

CORAL SHORES HIGH SCHOOL ADVISORY COUNCIL BYLAWS

Amended June 2019

ARTICLE 1 NAME

- 1.1 This organization shall be known as the Coral Shores High School Advisory Council (CSHSAC), hereafter referred to as "The Council."

ARTICLE 2 DEFINITIONS

- 2.1 For the purposes of these By-Laws, the following definitions shall be used:

- 2.1.1 School: Coral Shores High School
- 2.1.2 Attendee: An "attendee" shall be any individual who is present at a regularly scheduled or special meeting of The Council.
- 2.1.3 Member: A "member" of The Council shall be one of the duly chosen individuals from one of the following peer groups:
- Parents
 - Teachers
 - Educational Support Employees
 - Students
 - Business/Community Member
- 2.1.4 Officer: An elected position within The Council.
- 2.1.5 Quorum: At least fifty percent (50%) plus one of the total eligible members present at the time business is being conducted.
- 2.1.6 School Improvement Plan: An annual plan outlining areas for improvement developed in cooperation between the faculty and staff of the school and the members of The Council.
- 2.1.7 Special Committee: Any committee identified and organized as the result of a specific issue.
- 2.1.8 Standing Committee: Any committee identified by The Council as needing to meet on a regular basis throughout the school year.
- 2.1.9 Unexcused Absence: Any absence from a Council meeting without prior notification to The Council Chairperson.

ARTICLE 3 PURPOSE

- 3.1 The purpose of The Council is to:
 - 3.1.1 Serve in an advisory capacity to the school principal.
 - 3.1.2 Assist in preparing and evaluating the School Improvement Plan.
 - 3.1.3 Provide assistance in the preparation of the school annual budget.
- 3.2 The Council shall not have any powers or duties now reserved by law for the district School Board.

ARTICLE 4 MEMBERSHIP

- 4.1 The membership of the Council shall be made up of the school Principal and an appropriately balanced number of individuals chosen from the following peer groups:
 - Parents
 - Teachers
 - Educational Support Employees
 - Students
 - Business/Community Member
- 4.2 Council members shall be elected by their respective peer groups in a fair and equitable manner.
 - 4.2.1 Parents will submit their written intention to serve on The Council to the Chairperson by the April meeting. Parent peer representatives will be elected by the parents in attendance at the May meeting. Nominations will be accepted from the floor, for parent peer representatives, during the May meeting.
 - 4.2.2 Teacher, Educational Support Employee and Student peer group representatives should be elected by their peers before the May meeting.
- 4.3 The Council shall be comprised of a maximum of 15 members, including the school Principal, 2 teachers, 2 support staff, 2 students, 1 business/community member; the remaining 7 seats shall be comprised of parents who meet the various mandated demographic requirements. One of the 7 parent peer group seats should be reserved for a parent of a freshman student.
- 4.4 The membership of The Council shall be representative of the ethnic, racial and economic community served by the school.
- 4.5 A majority of the members of The Council must be persons who are not employed by the school district.

- 4.6 The school principal shall submit the names of 3 business/community members who are interested in serving on The Council by the April council meeting. The election of the business/community representative and respective alternate member will take place in May by those in attendance at the meeting.
- 4.7 Each peer group shall select 2 alternate members to serve on The Council. The alternate members will not have voting rights unless they have been asked to temporarily fill a seat for an absent member.
- 4.8 Any member who has two consecutive unexcused absences from a Council meeting shall be replaced.
- 4.9 Should it be necessary to choose a replacement member for The Council, the member shall be replaced by an alternate member from the same peer group as the vacated position.

ARTICLE 5 OFFICERS

- 5.1 The following officers shall be chosen by The Council:
 - Chairperson
 - Vice-Chairperson
 - Secretary
- 5.2 The offices of Chairperson and Vice-Chairperson shall be filled from the parent peer group membership of The Council.
- 5.3 The duties of the Chairperson shall be:
 - 5.3.1 Preside at all meetings.
 - 5.3.2 Prepare the agenda for any meeting of The Council and deliver copies of the agenda to the school Principal no later than seven (7) calendar days prior to the scheduled meeting date.
 - 5.3.3 Notify all members of The Council no less than seven (7) calendar days prior to a meeting.
- 5.4 The duties of the Vice-Chairperson shall be:
 - 5.4.1 Preside at all meetings of The Council in the absence of the Chairperson.
 - 5.4.2 Assume the office of Chairperson should the office be vacated.
 - 5.4.3 Prepare to assume the office of the Chairperson for the next school year.

- 5.4.4 The Vice-Chairperson will become The Council Chairperson the following year.
- 5.5 The duties of the Secretary shall be:
 - 5.5.1 To record the minutes of each meeting and submit such minutes at each succeeding meeting for approval and/or additions/deletions.
 - 5.5.2 To take attendance of The Council members and officers.
- 5.6 Any officer who has two consecutive unexcused absences from a Council meeting shall be replaced.
- 5.7 Officers of The Council shall serve a term of no more than two (2) years and are eligible to succeed themselves.
- 5.8 The term of office shall be one (1) year commencing August 1st and terminating July 31st.
- 5.9 Election of Officers
 - 5.9.1 Officer positions will be filled from the newly elected Council.
 - 5.9.2 Officers shall be elected by all voting members present at the May meeting.
 - 5.9.3 Any vacancy in any office, other than the Chairperson, may be filled by the Chairperson following notification of the vacancy. The new officer shall serve for the remainder of the term.

ARTICLE 6 MEETINGS

- 6.1 The first official meeting of the new incoming Council shall take place on the 2nd Wednesday of September.
- 6.2 Regular meetings shall be held at least nine (9) times each school year.
- 6.3 The Council shall determine the date, time and place of the regular meetings.
- 6.4 Should it be necessary to have additional meetings, the Chairperson may call a special meeting.
- 6.5 The meeting agenda shall be advertised to the school community at least seven (7) calendar days in advance of the scheduled meeting.

ARTICLE 7 VOTING

- 7.1 Votes may only be taken if a quorum is present. A majority of the membership of The Council constitutes a quorum.
- 7.2 In order to pass a motion, a simple majority of voting members shall be necessary.
- 7.3 Members of The Council shall be notified seven (7) calendar days in advance of any matter that is scheduled before The Council for a vote. Email or Ed Connect calls are all acceptable means of notification.

ARTICLE 8 STANDING AND SPECIAL COMMITTEES

- 8.1 Membership for a Standing Committee shall be appointed by the Chairperson and confirmed by The Council.
- 8.2 Membership for a Special Committee shall be appointed by the Chairperson and confirmed by The Council.

ARTICLE 9 PARLIAMENTARY AUTHORITY

- 9.1 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern The Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order The Council may adopt.

ARTICLE 10 AMENDMENTS

- 10.1 These bylaws may be amended at any regular or special meeting of The Council by a two-thirds (2/3) affirmative vote of the members subject to the approval of the Superintendent and/or the District School Board of Monroe County.