

When Developing Bylaws for your SAC:

The SAC also develops 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 (include Diversity Representation where needed);
- eligibility for membership;
- elections / appointments;
- terms of service;
- filling vacancies;
- electing an executive;
- agenda and meeting summaries;
- meetings;
- public participation in SAC meetings;
- quorum;
- making decisions;
- School Improvement Plan and annual report;
- 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 steering or subcommittee to perform a specific task (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;
- communicating with partners;

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