[School Name]

SCHOOL ADVISORY FORUM

BYLAWS

ARTICLE I: NAME

The name of this forum shall be the [School Name] Advisory Forum (SAF). This Forum

operates under Broward County School Board Policy 1.3: School Advisory Forum.

ARTICLE II: OBJECTIVES

Section 1: Mission Statement: The mission of the [School Name] SAF is to foster and promote communication between its stakeholders, the school, and the Area Advisory Council. The SAF

shall bring forth recommendations, concerns, and interests to and from their Area Advisory

Council.

Section 2: Duties:

1. All duties will be advisory in nature, none of which will conflict with any of the powers and

duties reserved by law, policy or administrative guidelines to the principal.

2. Actively participate with the School Advisory Council in identifying the educational needs and

priorities of the school.

3. Actively participate with the principal in the preparation of the budget, and reviewing the

budget-related concerns after each FTE count.

4. Indicate awareness of the program and plans for the school by the signature of the

chairperson on the budget when it is submitted for district budget preparation.

5. Assist in the identification and coordination of the use of community resources to improve

student achievement and school effectiveness.

6. Address parent/community concerns; work with the administration to solve problems and to

initiate desirable change.

7. Assist in increasing/sustaining high levels of community support for the school.

8. Assist in planning, developing and implementing parent/community programs and training

activities.

9. Participate in joint training opportunities with the School Advisory Council.

10. In addition to individual School Advisory Forum meetings, hold semi-annual meetings jointly

with the School Advisory Council.

11. The School Advisory Forum shall use guidelines developed by the district, develop and adopt

procedural bylaws, conduct meetings in accordance with the Florida Sunshine Laws, and

conduct meetings according to Robert’s Rules of Order, Newly Revised.

12. As an apolitical organization, officers and members are prohibited from using their titles

and/or their positions to endorse, or give the impression of endorsing candidates for public

office. In addition, public monies and/or materials may not be used to endorse candidates or

further their campaigns.

**ARTICLE III: MEMBERSHIP**

Section 1: Membership of the School Advisory Forum (SAF) shall be representative of the school

community to include parents or guardians of the students enrolled in the school, students of

the school, employees of the school, business partners of the school, community members and

business people. Participation from all ethnic, religious, cultural, and socioeconomic backgrounds is welcome and encouraged.

Section 2: Voting Rights: Meetings are open to all but voting rights are granted only to members who are parents or guardians of the students who are enrolled in the school or matriculating to the school the following year, students of the school, employees of the school and business partners of the school. To vote at any meeting, members must sign in and show proof that they

meet the above voting membership requirements, if requested.

ARTICLE IV: OFFICERS

Section 1: Officers. The officers shall be the Chairperson, Vice-Chairperson, and Recording

Secretary. They should be elected annually at the final meeting of the school year but no later

than the first meeting of the next school year.

Section 2: Eligibility: The Chairperson and the Vice-chairperson shall be a parent or custodial

guardian of a student who will be enrolled and attending the school during their term of service

and shall not be employed by the School Board of Broward County at the school where they will

serve.

Section 3: Term of Office: Elected Officers shall serve a period of one year or until them

successors have been elected. They may be re-elected to that office for [Number] consecutive terms as long as they have a student enrolled or matriculating to the school the following year.

Section 4: Election of Officers: Nominations shall be taken in accordance with Article V, Section

2. The election shall be by a written and signed ballot when there is more than one candidate

for any office. The ballots will be counted by a member of School Administration, a member of

the Nominating Committee and a voting member of the Advisory Forum who is not on the

ballot.

Section 5: Chairperson Duties. The Chairperson shall have the following duties:

a. Preside at all the [School Name] SAF meetings;

b. Sign all correspondence as well as, distribute all correspondence to the elected officers of the [School Name] SAF;

c. Attend all Area Advisory Meetings

d. Attend the School Advisory Council meetings as a voting member or appoint a

permanent designee to attend the meetings;

e. Act in a professional, prompt and organized manner at all times and,

f. Represent the majority opinion of the [School Name] SAF.

Section 6: Vice-Chairperson Duties. The Vice-Chairperson shall have the following duties:

a Assume all the duties of the Chairperson in the event that s/he becomes

incapacitated, unavailable, or must step down;

b. Assist the Chairperson in performing his/her duties;

c. Act in a professional, prompt and organized manner at all times.

Section 7: Recording Secretary Duties. The Recording Secretary shall have the following duties:

a. Ensure the recording of minutes at each [School Name] SAF.

b. Present the minutes at the next [School Name] SAF meeting for review.

c. Retain copies of all minutes of any [School Name] SAF meetings and committees.

d. Transmit the approved [School Name] SAF minutes to the principal and to such other persons as the Forum may direct. Retain copies of all the [School Name] SAF

correspondences, chairperson’s reports, and meeting/committee reports

ARTICLE V: COMMITTEES

Section 1: The Chairperson will create such committees as may be required to promote the objectives of the [School Name] SAF. Once formed the committee members shall elect a Chairperson.

Section 2: Nominating Committee: The Chairperson will appoint a Nominating Committee at the

general meeting no later than March. The Committee will consist of at least three members and

always have an uneven number of members. At least one officer of the SAF shall serve on the

Nominating Committee. The committee will elect a chairperson. The purpose of the Nominating

Committee shall be to nominate one person to fill each elected position and to present this slate of officers at the general meeting where elections will take place. Additional nominations may be made from the floor when the elections are held. The Committee shall function according to the current edition of Robert’s Rules of Order.

Section 3: Each Committee Chair shall have the duty to update the [School Name] SAF, as necessary, at the monthly general meeting.

ARTICLE VI: MEETINGS

Section 1: General Meetings: [School Name] SAF shall meet regularly with the time, date, and place of future meetings decided by the [School Name] SAF with the understanding that all meetings will be held in places that are easily accessible to the public. Notification of all regular meetings shall be included in the minutes and announced per Florida Sunshine State law.

The [School Name] SAF shall meet at least twice a year with the [School Name] Advisory Council (SAC) with the time, date, and place of meeting to be determined by mutual

agreement of the SAC and SAF. Notification of all special meetings shall be included in the

minutes and announced per Florida Sunshine State law.

Section 2: Special Meetings:

1. A special meeting may be called when it is deemed necessary to conduct the business of the forum. The Chairperson or a majority vote of the membership may call special meetings. Notification of all special meetings shall be included in the minutes and announced per Florida Sunshine State law.

ARTICLE VII: AMENDMENTS

These bylaws of the [School Name] SAF may be amended at any regular meeting by a

two/thirds affirmative vote of those eligible voters in attendance, provided that the amendment

has been submitted in writing at the previous meeting. Any amendment must conform to the

Broward County School Board Policy for School Advisory Forums; Policy 1.3.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order~~, Newly Revised~~ shall govern the [School Name] Advisory Forum.

Adopted

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Advisory Forum Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_

School Advisory Council Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_