

School Advisory Council Bylaw Checklist

A School Advisory Council (SAC) is also responsible for developing its own set of bylaws upon its inception. Bylaws are written rules, definitions, and procedures that guide the election of SAC members, the conduct of SAC meetings, and the operation of the SAC and **must align** with the SAC Agreement.

Bylaws are rules governing issues such as:

REQUIRED COMPONENTS

- membership structure (including designated seats);
- eligibility for membership;
- process for elections/appointments (including filling designated seats);
- terms of service;
- process for filling vacancies;
- process for electing an executive;
- meeting agendas and meeting summaries;
- meeting guidelines;
- public participation in SAC meetings;
- quorum;
- decision-making procedures;
- School Improvement Plan monitoring and annual report;
- process for adopting and amending bylaws; and
- signatories to the agreement (the SAC Chair and the Regional Executive Director of Education).

OPTIONAL COMPONENTS

- determining priorities for spending the funds allocated to support the mandate of the SAC;
- appointing a steering or subcommittee to perform specific tasks (e.g. SAC membership on a boundary review committee, school review committee, or policy review committee);
- resolving conflicts in relation to membership structure, election of members, and adherence to the school advisory council agreement and bylaws; or
- communicating with partners.

The bylaws may be changed without the SAC Agreement being re-signed by all parties, but the Regional Executive Director of Education must approve the changes before they can take effect.