CORAL SPRINGS ELEMENTARY

SCHOOL ADVISORY FORUM BYLAWS

2026–2027 School Year

Customized from the Broward County Public Schools SAF Bylaws Template

ARTICLE I: NAME

The name of this forum shall be the Coral Springs Elementary School Advisory Forum (SAF). This Forum operates under Broward County School Board Policy 6030: School Advisory Forum (formerly Policy 1.3).

ARTICLE II: OBJECTIVES

Section 1: Mission Statement

The mission of the Coral Springs Elementary SAF is to foster and promote communication between its stakeholders, the school, and the Regional Advisory Council. The SAF shall bring forth recommendations, concerns, and interests to and from the Regional 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 review 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 identifying and coordinating 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 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/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. Use guidelines developed by the District, develop and adopt procedural bylaws, conduct meetings in accordance with Florida Sunshine Law, 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 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 their campaigns.

ARTICLE III: MEMBERSHIP

Section 1: Membership

Membership of the Coral Springs Elementary School Advisory Forum shall be representative of the school community and include parents or guardians of 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 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 at any meeting, members must sign in and show proof that they meet the 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 Vice-Chairperson shall be a parent or custodial guardian of a student who will be enrolled and attending the school during the officer's term of service and shall not be employed by the School Board of Broward County at the school where the officer will serve.

Section 3: Term of Office

Elected officers shall serve for one year or until their successors have been elected. They may be re-elected to that office for _____ consecutive terms.

Section 4: Election of Officers

Nominations shall be taken in accordance with Article V, Section 2. The election shall be by written and signed ballot when there is more than one candidate for any office. 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

13. Preside at all Coral Springs Elementary SAF meetings.
14. Sign all correspondence and distribute all correspondence to the elected officers of the Coral Springs Elementary SAF.
15. Attend all Regional Advisory Council meetings.
16. Attend School Advisory Council meetings as a voting member or appoint a permanent designee to attend the meetings.
17. Act in a professional, prompt, and organized manner at all times.
18. Represent the majority opinion of the Coral Springs Elementary SAF.

Section 6: Vice-Chairperson Duties

19. Assume all duties of the Chairperson if the Chairperson becomes incapacitated, unavailable, or must step down.
20. Assist the Chairperson in performing the duties of the office.
21. Act in a professional, prompt, and organized manner at all times.

Section 7: Recording Secretary Duties

22. Ensure the recording of minutes at each Coral Springs Elementary SAF meeting.
23. Present the minutes at the next Coral Springs Elementary SAF meeting for review.
24. Retain copies of all minutes of Coral Springs Elementary SAF meetings and committees.
25. Transmit approved SAF minutes to the Principal and other persons as the Forum may direct. Retain copies of SAF correspondence, chairperson reports, and meeting or committee reports.

ARTICLE V: COMMITTEES

Section 1: Committees

The Chairperson will create committees as may be required to promote the objectives of the Coral Springs Elementary SAF. Once formed, 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 will always have an uneven number of members. At least one SAF officer 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 present the slate of officers at the general meeting where elections will take place. Additional nominations may be made from the floor when elections are held. The Committee shall function according to Robert's Rules of Order, Newly Revised.

Section 3: Committee Reports

Each Committee Chair shall update the Coral Springs Elementary SAF, as necessary, at the monthly general meeting.

ARTICLE VI: MEETINGS

Section 1: General Meetings

The Coral Springs Elementary SAF shall meet regularly, with the time, date, and place of future meetings decided by the 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 in accordance with Florida Sunshine Law.

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

Section 2: Special Meetings

A special meeting may be called when it is necessary to conduct the business of the Forum. The Chairperson or a majority vote of the membership may call a special meeting. Notification of special meetings shall be announced in accordance with Florida Sunshine Law.

ARTICLE VII: AMENDMENTS

These bylaws of the Coral Springs Elementary SAF may be amended at any regular meeting by a two-thirds affirmative vote of eligible voters in attendance, provided that the amendment was submitted in writing at the previous meeting. Any amendment must conform to Broward County School Board Policy 6030: School Advisory Forum.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

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

Adopted by the Coral Springs Elementary SAF Date

SAF Chairperson Signature Date

Principal Signature Date

Document note: Customized for Coral Springs Elementary from the BCPS SAF Bylaws Template. District terminology was updated to “Regional Advisory Council” and Policy 6030 based on the current BCPS SAF resource page. Local blanks requiring SAF action remain unfilled.