

**Western High School**  
**SCHOOL ADVISORY FORUM**  
**BYLAWS**

**ARTICLE I: NAME**

The name of this forum shall be the **Western High School** School 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 **Western High School** 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**

- 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 **Western High School SAF**.
- b. Present the minutes at the next **Western High School SAF** meeting for review.
- c. Retain copies of all minutes of any **Western High School SAF** meetings and committees.
- d. Transmit the approved **Western High School SAF** minutes to the Principal and to such other persons as the Forum may direct. Retain copies of all the **Western High School 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 **Western High School 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 Robert's Rules of Order, Newly Revised.

Section 3: Each Committee Chair shall have the duty to update the **Western High School SAF**, as necessary, at the monthly general meeting.

#### **ARTICLE VI: MEETINGS**

Section 1: General Meetings: **Western High School SAF** shall meet regularly with the time, date, and place of future meetings decided by the **Western High School 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 **Western High School SAF** shall meet at least twice a year with the **Western High School School Advisory Council** 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:

- a. 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.