

**SOUTH AREA ADVISORY COUNCIL
BYLAWS**

ARTILE I: NAME OF COUNCIL

The name of this council shall be the South Area Advisory Council and shall be known as the Area Advisory Council. **Authority for the establishment of the District Advisory Council shall be School Board of Broward County Policy 1.2 and 1.21: Area Advisory Council. An Area Advisory council shall be established for each administrative area in the district**

ARTICLE II: AUTHORITY- Moved to Article I

~~School Board of Broward County Policy 1.2 and 1.21: Area Advisory Council. An Area Advisory council shall be established for each administrative area in the district. Florida Statute 230.22 (1) (2).~~

ARTICLE III II: OBJECTIVE- PURPOSE

The duties of the South Area Advisory Council shall be advisory in nature, none of which will conflict with any of the powers and duties reserved by School Board policy to the Area Superintendent.

The Area Advisory Council responsibilities shall ~~include~~ be to:

- Section 1: Assisting in the identification of the educational needs and priorities of the schools within the area.
- Section 2: Coordinating of community resources and securing community support for the schools.
- Section 3: Offering assistance to individual School Advisory Forums and School Advisory Councils in understanding and fulfilling their duties and responsibilities.
- Section 4. Serving as a liaison between local Advisory Forums, School Advisory Councils, the area Advisory Council, and the District Advisory council.
- Section 5: Area shall operate within established administrative guidelines.
- Section 6: Electing representatives from the Area Advisory Council's General membership to serve on the District Advisory Council
- Section 7: In addition, advising and making recommendations to the South Area Superintendent pertaining to the needs and concerns of the school communities in the South Area.
- Section 8. As the South Area Advisory Council (and its subordinate organizations are) is apolitical, 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. However, an officer or member may recite such membership or office when he/she is a candidate for public office.

ARTICLE IV III: MEMBERSHIP

The South Area Advisory Council shall be representative of the ethnic diversity of the school's/District's student population. In order to satisfy this requirement, the minimum standards for representation shall be as follows:

- Section 1: **Composition:** Membership shall include (but not limited to) the Chairperson, or his/her designee, from each individual School Advisory Forum; the Principal, or his/her designee, from each school; and the Chairperson, or his/her designee, from each School Advisory Council within the South area. In addition, every effort should be made to include citizens not otherwise connected with the schools, such as local government officials, civic and business leaders, senior citizens, students, and other interested citizens. The South Area Superintendent, or his/her designee, and the South Area directors shall serve as ex-officio members of the South Area Advisory Council.
- Section 2: **Termination:** An Area Advisory Council member shall no longer hold voting rights should he/she cease to reside or work in the school area, or otherwise terminate her/his relationship with the group, which he/she was elected to represent.
- Section 3: **Voting rights:** For General, Steering Committee, and Special meetings each individual School Advisory Forum shall have one vote, to be cast by the School Advisory Forum Chairperson or her/his designees. Proxies or absentee ballots are not permitted. The officers and the District Advisory council representatives of the Area Advisory Council shall have voting rights (unless they are already the designated representative for a School Advisory Forum), except for the Chairperson, who can cast a vote in order to affect the results. A person who is a member of more than one School Advisory Forum may be the designated representative of more than one Forum. In this case, that person may cast the vote for each of the represented schools provided he/she was registered with the Corresponding Secretary at the beginning of the meeting. When a consensus cannot be reached, a vote of the membership will be taken.
- Section 4: **Quorum:** Nineteen (19) voting members present at the meeting shall constitute a quorum for the transaction of business at General, Steering Committee, and Special meetings. An official quorum of committee members must be physically present at the meeting location for the committee to conduct official business, provided a quorum is required for this purpose. Individuals participating from remote location through the use of technology cannot be employed to constitute a quorum for the committee to conduct official business.
- Section 5: ~~One non-voting senior staff person or designee, who will work with the Chair on setting the agenda and conducting the business of the Committee.~~ **The District Advisory Council will be assigned a staff liaison to facilitate the committee's activities. The staff liaison will collaborate with the committee chair to schedule and publicly notice all committee meetings and shall provide other similar administrative support. The Superintendent or her/his designee shall determine the appropriate amount of staff support to be provided to each individual School Board-Established Advisory Committee.**
- Section 6: Each new member shall receive training on the Committee's history, mission, purpose, and related School Board Policy statement(s) from appropriate district staff.
- Section 7: Each member shall sign off on a School Board approved statement, which validates that the member accepts and will abide by proper professional conduct and actively support the mission, purpose, and related Committee and School Board Policy statements. In addition, the statement will acknowledge that the member has received staff training on Robert's Rules of Order, New Revised, and the Florida Sunshine Laws.

Section 8. Parliamentarian, non-voter, shall be a part of the Committee if needed.

ARTICLE V-IV: OFFICERS

Section 1: The South Area Advisory Council shall elect a Chairperson, Elementary Vice-Chairperson, Secondary Vice- Chairperson, Recording Secretary, and Corresponding Secretary. The Chairperson shall appoint a Parliamentarian, (if needed.)

Section 2: **Eligibility:** Officers shall be a member of the Area Advisory Council (Article IV, Section 1). Officers must reside in or have children attending schools in the South Area. A minimum of three (3) officers shall be parents of South Area students. **The Chairperson and the Vice-Chairpersons shall not be full or part-time school board employees with benefits, and shall be a parent with a child currently enrolled and attending a school within the administrative area.**

Section 3: **Nominating Committee:** The Chair of the South Area Advisory Council shall appoint a Nominating Committee Chairperson at the February General Membership meeting. A sign-up sheet will be made available for prospective committee members from whom the Nominating Committee Chair shall convene a committee. The committee shall consist of a minimum of three (3) and a maximum of seven (7) members (and always an odd number) and should be representative of schools in the area. All persons who sign up for the nominating Committee shall be notified of the meeting dates of the committee. The Nominating committee will notify all School Advisory Forum chairpersons, in writing, of the positions available (elected officers and District Advisory Council representatives) and request nominations. **The Committee will present a slate of candidates for each office two weeks prior to the election meeting. Nominations from the floor may be taken at the time of the election.**

Section 4: **Election:** The officers and the District Advisory Council representatives shall be elected by the voting membership at the **last** General meeting. Nominations from the floor shall be accepted at the **last** General meeting.

Section 5: **Term of Office:** The officers shall serve for a term of one (1) year (starting July 1 and ending June 30) or until their successors have been elected, and may be re-elected to the same office for one (1) additional consecutive term.

Section 6: **Termination:** If an officer is absent from three (3) consecutive General and/or Steering Committee and /or Executive Board meetings, notice of termination shall be sent to the individual by the Corresponding Secretary.

Section 7: **Vacancies:** If a vacancy should occur among the offices of Corresponding Secretary, Recording Secretary, or Vice-Chairpersons of the Area Advisory Council, the office maybe filled at the next General meeting by the majority vote of those members present. Members shall be notified at least two (2) weeks prior to the meeting that the vacancy or vacancies exist. Nominations will be accepted from the floor and the person elected at the meeting shall be deemed elected for the remainder of the term. If a vacancy should occur in the office of Chairperson, The Vice-Chairpersons shall Co-Chair for the remainder of that term of office. Notice shall then be sent as prescribed above to fill the positions of Vice-Chairpersons.

ARTICLE VI: DUTES OF THE OFFICERS:

Section 1: **Chairperson:** The Chairperson shall:

Preside at all meetings (General, Steering Committee, Executive Board and Special) of the South Area Advisory Council; sign all letters, reports and other Area Advisory Council communications; be an ex-officio member of all committees, except the Nominating Committee; appoint individuals to fill Area Advisory Council vacancies on the District Advisory Council; and perform all duties incident to the Office of Chairperson and any other duties as from time to time may be assigned to him/her by the Area Advisory Council. The Chairperson shall represent the Area Advisory Council at the District Advisory Council.; The Chairperson shall represent the Area Advisory Council at the District Advisory Council meetings; and co-sign all disbursements of funds, with one other elected officer. The Chair will prepare an agenda at least 7 days in advance for all meetings. A copy of the agenda shall be provided to anyone who requests it.

Section 2: Setting Goals

The Chair will meet annually with the Superintendent or her/his designee to collaborate on the goals and objectives for the school year. The District Advisory Council will finalize its goals and objectives for the school year by its second meeting of the school year. Subsequently, the goals and objectives will be provided to the School Board through the Superintendent.

Section 2: **Vice-Chairpersons:** The Vice Chairpersons shall:
Preside at the meetings of the Area Advisory Council in the absence of the Chairperson, represent the Chairperson in assigned duties, and perform such duties as may be assigned to him/her by the Chairperson of the Area Advisory Council. The Vice-Chairpersons shall be members of the Executive Board.

Section 3: **Recording Secretary:** The Recording Secretary shall:
Keep the minutes of General, Steering Committee, Executive Board and Special meetings, and transcribe them in a timely manner. Copies of the minutes will be provided to all members and to other such persons as the Council may direct (See Article IV, Section 1: Composition). Be the custodian of all committee reports and correspondence. The Recording Secretary shall be a member of the Executive Board.

Section 4: **Corresponding Secretary:** The Corresponding Secretary shall:
Prepare all correspondence as necessary. He/She shall be responsible for all notices duly given in accordance with these bylaws, including notices of all meetings. Additionally, the Corresponding Secretary shall keep a record of all Area Advisory Council members, their addresses, phone number and other contact information; keep a record of attendance at all meetings; be responsible for a roll call vote as deemed necessary by the Chairperson or the Area Advisory Council. When necessary he/she shall notify members or officers of the Area Advisory Council of their termination, in writing, in accordance with Article IV Section 2; Termination; or Article V; Section 6; Termination and perform all other duties as delegated by the Chairperson or the Area Advisory Council. The Corresponding Secretary shall be a member of the Executive Board.

ARTICLE VII: COMMITTEES

Section 1: **Standing and Special Committees:** The South Area Advisory Council may, from time to time, establish and abolish such standing and special committees as it may desire. No standing or special committees shall exercise the authority of the Area Advisory Council.

Section 2: **Membership:** Unless otherwise determined by the Area Advisory Council, the Chairperson shall appoint members to the various standing and special committees. The committee members shall elect the Chairperson of each such committee.

Section 3: **Term:** Each member of a committee shall serve from the time of her/his appointment until the end of the school year unless determined otherwise by the Area Advisory Council, or unless the

committee shall be sooner abolished, or unless such member shall cease to qualify as a member of the Area Advisory Council.

Section 4: **Vacancy:** A vacancy in any committee may be filled by an appointment in the same manner as provided in the original appointment.

ARTICELE VIII: MEETINGS

The District Advisory Council shall meet regularly and the schedule of meetings for the year will be determined and published in August for the current school year. Notification of all regular meeting places will be included in the minutes.

Section 1: Guests:

All meetings are open to the public under the Florida Sunshine Law; however, nonmembers/guests may not vote on DAC issues.

Section 2: Attendance

Attendance of members will be kept for all meetings. The Recording Secretary or a designee will take attendance. Attendance records will be sent to the assigned staff liaison.

Section 3: Minutes

Minutes of all meetings will be recorded by the Secretary or a designee. Approved minutes will be sent to the assigned staff liaison, kept on file, and be made available for public view. Minutes of the previous meeting will be approved at the next meeting, with any additions or corrections noted. Minutes will reflect all motions (including: maker of the motion, person seconding and the results of the vote) and any decisions reached by consensus.

Section 1: **General Meetings:** The Area Advisory Council shall hold General Monthly meetings during the school year. A kickoff meeting may be held at the beginning of the year, and a recognition meeting may be held for the close of the year.

Section 2: **Special Meetings:** Special meetings maybe called by the Chairperson or by notice of any three (3) members in writing to the Chair of the Area Advisory Council having voting rights.

Section 3: **Notice of Meetings:** Meetings shall be scheduled at least ten (10) days in advance and duly publicized through the newspaper(s) by the School Board; and via pony, fax, e-mail or by the US mail when appropriate. Area Advisory Council members must be advised of a change in the established date, time, or location. Special meetings shall be scheduled at least seven (7) days in advance, and will require special notification to each member. This may be done by telephone or in writing.

All scheduled meetings, meeting times, and places must be appropriately noticed in accordance with applicable statutory requirements. The Chair will work through the assigned staff liaison to coordinate all meeting notices with the Superintendent's Office. Members must be advised of a change in the established date, time or location. All special meetings also require appropriate notice. (F.S 286.011(1) Public meetings and records; public inspection; criminal and civil penalties).

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- Section 4: **Open Meetings:** All meetings of the Area Advisory Council, and of its standing and special committees, shall be open to the public.
- Section 5: **Decisions of the Area Advisory Council:** All decisions of the Area Advisory Council shall be made only after affirmative vote of the majority of voting members present. (Article IV, Section 4, Quorum).
- Section 6: **Rules:** All meetings of the Area Advisory Council shall be conducted in accordance with Robert's Rules of Order, New Revised, when not in conflict with these bylaws.
- Section 7: **Guests:** All meetings are open to the public under the Florida Sunshine Law; however, nonmembers/guests may not vote on Council/Committee issues. Guest may only speak at the privilege of the chair.
- Section 8: **Attendance:** of members will be kept for all meetings the secretary or a designee will take attendance. Attendance records will be sent to the Area Office.
- Section 9: **Minutes:** Minutes of all meetings will be recorded by the Secretary or a designee. Approved minutes will be sent to the Area Office, kept on file and posted for public view. Minutes of the previous meeting will be approved at the next meeting, with any additions or corrections noted. Minutes will reflect all motions (including the maker of the motion, person seconding and the results of the vote) and any decisions reached by consensus.
- Section 10: **Agenda:** Meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present. Meeting discussions will be restricted to those topics on the agenda.
- Section 11: Voting: Voting will be by voice, by a show of hands, or by roll call when there is a discrepancy. Official votes will become part of the minutes. Alternates and proxy votes are not permitted (per Florida's sunshine Law). No one can abstain.
- a) *All School-Board Established Advisory Committees shall have a finite and set number of members. This number shall include all School Board Member-appointed representatives to the District Advisory Council and all individuals entitled to vote, as outlined in the enacting policy.*
- b) *All voting must comply with Sections 286.012 and 112.3143 (3)(a) of Florida Statutes. Word smith 2 sections*
- i. FS 286.012 Voting requirement at meetings of governmental bodies.—No member of any state, county, or municipal governmental board, commission, or agency who is present at any meeting of any such body at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of s. 112.311, s. 112.313, or s. 112.3143. In such cases, said member shall comply with the disclosure requirements of s. 112.314*
- ii. FS 112.3143(3)(a) No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss; which he or she knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained, other than an agency as defined in s. 112.312(2); or which he or she knows would inure to the special private gain or loss of a relative or business associate of the public officer. Such public officer shall, prior to the vote being taken, publicly state to the assembly the nature of the officer's interest in the matter from which he or she is abstaining from voting and, within 15 days after the vote occurs, disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes*

- c) All members must vote, unless there is a voting conflict.
- d) All abstentions require the form for voting conflicts to be completed. (Form 8B memorandum of Voting Conflict for County, Municipal, and other Local Public Officers)
- e) Each position shall be entitled to one voice and one vote on each matter submitted to a vote of the South Area Advisory Council. An individual may hold only one position on the South Area Advisory Council, except for officers who may also hold one (1) current term elected/appointed position from the group they represent. Each individual, including officers holding two (2) positions, whether elected or appointed, shall cast only one vote on each matter submitted to a vote of the South Area Advisory Council.
- f) A member must be a member in Good Standing and the member must be present to vote.
- g) When necessary, the Recording Secretary shall tally the votes according to the roll call of members present.

ARTICLE IX STEERING COMMITTEE

Section 1: The Area Advisory Council shall hold Steering Committee meetings monthly during the school year for the purpose of conducting business and training.

Section 2: Membership: Composition of the Steering Committee shall include the following:

Officers of the Area Advisory Council

Chairperson

Vice-Chairpersons (2)

Recording Secretary

Corresponding Secretary

School Advisory Forum Chairperson, or her/her appointed designees, from each school in the South Area

All representatives elected to the District Advisory Council

See Article XI, District Advisory Council Representatives

Ex-Officio members

The South Area Superintendent

The South Area Directors

Section 3: All provisions of Article VIII, Sections 2-6 apply to Steering Committee.

ARTICLE X: EXECUTIVE BOARD OF THE SOUTH AREA ADVISORY COUNCIL

Section 1: Duties:

- A. The primary purpose of the Executive Board is to assist the Chairperson in setting the agenda for all upcoming meetings. This shall be accomplished by perusing the minutes of the previous meeting.
- B. The Executive Board shall establish the dates, in advance, for the Steering Committee and Executive Board meetings of the Area Advisory Council. A calendar shall be planned at the August meeting of the Executive Board for the new school year. The Executive Board shall establish the dates, in advance, for the General meetings of the Area Advisory Council, with the Area Superintendent.
- C. The Executive Board shall perform such other duties as may be delegated by the Area Advisory Council.

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- D. The Executive Board shall assist in establishing the agenda of a Special meeting called by the Chairperson or the Area Advisory Council if time permits.
- E. The Executive Board shall not exercise the authority of the Area Advisory Council unless specifically directed to do so by the Area Advisory Council.

Section 2: Membership: Composition of the Executive Board shall include the following:

- Officers of the Council
 - Chairperson
 - Vice-Chairpersons (2)
 - Recording Secretary
 - Corresponding Secretary

Section 3: All provisions of Article VIII, Sections 2-6 apply to the Executive Board as applicable.

ARTICLE XI: DISTRICT ADVISORY COUNCIL REPRESENTATIVES

Section 1: The Chairperson of the South Area Advisory Council. If the Chairperson is unable to be the District Advisory Council representative, membership is delegated to the next eligible elected officer.

Section 2: The Area Advisory Council General Membership shall elect (except as otherwise indicated) the following members as representatives to the District Advisory Council:

- A. One Teacher from the South Area elected from teacher nominations submitted by individual schools.
- B. One Parent (*at-large*) from the South Area with **a student currently enrolled in the Broward County School System** from parent nominations submitted by individual schools.
- C. Three Parent Representatives from the South Area, one (1) elementary school representative, one (1) middle school representative and one (1) high school representative. **(Parent representatives must have a student in the level and the area they are representing.)**
- D. One Citizen at Large from the South Area community. This representative will not have any children enrolled in grades K-12 in the Broward County School District **and must reside in the South Area.**
- E. One Business Representative from the South Area community. This representative shall not be an employee of the Broward County School District.
- F. One Facilities Representative from the South Area (who are not a School Board employee with benefits)
- G. One *Legislative Representative from the South Area*

Section 3: **Term Membership:** The Area Advisory Council representatives to the District Advisory Council shall be elected and/or appointed for one (1) year and may be elected and/or appointed for additional terms not to exceed a total service of four (4) consecutive years, in any one position. This does not apply to the Area Advisory Council Chairperson. Term shall begin in June and end with the election and appointments of new membership in the June of the following year. These appointments are to be presented to the School Board for approval on or before June 15 of each year.

a) ***Terms of Membership: Members of the District Advisory Council should attend meetings on a regular basis. The appointment of any appointee or member shall automatically conclude and a vacancy upon the advisory committee shall exist if that appointee or member is absent from three (3) consecutive meetings of the District Advisory Council or is absent from a total of four***

(4) meetings of the District Advisory Council during the school year of the appointment. Term shall begin July 1 and end on June 30 of the following year.

- b) In the event a member's action or circumstance is found to be in conflict with state laws, policies and/or bylaws of the District Advisory Council or any of its subordinate organizations the member may be removed from office for the current year and/or one additional year. Notice shall be sent to the member, the represented entity and the School Board with all grounds stated in writing, in the event of termination. All sides shall be heard. The Council, by affirmative vote of two-thirds of all the members present may suspend or expel a member. (See District Advisory Council's Standard Operating Procedures).

Section 4: All members of the District Advisory Council shall be officially approved by the School Board of Broward County, Florida.

Section 5. In the event a District Advisory Council representative is no longer considered a member in good standing and the Area Advisor Council has been notified of the termination by the District Advisory Council, then the Area Advisory Council Chair must then elect/appoint a new representative to the District Advisory Council. ~~Replaced with Section 3 (b).~~

Each member of the District Advisory Council is a public officer as defined in Sections 112.313(1) and 112.3143(1), Florida Statutes, and is subject to state ethics requirements and The Sunshine Law. Accordingly, each member of the District Advisory Council is required to execute the school district's Conflict of Interest form for School Board-Established Advisory Committees prior to serving on any advisory committee.

- a. 112.313 (1) DEFINITION.—As used in this section, unless the context otherwise requires, the term “public officer” includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body.
- b. 112.3143 Voting conflicts.—

(1) As used in this section:

(a) “Principal by whom retained” means an individual or entity, other than an agency as defined in s. 112.312(2), that for compensation, salary, pay, consideration, or similar thing of value, has permitted or directed another to act for the individual or entity, and includes, but is not limited to, one’s client, employer, or the parent, subsidiary, or sibling organization of one’s client or employer.

(b) “Public officer” includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body.

(c) “Relative” means any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

(d) “Special private gain or loss” means an economic benefit or harm that would inure to the officer, his or her relative, business associate, or principal, unless the measure affects a class that includes the officer, his or her relative, business associate, or principal, in which case, at least the following factors must be considered when determining whether a special private gain or loss exists:

1. The size of the class affected by the vote.

2. The nature of the interests involved.

3. The degree to which the interests of all members of the class are affected by the vote.

4. The degree to which the officer, his or her relative, business associate, or principal receives a greater benefit or harm when compared to other members of the class.

The degree to which there is uncertainty at the time of the vote as to whether there would be any economic benefit or harm to the public officer, his or her relative, business associate, or principal and, if so, the nature or degree of the economic benefit or harm must also be considered.

ARTICLE XII: AMENDMENTS

Section 1: By-Laws must conform to State of Florida Statutes and School Board Policy.

- Section 1: These Bylaws may be amended at any General meeting, provided two (2) weeks notice, in writing, has been given to each member, by a two-thirds vote of a quorum of the voting members of the South Area Advisory Council. Any amendment must conform to the School Board Policy currently in effect.
- Section 2: A bylaws Committee shall be appointed in October and these Bylaws shall be reviewed every two years or at such time that legislation or School Board action occurs that would require a review. The Chair shall appoint a chairperson or the Parliamentarian shall serve as the Chairperson of the Bylaws Committee.
- Section 3: The reviewed and amended Bylaws shall be presented at a General meeting following the completion of the review, and shall be presented for a second reading and voted on at the following General meeting.
- Section 4: The Bylaws Committee shall date and initial the amended Bylaws. The Officers shall initial the amended Bylaws after adoption.

ARTICLE XIII: EFFECTIVE DATE

All Bylaws and subsequent change(s) shall require School Board approval prior to being implemented by the Committee.

The amended Bylaws shall become effective immediately upon adoption by the **School Board.**

- Amendments of May 2000
- Amendments of March 2004
- Amendments of May 2007
- Amendments of April 2009
- Amendments of January 2015