

# BENNETT ELEMENTARY SCHOOL

## School Advisory Forum (SAF) Bylaws

**2026-2027 SCHOOL YEAR**

Prepared for review: September 10, 2026

These bylaws outline the purpose, membership, leadership, committees, meetings, amendment process, and parliamentary authority of the Bennett Elementary School Advisory Forum.

SAF Approval Date: September 24, 2026  
SAF Chairperson: Antonio Rios  
Principal: Danielle Smith

## ARTICLE I: NAME

The name of this forum shall be the Bennett Elementary School Advisory Forum (SAF). This Forum operates under applicable Broward County School Board policy governing School Advisory Forums.

Policy reference note: The submitted bylaws cite Policy 1.3. Current BCPS materials identify the SAF policy as Policy 6030, formerly Policy 1.3. Confirm the current policy number before final adoption or district upload.

## ARTICLE II: OBJECTIVES

### Section 1: Mission Statement

The mission of the Bennett Elementary 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 its Area Advisory Council.

### Section 2: Duties

- 1 All duties will be advisory in nature, none of which will conflict with any 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 preparing the budget and reviewing budget-related concerns after each FTE count.
- 4 Indicate awareness of school programs and plans through the chairperson's signature on the budget when it is submitted for district budget preparation.
- 5 Assist in identifying and coordinating community resources to improve student achievement and school effectiveness.
- 6 Address parent and community concerns; work with the administration to solve problems and initiate desirable change.
- 7 Assist in increasing and sustaining high levels of community support for the school.
- 8 Assist in planning, developing, and implementing parent and community programs and training activities.
- 9 Participate in joint training opportunities with the School Advisory Council.
- 10 In addition to individual SAF meetings, hold semiannual meetings jointly with the School Advisory Council.
- 11 Use district guidelines, develop and adopt procedural bylaws, conduct meetings in accordance with Florida Sunshine Laws, and conduct meetings according to Robert's Rules of Order, Newly Revised.
- 12 As an apolitical organization, prohibit officers and members from using their titles or positions to endorse, or give the impression of endorsing, candidates for public office. Public monies and materials may not be used to endorse candidates or further campaigns.

## **ARTICLE III: MEMBERSHIP**

### **Section 1: Membership**

Membership shall be representative of the school community and may include parents or guardians of enrolled students, students, school employees, school business partners, 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. Voting rights are granted only to members who are parents or guardians of students 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, members must sign in and, if requested, show proof that they meet the voting membership requirements.

## **ARTICLE IV: OFFICERS**

### **Section 1: Officers**

The officers shall be the Chairperson, Vice-Chairperson, and Recording Secretary. Officers 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 Vice-Chairperson shall be a parent or custodial guardian of a student who will be enrolled and attending the school during the term of service. Neither may be employed by the School Board of Broward County at the school where the officer serves.

### **Section 3: Term of Office**

Elected officers shall serve for one year or until successors are elected. An officer may be re-elected to that office for one consecutive term.

### **Section 4: Election of Officers**

Nominations shall be taken in accordance with Article V, Section 2. When more than one candidate seeks an office, the election shall be conducted by written and signed ballot. Ballots shall be counted by a member of school administration, a member of the Nominating Committee, and a voting member of the SAF who is not on the ballot.

### **Section 5: Chairperson Duties**

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

### **Section 6: Vice-Chairperson Duties**

- Assume all duties of the Chairperson if the Chairperson becomes incapacitated, unavailable, or steps down.
- Assist the Chairperson in performing assigned duties.

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

### **Section 7: Recording Secretary Duties**

- Ensure minutes are recorded at each Bennett Elementary School SAF meeting.
- Present the minutes at the next SAF meeting for review.
- Retain copies of all SAF and committee meeting minutes.
- Transmit approved SAF minutes to the Principal and to other persons as directed by the Forum.
- Retain copies of SAF correspondence, chairperson reports, and meeting or committee reports.

## **ARTICLE V: COMMITTEES**

### **Section 1: Committees**

The Chairperson will create committees as needed to promote the objectives of the Bennett Elementary School SAF. Once formed, committee members shall elect a committee chairperson.

### **Section 2: Nominating Committee**

The Chairperson will appoint a Nominating Committee at a general meeting no later than March. The committee shall consist of at least three members and always have an odd number of members. At least one SAF officer shall serve on the committee. The committee shall elect its chairperson, nominate one person for each elected position, and present the slate at the general meeting where elections are held. Additional nominations may be made from the floor. The committee shall function according to Robert's Rules of Order, Newly Revised.

### **Section 3: Committee Reports**

Each committee chairperson shall update the Bennett Elementary School SAF, as necessary, at the monthly general meeting.

## **ARTICLE VI: MEETINGS**

### **Section 1: General Meetings**

The Bennett Elementary School SAF shall meet regularly. The SAF shall decide the time, date, and place of future meetings, with the understanding that all meetings will be held in locations easily accessible to the public. Notice of regular meetings shall be included in the minutes and announced in accordance with Florida Sunshine Law.

The Bennett Elementary School SAF shall meet at least twice each year with the Bennett Elementary School Advisory Council. The time, date, and place shall be determined by mutual agreement of the SAC and SAF.

### **Section 2: Special Meetings**

A special meeting may be called when necessary to conduct Forum business. The Chairperson or a majority vote of the membership may call a special meeting. Notice shall be included in the minutes and announced in accordance with Florida Sunshine Law.

## ARTICLE VII: AMENDMENTS

These bylaws may be amended at any regular meeting by a two-thirds affirmative vote of eligible voters in attendance, provided that the proposed amendment was submitted in writing at the previous meeting. Any amendment must conform to the applicable Broward County School Board policy governing School Advisory Forums.

## ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Bennett Elementary School Advisory Forum.

## CERTIFICATION OF APPROVAL

These bylaws were reviewed and approved by the eligible voting members of the Bennett Elementary School Advisory Forum during a duly noticed public meeting.

Approval date

9/24/26

SAF Chairperson

Antonio Torres

Vice-Chairperson

Recording Secretary

Principal

Danielle Smith

Document prepared September 10, 2026. Final approval date and signatures should reflect the actual duly noticed SAF meeting at which the bylaws are approved.