

**SOUTH AREA ADVISORY COUNCIL
BYLAWS**

DRAFT 4/10/07

ARTICLE 1: NAME OF COUNCIL

The name of this council shall be the South Area Advisory Council and shall be known as the Area Advisory Council.

ARTICLE II: AUTHORITY

School Board of Broward County Policy 1.2 and 1.21 ~~amended 4-23-96~~ as currently amended: 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: OBJECTIVE

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:

- 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: MEMBERSHIP

- 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/her relationship with the group, which he/she was elected to represent. **Members of the South Area Advisory Committee should attend meetings on a regular basis. A member will be removed from membership after three (3) consecutive or four unexcused absences in one calendar year from properly noticed meetings. Vacancies will be filled as per School Board policy. In the event an member's action or circumstance is found to be in conflict with the state laws, policies and or bylaws of the Area Advisory Council, the member may be removed from office for the current year (and/or one additional year**
- 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/her 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. **Language that has been requested is as follows: A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. A majority of the membership of the Committee (50% plus 1) constitutes a quorum.** (South Area has 64 schools of which not all SAF Chairs can make the meetings. The quorum is too high for the area to conduct business efficiently)
- 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.**
- 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.**

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ARTICLE V: OFFICERS

- Section 1: The South Area Advisory Council shall elect a Chairperson, Elementary Vice-Chairperson, Secondary Vice-Chairperson, Recording Secretary, and Corresponding Secretary. The Chairpersons shall appoint a Parliamentarian, *if needed.*
- Section 2: Eligibility: Officers shall be a member of the Area Advisory Council (Article IV, Section 1). 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.
- Section 3: Nominating Committee: The Chairperson of the Area Advisory Council shall appoint a Nominating Committee Chairperson at the February General Membership meeting, and a sign-up sheet will be made available for prospective committee members. 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. Nominations shall be solicited from each school in the area before any recommendations are presented at the April General meeting by the Nominating Committee. The Nominating Committee shall make its recommendations at the April General meeting. Nominations from the floor shall be accepted at the May General meeting.
- Section 4: Election: The officers and the District Advisory Council representatives shall be elected by the voting membership at the May General meeting. Nominations from the floor shall be accepted at the May 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 may be 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.

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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: 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 tome, 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/her 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.

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ARTICELE VIII: MEETINGS OF THE SOUTH AREA ADVISORY COUNCIL

- 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** a majority vote of a quorum of members 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.
- 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 Committee issues.**
- 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 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. 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. When consensus cannot be reached voting will be by roll call. Official votes will become part of the minutes. Alternates and proxy votes' are not permitted (per Florida's Sunshine Law).**

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ARTICLE IX ~~STEERING COMMITTEE OF THE SOUTH AREA ADVISORY COUNCIL~~

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.
- 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. 6

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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 a representatives to the District Advisory Council:

- A. One Teacher from the South Area elected from teacher nominations submitted by individual schools.
- B. One High School Student from the South Area elected by the Student Representatives committee of the Broward County Association of Student Government
- C. One Parent (at-large) from the South Area from parent nominations submitted by individual schools
- D. Three Parent Representatives from the South Area, one (1) elementary school representative, one (1) middle school representative and one (1) high school representative.
- E. 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 with benefits.
- F. One Business Representative from the South Area community. This representative shall not be an employee of the Broward County School District.
- G. One Facilities Representative ~~and one Legislative representative~~ form the South Area (who are not a School Board employee with benefits)
- ~~H. One Legislative Representative form the South Area (who is not a School Board employee with benefits)~~
- ~~I. One ESE 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.

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.

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ARTICLE XII: AMENDMENTS

- 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** annually and amended as may be required by changing circumstances. **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 ~~South Area Advisory Council~~ **School Board**. (~~See Article XII, Section 1~~).