

**BYLAWS OF
KISSIMMEE MIDDLE SCHOOL ADVISORY COUNCIL
FOR THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
2023-2024**



ARTICLE I - COUNCIL MEMBERS

1.1 DEFINITIONS

For the purposes of these Bylaws, the terms set forth herein shall be defined as follows:

- (a) "District School Board" shall mean the School Board of Osceola County, Florida.
- (b) "Education Support Employee" shall mean any person employed by a school who is not defined as instructional or administrative personnel pursuant to Section 1012.01, *Florida Statutes*, and whose duties require twenty or more hours in each normal working week.
- (c) "School" shall mean any high school, middle school, elementary school, technical and adult education center which is within the School District of Osceola County, Florida.
- (d) "School Advisory Council" or "Council" shall mean a school advisory council for each school, technical and adult education center established in Osceola County, Florida under Section 1001.452, *Florida Statutes*.
- (e) "Superintendent" shall mean the Superintendent of Schools located within the School District of Osceola County, Florida.
- (f) "Teacher" shall include classroom teachers, certified student services personnel, and media specialist.

1.2 COUNCIL MEMBERS - The Council representing any school shall be composed of its principal or equivalent and an appropriately balanced number of Teachers, Education Support Employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the School. Middle and high school councils may include students as members. Councils representing technical and adult education centers are not required to include parents as members. A majority of the members of each Council must be persons who are not employed by the School. Business and other community members shall be selected by each School subject to the procedures set forth in these Bylaws. All parent, community and business partner SAC members must be OASIS volunteer approved.

1.3 COUNCIL SIZE - The Council shall be comprised of at least seven (7) voting members with a maximum of twenty (20) members who shall be elected or otherwise appointed consistent with the provisions set forth in these Bylaws.

1.4 QUALIFICATIONS - The Council shall maximize its efforts to include minority persons and persons of lower socio-economic status as members. If the District School Board determines that the membership elected to sit on the Council is not representative of the ethnic, racial, and economic community served by the School, the District School Board shall direct the Council to appoint additional members to achieve proper representation.

1.5 PROPERTY RIGHTS - No Council member shall have any right, title, or interest in any of the property or assets, of the District School Board or any entitlement to a property or liberty interest in his or her position as a Council member.

1.6 LIABILITY OF COUNCIL MEMBERS - No Council member shall be personally liable for his or her participation in any decision making on behalf of the District School Board, except as expressly provided pursuant to Section 768.28, *Florida Statutes*.

1.7 ELECTION AND TERM - Council members representing Teachers, Education Support Employees, students and parents shall be elected by their respective peer groups at the School in a fair and equitable manner as follows:

- (a) Teachers shall be elected by teachers;
- (b) Education Support Employees shall be elected by education support employees;
- (c) Students shall be elected by students; and
- (d) Parents shall be elected by parents.

Elections shall be held annually. The principal shall be responsible for establishing nomination and election procedures and shall maintain a list of prospective persons interested in Council membership. The Council may select qualified prospective members from such list. No limit shall be placed on the number of consecutive terms a Council member may serve. However, nothing in this Section shall be construed to convey any property rights or entitlement to perpetual service on the Council. Members shall be elected in equal proportions of staggered terms as follows:

- (a) Terms for members shall be two years;
- (b) In order to establish staggered terms, one-half % of the members shall be elected to two (2) year terms and one-half (%) of the members shall be elected to one (1) year terms for the first election only.

At the expiration of any Council member's term, the Council may nominate and hold elections consistent with these Bylaws for his or her successor.

1.8 RESIGNATIONS - Upon election or appointment to the Council, a Council member may resign at any time by delivering written notice to the Council. The resignation shall be effective when the notice is delivered unless the notice specifies a later effective date. If a resignation is made effective at a later date, the Council may nominate and hold elections to replace the resigning council member for the pending vacancy before the effective date.

1.9 REMOVAL - The District School Board may remove any Council member at any time with or without cause. The Council shall remove and replace any Council member who has two (2) unexcused consecutive absences from any meeting of the Council that is noticed in accordance with the procedures set forth in these Bylaws.

1.10 VACANCIES - Any vacancy caused by a Council member occurring by reason of death, resignation, removal, disqualification or any other cause may be filled by selecting a nomination from a list of interested persons maintained by the principal from which elections shall be held.

1.11 CHANGE IN MEMBERSHIP - The Council shall report to the Superintendent and District School Board as soon as reasonably possible any changes in the membership of the Council.

1.12 APPOINTMENTS - The Council may not appoint any member to the Council without proper nomination and election.

ARTICLE II - MEETINGS

2.1 PLACE OF MEETING - Council meetings shall be held at a date, time and place within the jurisdiction of the District School Board and as specifically stated in the Notice of Meeting, provided that such selected location will ensure and encourage input and participation from the community and the public-at-large. Scheduled meetings should facilitate the attendance by parents, students, teachers, business persons, and members of the community. Reasonable efforts should be made to hold regular and special meetings of the Council on the school campus of which it represents or in the office of the District School Superintendent.

2.2 QUORUM - A majority of the membership of the Council constitutes quorum for the purposes of these Bylaws. Any matter voted upon by the majority of the Council members present at a noticed meeting at which quorum exists shall be the official act of the Council. No business may be transacted at any Council Meeting unless a quorum is present, except that a minority of the Council Members may adjourn the meeting, from time to time, until a quorum is present.

2.3 NOTICE OF AGENDA - Council members shall be provided advance written notice of at least three (3) days regarding any matter that is scheduled to come before the Council for a vote at any regular or special meeting.

2.4 NOTICE OF MEETING - Written notice setting forth the date, time and place of the scheduled Council meeting and the purpose or purposes for which such meeting is to occur shall be noticed. Due public notice shall consist of posting the notice at the School and District School Board administration offices at least three (3) days prior to the meeting.

2.5 NOTICE TO DISTRICT SCHOOL BOARD - The Council shall notify the Superintendent at least three (3) days in advance of each scheduled meeting and the agenda to be discussed.

2.06 REGULAR AND SPECIAL MEETINGS - The Council shall hold not less than one (1) regular meeting each month for the transaction of business and shall convene in special session when called by: (1) the District School Superintendent; (2) the District School Superintendent on request of the District School Board or the Council Chairperson or (3) on request of a majority of the members of the Council; provided that actions taken at the special meetings shall have the same force and effect as if taken at a regular meeting. The minutes of the special meeting shall set forth the facts regarding the procedure calling the meeting and the reason therefor and shall be signed either by the Chair of the Council or by a majority of the members of the Council.

2.7 NOTICE OF ADJOURNED MEETINGS - When a meeting of the Council is adjourned to a different date, time or place, due to lack of quorum or any other reason, it shall be necessary

to give notice of the new date, time or place of such meeting consistent with the notice provisions in these Bylaws. Any business may be transacted at the adjourned meeting that might have been transacted on the original date of such regularly scheduled meeting.

2.8 RECORDING OF MINUTES - Records and minutes of meetings of the Council shall be kept. The minutes of each meeting shall be reviewed, corrected if necessary, and approved at the next regularly scheduled meeting of the Council. The minutes shall be kept by the principal as a public record in a permanent location. The minutes shall show the vote of each member present on all matters on which the Council takes action. It shall be the duty of each Council member to see that both the matter and his or her vote thereon are properly recorded in the minutes. Unless otherwise shown by the minutes, it shall be presumed that the vote of each member present supported any action taken by the Council in either the exercise of, violation of or neglect of the powers and duties imposed upon the Council pursuant to these Bylaws or any law or rule, whether such action is recorded in the minutes or is otherwise established.

2.9 ACCESS TO MEETING PLACE - Each Council meeting shall be held in a location at such time and under such circumstances as reasonably necessary to ensure that no one shall be denied access on the basis of handicap, race, religion, gender or national origin to the extent that such access and participation does not cause interference with the expeditious or orderly process of such meeting and is otherwise consistent with the laws of the State of Florida.

2.10 PUBLIC RECORDS - The Council shall be subject to the Public Records Act and Sunshine Laws pursuant to Chapters 119 and 286, Florida Statutes, respectively. Meetings and records shall be open to the public unless a specific exemption is provided under law which prohibits such disclosure. Conduct of the meeting shall be at the discretion of the Council to ensure an orderly presentation and discussion of all agenda matters and consistent with any policy or right of the District School Board to further regulate the conduct of such meetings if such regulation is necessary to ensure that the meetings are conducted in a reasonable, efficient and fair manner.

ARTICLE III - OFFICERS

3.1 OFFICERS - The officers of the Council shall consist of a Chairperson, Co-Chairperson; Secretary, and Treasurer, each of whom shall be elected by the Council at its first regularly scheduled meeting. Each officer shall hold office for the term of one (1) year, and until a successor is elected and qualified, or until his or her resignation or removal. Any two (2) or more offices may be held by any Council member. Failure to elect any officer shall not interfere or invalidate any official action undertaken by the Council.

3.2 CHAIRPERSON - The Chairperson shall be a voting member of the Council and shall preside at all Council meetings. The Chairperson shall initiate and ensure the orderly presentation of agenda items to be considered by the Council at its regular or specially scheduled meetings.

3.3 CO-CHAIRPERSON - The Co-Chairman shall be responsible for presiding over all regularly and specially scheduled meetings of the Council in the absence of the Chairperson

and shall perform such other duties and have such other authority and power as may be prescribed from time to time by the Council.

3.4 SECRETARY - The Secretary shall record the minutes of all regular and special meetings of the Council and is responsible to issue all notices of meetings and agendas consistent with these Bylaws or otherwise required by law. In addition, the Secretary shall perform such other duties and have such other authority and power as may be prescribed from time to time by the Council.

3.5 TREASURER - The Treasurer shall maintain custody of all financial records of the Council and shall keep full and accurate records of any receipts and disbursements and render account thereof whenever required by the Council or District School Board. The Treasurer shall perform such other duties and have such other authority and power as may be prescribed from time to time by the Council or District School Board.

ARTICLE IV - POWERS AND DUTIES

4.1 POWERS AND DUTIES - No Council shall have any of the powers and duties now reserved by law to the District School Board. The Council shall assist in the preparation and evaluation of the School Improvement Plan required pursuant to Section 1001.42(16) which includes consideration of issues relative to budget, training, instructional materials, technology, tatting, student support services, specific school safety and discipline strategies, and other matters of resource allocation, as determined by the District School Board Policy and shall also assist as requested by the District School Board, in the preparation of the School's annual budget and plan as specifically set forth under Section 1008.385(1), *Florida Statutes*.

4.2 CUSTODIAN OF RECORDS - The principal of each school to which the Council represents shall be responsible for the custody and maintenance of all records pertaining to the Council.

ARTICLE V - MISCELLANEOUS

5.01 AMENDMENT OF BYLAWS - The Council may amend these Bylaws as allowed by law.