

EVERGLADES ELEMENTARY SCHOOL SCHOOL ADVISORY FORUM BY-LAWS

ARTICLE I: NAME

The name of this forum shall be the Everglades Elementary 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 Everglades Elementary Douglas 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. Assist in the identification and coordination of the use of community resources to improve student achievement and school effectiveness.
5. Address parent/community concerns; work with the administration to solve problems and to initiate desirable change.
6. Assist in increasing/sustaining high levels of community support for the school.
7. Assist in planning, developing and implementing parent/community programs and training activities.
8. Participate in joint training opportunities with the School Advisory Council.
9. In addition to individual School Advisory Forum meetings, hold semi-annual meetings jointly with the School Advisory Council.
10. 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. 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

Membership of the Everglades Elementary 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. Nominees for Chairperson shall have attended a minimum of fifty percent of the current school-year's SAF Meetings.

Section 3: Term of Office

Elected Officers shall serve a period of one year or until their successors have been elected. They may be re-elected to that office for three consecutive terms.

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:
- Preside at all the Everglades Elementary SAF meetings;
- Sign all correspondence as well as, distribute all correspondence to the elected officers of the Everglades Elementary SAF;
- Attend all Area Advisory Meetings
- Attend the School Advisory Council meetings as a voting member or appoint a permanent designee to attend the meetings;
- Act in a professional, prompt and organized manner at all times and,
- Represent the majority opinion of the Everglades Elementary SAF.

Section 6: Vice-Chairperson Duties

The Vice-Chairperson shall have the following duties:

- Assume all the duties of the Chairperson in the event that s/he becomes incapacitated, unavailable, or must step down;
- Assist the Chairperson in performing his/her duties;
- Act in a professional, prompt and organized manner at all times.

Section 7: Recording Secretary Duties

The Recording Secretary shall have the following duties:

- Ensure the recording of minutes at each Everglades Elementary SAF.
- Present the minutes at the next Everglades Elementary SAF meeting for review.
- Retain copies of all minutes of any Everglades Elementary SAF meetings and committees.
- Transmit the approved Everglades Elementary SAF minutes to the Principal and to such other persons as the Forum may direct. Retain copies of all the
- Everglades Elementary SAF correspondence, chairperson's reports, and meeting/committee reports.

Section 8. Recall of Officers. The process to recall an officer shall be initiated when two-thirds (2/3) of the voting members in attendance at a general meeting of SAF determine that an officer or officers are not fulfilling their duties. Notice shall be then sent to the subject officer(s) by certified mail within five (5) days of such determination including the reasons for the proposed removal and the meeting date and time at which the Officer Recall Vote will be taken. A minimum of two (2) weeks written notice of the recall vote shall be advertised to the general membership by school newsletter and by email distribution based on the current school-year's sign-in attendance sheets. The Officer Recall Vote shall be an agenda item at either the next regularly scheduled general meeting of SAF, or a Special Meeting scheduled to address the recall vote. All sides shall have an opportunity to be heard prior to the vote. Termination of the officer(s) shall be immediately enacted upon a two-thirds (2/3) majority vote of the voting members in

attendance. In the event of termination, nominations shall be taken from the floor to fill the vacant position(s). In the event the Chairperson is recalled, the Vice Chair shall move into the position of Chair, creating a vacancy in the Vice Chair position. Written notice of the change in officer(s) shall be sent to the DAC Chair, Area Chair, Area Superintendent, and the Principal. Any newly elected officer(s) will serve on an interim basis to be confirmed at the next regularly schedule SAF meeting (see Section 4).

ARTICLE V: COMMITTEES

Section 1: Committees

The Chairperson will create such committees as may be required to promote the objectives of the Everglades Elementary 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 Rule of Order, Newly Revised.

Section 3: Committee Updates

Each Committee Chair shall have the duty to update the Everglades Elementary SAF, as necessary, at the monthly general meeting.

ARTICLE VI: MEETINGS

Section 1: General Meetings

Everglades Elementary SAF shall meet regularly with the time, date, and place of future meetings decided by the Everglades Elementary 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 Everglades Elementary SAF shall meet at least twice a year with the Everglades Elementary School 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

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 Everglades Elementary 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 Order, Newly Revised shall govern the Everglades Elementary School Advisory Forum.

Adopted: 10.16.17

Amended: 10.16.17