, Section 9
○ Faculty Vote	BTU Article 15, Section G