

RIVERSIDE ELEMENTARY SCHOOL

SCHOOL ADVISORY FORUM

BYLAWS

ARTICLE I: NAME

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

ARTICLE II: OBJECTIVES

Section 1: Mission Statement: The mission of the Riverside Elementary School 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 their 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 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 reviewing the 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 the identification and coordination of 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 to initiate desirable change.

7. Assist in increasing/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. The School Advisory Forum shall use guidelines developed by the district, develop and adopt procedural bylaws, conduct meetings in accordance with the Florida Sunshine Laws, 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 and/or their positions to endorse, or give the impression of endorsing candidates for public office. In addition, public monies and/or materials may not be used to endorse candidates or further their campaigns.

Section 3: Voting Rights: Meetings are open to all but voting rights are granted only to members who are parents or guardians of the students who are 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 above 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; anyone who wishes to run for a position must declare their candidacy before or at the second-to-last meeting of the school year. Voting will take place in person at the final meeting of the school year.

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 the school during their term of service and shall not be employed by the School Board of Broward County at the school where they will serve.

Section 3: Term of Office: Elected Officers shall serve a period of one year or until their successors have been elected. They may be re-elected to that office for an Indefinite number of consecutive terms as long as they have a student enrolled or matriculating to the school the following year.

Section 4: Election of Officers: Nominations shall be taken in accordance with Article V, Section 2. Elections shall be conducted by a majority vote when there is more than one candidate for any position. Voting can occur either in-person, through a secure digital platform, or via written ballots during an official meeting. In-person votes will be counted by a designated School Administrator and a voting member of the Riverside Elementary School SAF who is not running for office. In the event of digital voting, results will be verified by the same parties to ensure transparency and accuracy.

Section 5: Chairperson Duties: The Chairperson shall have the following duties:

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

Section 6: Vice-Chairperson Duties: The Vice-Chairperson shall have the following duties:

- a. Assume all the duties of the Chairperson in the event that s/he becomes incapacitated, unavailable, or must step down;
- b. Assist the Chairperson in performing his/her duties;
- c. Act in a professional, prompt and organized manner at all times.

Section 7: Recording Secretary Duties: The Recording Secretary shall have the following duties:

- a. Ensure the recording of minutes at each Riverside Elementary School SAF;
- b. Present the minutes at the next Riverside Elementary School SAF meeting for review;
- c. Retain copies of all minutes of any Riverside Elementary School SAF meetings and committees;
- d. Transmit the approved Riverside Elementary School SAF minutes to the principal and to such other persons as the Forum may direct. Retain copies of all the Riverside Elementary School SAF correspondences, chairperson's reports, and meeting/committee reports

#### ARTICLE V: COMMITTEES

Section 1: The Chairperson will create such committees as may be required to promote the objectives of the Riverside Elementary School SAF. Once formed the committee members shall elect a Chairperson.

Section 2: Each Committee Chair shall have the duty to update the Riverside Elementary School SAF, as necessary, at the monthly general meeting.

#### ARTICLE VI: MEETINGS

Section 1: General Meetings: Riverside Elementary School SAF shall meet regularly with the time, date, and place of future meetings decided by the Riverside Elementary School 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 per Florida Sunshine State law.

The Riverside Elementary School SAF shall meet at least twice a year with the Riverside Elementary School Advisory Council (SAC) with the time, date, and place of meeting to be determined by mutual

agreement of the SAC and SAF. Notification of all special meetings shall be included in the minutes and announced per Florida Sunshine State law.

Section 2: Special Meetings:

- a. A special meeting may be called when it is deemed necessary to conduct the business of the forum. The Chairperson or a majority vote of the membership may call special meetings.

Notification of all special meetings shall be included in the minutes and announced per Florida Sunshine State law.

ARTICLE VII: AMENDMENTS

These bylaws of the Riverside Elementary School SAF may be amended at any regular meeting by a two/thirds affirmative vote of those eligible voters in attendance, provided that the amendment has been submitted in writing at the previous meeting. Any amendment must conform to the Broward County School Board Policy for School Advisory Forums; Policy 1.3.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

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

Adopted

Date: 09/23/2024

School Advisory Forum Chair: Linda Caputo Date: \_\_\_\_\_  
School Advisory Council Chair: Angela Benhardt Date: 9/23/24  
Principal: Isa Ballant Date: \_\_\_\_\_