

Wekiva Elementary School Advisory Council By-laws

Article I

Name

The name of this organization shall be Wekiva Elementary School Advisory Council.

Article II

Purpose

The purpose of this council shall be to promote communications and involvement among faculty, parents, community and students. Such involvement shall be in accordance with Florida statutes and shall include the following goals.

1. Serve as a resource for the principal.
2. Inquire, inform, suggest or recommend to the principal in matters pertaining to the school program and concerns from the community.
3. Inquire about school matters, identify problems, propose solutions to problems, suggest changes and inform the community. Formal recommendations of the council shall be made to the principal.
4. Assist in the preparation and evaluation of the school improvement plan as defined in Section 230.23(18) Florida Statutes.
5. Address any other educational area which would be improved through the encouragement of closer working relationships among the school principal, the teachers, educational support personnel and the parents and other members of the community.
6. Provide input on the school's annual budget when requested by the principal.

Article III

Membership and Elections

Section 1. Council Membership

1. The council will be minimally composed of no less than 11 members:

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| Administrator | 1 |
| Instructional Personnel | 3 |
| Non-Instructional Personnel | 1 |
| Parents/Community | 6 |

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2. The council may be expanded so long as a majority of the members are persons who are not employed by the school.
3. Council members shall be elected within the first 45 days of the school year by their peers. Every effort shall be made to ensure representation from the diverse ethnic, racial, and economic groups served by the school. Members will be elected annually as needed.
 - a. The administration representative shall be selected by the administration.
 - b. Instructional personnel shall elect the instructional personnel representatives.
 - c. Non-instructional personnel shall elect the non-instructional personnel representatives.
 - d. Parents shall elect the parent/community representatives. The council shall circulate a notice, sent home with students, informing parents of the election of Wekiva Elementary School Advisory Council members and inviting nominations. All parents are eligible to serve. Each family will receive a ballot. Those not successful in the election shall be asked to serve as alternates, ready to serve for the remainder of the school year, should a vacancy arise for a parent/community representative during the year.
4. The principal shall send the elected council members' names to the Superintendent to be submitted to the School Board at the time specified by the Superintendent and School Board.
5. The School Board shall review all names for the council and make the final appointment to the council.

Section 2. Membership Term

1. Council members shall be elected for a term of three years.
2. Membership year shall be from September to August of the following year, or as specified by the School Board.
3. If any member ceases to be a member of the council, whether by voluntary termination or otherwise, the alternate with the highest vote count will complete the membership year. Names shall be submitted to the School Board for approval.
4. A vacancy shall be declared when a representative:
 - a. ceases to reside or work in the school area or otherwise continue his/her relationship with the group he/she was elected to represent; or
 - b. is absent for three (3) council meeting per year, unless an exception is agreed to by the council.

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Section 3. Voting Rights

1. Council members shall work on a consensus basis. Consensus to mean public support by nearly all members and a clear hearing of the minority view so that the minority views can be considered in the implementation of the plan.
2. Should a vote be taken on any matter, only Board approved members shall vote. Each shall have one (1) vote. A majority of the School Advisory Council members present is required to pass a motion.

Article IV Officers

Section 1. Qualifications for Office

1. Any council member may hold office.
2. No more than two thirds (2/3) of the total offices created by the council shall be held by an employee of the School Board.

Section 2. Election of Officers

1. The offices shall be elected by a majority at the first meeting of the council each year.
2. The officers of the council shall consist of a Chair, a Vice Chair, a Secretary and such additional offices as the council may from time to time elect.

Section 3. Terms of Office

1. Each officer shall assume office at the close of the meeting at which the election is held, and shall serve until the end of the membership year or until a successor is elected.
2. The annual election of officers shall occur at the first meeting of each new Council.

Section 4. Vacancies

1. The Council at its next regular meeting may fill vacancies that occur among the offices of Council.
2. At least two (2) weeks notice of the vacancy should be given to all members of the council, if possible.

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Article V Duties of the Officers

Section 1. Chair

The Chair shall:

- a. preside at all meeting of the Council;
- b. be an ex-officio member of all committees created or formed by the Council;
- c. represent the Council (or send a designee) on such committees as the Superintendent or the School Board may designate;
- d. appoint all committees whose composition or method of selection is not provided for elsewhere in these by-laws;
- e. perform all duties ordinarily pertaining to the office, including the coordination of the work of the officers and committees of the Council; and
- f. perform such other duties as the Council may determine.

Section 2. Vice Chair

The Vice Chair shall:

- a. perform the duties of the Chair in the absence of that officer;
- b. act as an aide to the Chair; and
- c. perform such other duties as the Chair my direct or the Council may determine.

Section 3. Secretary

The Secretary shall:

- a. keep a correct record of attendance and proceedings at each council meeting;
- b. provide for minutes to be copied and distributed after the meeting;
- c. provide public notice of each meeting and vacancy;
- d. ensure that records of the council will be maintained at the school and shall be open to the public for inspection during normal school hours.

Section 4. Additional Officers

The Council may elect such additional officers, and may appoint such duties to those officers, as it deems appropriate.

Section 5. Representing the Council

No Council members, including officers, may speak on behalf of the Council without authorization from the Council.

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Article VI Committees

1. The Council may create such committees as may be required to promote its objectives and accomplish its goals.
2. A member of the Council must be on each committee, but need not be the chairperson.
3. The chairperson of each committee shall present a plan of work to the Council for approval.

Article VII Meetings

Regular meetings shall be established by the Council and shall be open to the public. The Council shall determine the date, time and place of the meetings. Notice of said meetings shall be published in the school newsletters.

Article VIII Parliamentary Authority

Roberts Rules of Order Newly Revised shall govern the Council in all cases where they are not in conflict with these by-laws. Said rules may be suspended at the discretion of the Chair, who may be overruled by a majority vote of those Council members present and voting.

Article IX Standing Rules

At the discretion of the council these by-laws may be supplemented with such standing rules, as the Council may deem appropriate. To be adopted or amended, a standing rule must be approved by a majority vote of the council members present and voting. When possible, notice shall be given to all members that the standing rule will be considered.

Article X Adoption and Amendment

These by-laws shall take effect upon approval by the Council. To be effective, any amendment to these by-laws must be approved by a majority vote of the Council members present and voting.

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Standing Rules

1. The Council may appoint special advisors to the Council and/or any of its committees. A special advisor shall serve at the pleasure of the Council and may participate in Council debate at the invitation of the Chair, but shall have no vote on matters before the Council.
2. At least 50% of the Council members must be present at regular meetings to conduct business.
3. Members may send a written authorization (i.e. proxy vote) to a meeting in order to participate in absentia. The vote may be applied to the majority, if the proxy so designate.
4. Regular meetings will be held on a monthly basis. A schedule of regular meetings should be distributed to all Council members at the beginning of the year. Additional or special meetings may be called as needed.