WESTERN HIGH SCHOOL

SCHOOL ADVISORY FORUM BYLAWS

Western High School | Final Proposed Bylaws

Governing Policy: School Board of Broward County Policy 6030 (formerly Policy 1.3)
Adoption Date: August 21, 2026

ARTICLE I: NAME

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

ARTICLE II: OBJECTIVES

Section 1: Mission Statement

The mission of the Western High School SAF is to foster and promote communication between its stakeholders, Western High School, and the Area Advisory Council. The SAF shall bring forth recommendations, concerns, and interests to and from the Area 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 School Board, the Superintendent of Schools, or the Western High School principal.
2. Actively participate with the School Advisory Council in identifying the educational needs and priorities of Western High 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 Western High School programs and plans by the Chairperson's signature on the budget before 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 and community concerns, work with the administration to solve problems, and make recommendations to initiate desirable change.
7. Assist in increasing and sustaining high levels of community support for Western High 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 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 the Florida Sunshine Law, and conduct meetings according to Robert's Rules of Order, Newly Revised.
12. Promptly record, maintain, and post minutes of all SAF meetings in accordance with the Florida Sunshine Law.
13. The SAF Chairperson or designee shall represent SAF as a voting member at School Advisory Council meetings.
14. The SAF Chairperson or designee shall represent SAF as a voting member at Area Advisory Council meetings.
15. 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

The membership of the Western High School SAF shall be representative of the school community and may include parents or guardians of students enrolled at Western High School, students of Western High School, employees of Western High School, business partners, community members, and other stakeholders serving the school. Participation from all ethnic, religious, cultural, racial, and socioeconomic backgrounds is welcomed 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 who are enrolled at Western High School or are matriculating to Western High School the following year, students of Western High School, employees of Western High School, community members, and business partners serving Western High School. To vote at any meeting, members must sign in and, if requested by the Chairperson or the Chairperson's designee, present 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 at the final meeting of the school year in which the applicable term expires, but no later than the first meeting of the next school year. An election may also be held as needed to fill a vacancy.

Section 2: Eligibility

The Chairperson and the Vice-Chairperson shall be a parent or custodial guardian of a student who will be enrolled and attending Western High School during their term of service and shall not be employed by the School Board of Broward County at Western High School.

Section 3: Term of Office

Elected Officers shall serve a period of two (2) years or until their child is no longer a student at Western High School and successors have been elected. They may be re-elected to that office for up to two (2) consecutive terms.

Section 4: Election of Officers

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

a. Preside at all Western High School SAF meetings.
b. Sign all correspondence and distribute all correspondence to the elected officers of the Western High School SAF.
c. Attend all Area Advisory Council meetings.
d. Attend School Advisory Council meetings as a voting member or appoint a permanent designee to attend.
e. Act in a professional, prompt, and organized manner at all times.
f. Represent the majority opinion of the Western High School SAF.

Section 6: Vice-Chairperson Duties

a. Assume all duties of the Chairperson if the Chairperson becomes incapacitated, unavailable, or must step down.
b. Assist the Chairperson in performing the Chairperson's duties.
c. Act in a professional, prompt, and organized manner at all times.

Section 7: Recording Secretary Duties

a. Ensure that minutes are recorded at each Western High School SAF meeting.
b. Present the minutes at the next Western High School SAF meeting for review.
c. Retain copies of all minutes of Western High School SAF meetings and committees.
d. Transmit approved Western High School SAF minutes to the principal and to any other persons the Forum may direct, and retain copies of SAF correspondence, Chairperson reports, and meeting and committee reports.

ARTICLE V: COMMITTEES

Section 1: Committees

The Chairperson will create committees as may be required to promote the objectives of the Western High School 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 is 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 Chairperson shall update the Western High School SAF, as necessary, at the monthly general meeting.

ARTICLE VI: MEETINGS

Section 1: General Meetings

The Western High School SAF shall meet regularly, with the time, date, and place of future meetings decided by the Western High School SAF. All meetings will be held in places easily accessible to the public. Notification of all regular meetings shall be included in the minutes and announced in accordance with the Florida Sunshine Law.

The Western High School SAF shall meet at least twice each year with the Western High School School Advisory Council. The time, date, and place of each joint meeting 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 the business of the Forum. The Chairperson or a majority vote of the membership may call a special meeting. Notification of all special meetings shall be included in the minutes and announced in accordance with the Florida Sunshine Law.

ARTICLE VII: AMENDMENTS

These bylaws of the Western High School 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 School Board of Broward County 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 Western High School School Advisory Forum when those rules are not inconsistent with applicable law, School Board policy, or these bylaws.

ADOPTION

Adopted by vote of the eligible members of the Western High School School Advisory Forum on August 21, 2026.

Chairperson: _____ Date: 09.29.2026