

MAPLEWOOD ELEMENTARY SCHOOL ADVISORY FORUM (SAF) BYLAWS

ARTICLE I – NAME

Section 1.1 – Name

The name of this organization shall be the *Maplewood Elementary School Advisory Forum (SAF)*. This Forum operates under the authority of **Broward County School Board Policy 1.3: School Advisory Forum**.

ARTICLE II – PURPOSE AND OBJECTIVES

Section 2.1 – Mission Statement

The mission of the Maplewood Elementary School SAF is to foster and promote communication between stakeholders, the school, and the Area Advisory Council. The SAF serves as a forum to bring forth recommendations, concerns, and interests to and from the Area Advisory Council.

Section 2.2 – Duties

The responsibilities of the SAF shall be advisory in nature and shall not conflict with powers and duties reserved by law, School Board policy, or the administrative authority of the principal. The SAF shall:

1. Collaborate with the School Advisory Council (SAC) in identifying educational needs and priorities.
2. Participate in the preparation and review of the school's budget, especially following each Full-Time Equivalent (FTE) count.
3. Indicate awareness of school programs and plans by having the SAF Chairperson sign the budget submission to the District.
4. Help identify and coordinate community resources to support student achievement and school effectiveness.
5. Address parent and community concerns; work collaboratively with administration to solve problems and initiate improvements.
6. Promote and sustain high levels of community engagement and support for the school.

7. Assist in the planning and implementation of parent/community programs and training initiatives.
 8. Participate in joint training opportunities with the SAC.
 9. Conduct a minimum of two joint meetings per year with the SAC.
 10. Operate under District-developed guidelines, adopt procedural bylaws, comply with the Florida Sunshine Law, and follow *Robert's Rules of Order, Newly Revised*.
 11. Maintain a nonpartisan stance. Officers and members shall not use their positions to endorse or appear to endorse political candidates. Public funds and resources may not be used for political purposes.
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ARTICLE III – MEMBERSHIP

Section 3.1 – Eligibility

Membership in the Maplewood Elementary SAF shall be open to all segments of the school community, including:

- Parents or legal guardians of currently enrolled students
- School employees
- Community members and business partners

Participation from all ethnic, religious, cultural, and socioeconomic backgrounds is encouraged and welcomed.

Section 3.2 – Voting Rights

All SAF meetings are open to the public. Voting rights are limited to:

- Parents or guardians of students currently enrolled at the school
- Employees of the school
- Business/community partners affiliated with the school

To vote, members must sign in at meetings and, upon request, show proof of eligibility.

ARTICLE IV – OFFICERS

Section 4.1 – Officer Positions

The elected officers of the SAF shall include:

- Chairperson
- Vice-Chairperson
- Recording Secretary

Officers are to be elected annually, either at the final meeting of the school year or no later than the first meeting of the next school year.

Section 4.2 – Officer Eligibility

The Chairperson and Vice-Chairperson must:

1. Be a parent or legal guardian of a student enrolled at Maplewood Elementary during their term.
2. Not be employed by the School Board of Broward County at Maplewood Elementary.

Section 4.3 – Term of Office

Officers shall serve for one year or until successors are elected. Officers may serve multiple consecutive terms with no term limit.

Section 4.4 – Elections

Elections shall follow the nomination process outlined in Article V, Section 2.

If more than one candidate is nominated for a position, voting shall be conducted via written and signed ballots. Ballots shall be counted by:

- A school administrator
- A member of the Nominating Committee
- A voting SAF member not appearing on the ballot

Section 4.5 – Chairperson Responsibilities

The Chairperson shall:

- a. Preside over all SAF meetings
- b. Sign and distribute all official SAF correspondence
- c. Attend all Area Advisory Council meetings
- d. Attend SAC meetings as a voting member or appoint a permanent designee
- e. Act in a professional and organized manner at all times
- f. Represent the majority opinion of the SAF

Section 4.6 – Vice-Chairperson Responsibilities

The Vice-Chairperson shall:

- a. Assume Chairperson duties in their absence or incapacity
- b. Assist the Chairperson in executing SAF responsibilities
- c. Maintain professional conduct at all times

Section 4.7 – Recording Secretary Responsibilities

The Recording Secretary shall:

- a. Record accurate minutes of each SAF meeting
 - b. Present the minutes at the subsequent SAF meeting for approval
 - c. Maintain all records, including minutes, correspondence, and reports
 - d. Distribute approved minutes to the Principal and other designated parties
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ARTICLE V – COMMITTEES

Section 5.1 – Ad Hoc Committees

The SAF Chairperson may form committees as needed to accomplish SAF goals. Each committee shall elect its own Chair.

Section 5.2 – Nominating Committee

By the March general meeting, the Chairperson shall appoint a Nominating Committee composed of at least three members, always maintaining an odd number. At least one current SAF officer must serve on this committee.

The committee shall:

1. Nominate one candidate for each elected SAF position
2. Present the slate of nominees at the election meeting
3. Accept additional nominations from the floor
4. Follow *Robert's Rules of Order, Newly Revised*

Section 5.3 – Committee Reports

Each committee Chair is responsible for reporting committee activities and updates at SAF meetings as needed.

ARTICLE VI – MEETINGS

Section 6.1 – General Meetings

SAF shall hold regular meetings as scheduled by the membership. All meetings shall be

held at Maplewood Elementary School. Notices of meetings shall be announced in compliance with the Florida Sunshine Law.

SAF shall hold at least two joint meetings per year with the SAC, with the time and place set by mutual agreement.

Section 6.2 – Special Meetings

Special meetings may be called by the Chairperson or by majority vote of the SAF membership. Notice of all special meetings must comply with the Florida Sunshine Law and be included in meeting minutes.

ARTICLE VII – AMENDMENTS

These bylaws may be amended at any regular SAF meeting by a two-thirds vote of eligible voting members in attendance, provided that the proposed amendment was submitted in writing at the previous meeting.

All amendments must comply with **Broward County School Board Policy 1.3: School Advisory Forums.**

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The most current edition of *Robert’s Rules of Order, Newly Revised* shall govern all SAF meetings and procedures, except where inconsistent with these bylaws or District policy.

Adopted on: May 29, 2025

Original Adoption Date: November 7, 2018

School: Maplewood Elementary School Advisory Forum (SAF)