

School Advisory Council Bylaws  
First Coast Technical College (FCTC)  
2016-2017

- I. Function of the School Advisory Council (SAC):
  - a. Work collaboratively with our community and business partners to ensure the mission of FCTC is carried forward with excellence.
  
- II. Membership:
  - a. The SAC committee shall consist of at least the following members:
    - i. Principal
    - ii. One educational support employee (non-instructional, non-administrator)
    - iii. One teacher/instructional staff member
    - iv. One student
    - v. Three additional non St. Johns County District employees (community members, business partners, etc.)
  - b. Community members shall be appointed by the Principal.
  - c. Any member who has two unexcused, consecutive absences from a SAC meeting will be replaced.
  - d. Minutes of each meeting shall be taken.
  
- III. Meetings:
  - a. A quorum (at least 51%) must be present before a vote can take place by the advisory council.
  - b. 3 days advanced notice, in writing, to all members, is required for any matter that is scheduled to come before the council for a vote.
  - c. Meetings will be scheduled at a reasonable time to allow for parents, students, teachers, businesspersons, and members of the community to attend.