



## **Institutional Advisory Committee Bylaws**

### **I. Function of the Institutional Advisory Committee (IAC)**

To work collaboratively with our community and business partners to ensure the mission of FCTC is carried forward with excellence.

### **II. Membership**

- a. The IAC committee is composed of no less than three persons, all of whom are external to the institution. FCTC's Committee has a majority of external members. The Committee may consist of the Principal, an educational support employee (non-instructional, non-administrator), an instructional staff member or a student.
- b. Three additional external, non-St. Johns County District employees (community members, business partners, etc.). Two members will be present and one member may attend virtually.
- c. Community members shall be appointed by the Principal.
- d. Any member who has two unexcused, consecutive absences from an IAC meeting will be replaced.

### **III. Meetings**

- a. Serving in an institutional advisory capacity, the Committee will meet at least once annually. A quorum (at least 51%) must be present before a vote can take place by the advisory council.
- b. Three 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.

### **IV. Minutes**

- a. The Committee will keep typed minutes to document its activities, recommendations and meeting attendance.
- b. The Committee is used to provide community involvement in maintaining a relevant mission for FCTC. It will work collaboratively with our community and business partners to ensure the mission of FCTC is carried forward with excellence.

approved 2017-2018  
updated 9/14/2020  
updated 4/20/2021  
updated 10/6/2021