Liberty Elementary STEM Magnet School
School Advisory Forum (SAF) Bylaws

ARTICLE I: NAME

The name of this forum shall be the Liberty Elementary STEM Magnet School 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 Liberty Elementary SAF is to foster and promote communication between its stakeholders, the school, and the Area Advisory Council, bringing forth recommendations, concerns, and interests to and from the Area Advisory Council.

Section 2: Duties

- All duties are advisory and shall not conflict with any powers and duties reserved by law, policy, or administrative guidelines to the principal.
- Actively participate with the School Advisory Council (SAC) in identifying educational needs and priorities of the school.
- Actively participate with the principal in the preparation of the budget and review budget-related concerns after each FTE count.
- Indicate awareness of programs and plans by the Chairperson's signature on the budget when submitted for district budget preparation.
- Assist in identifying and coordinating community resources to improve student achievement and school effectiveness.
- Address parent/community concerns; work with administration to solve problems and initiate desirable change.
- Assist in sustaining high levels of community support for the school.
- Assist in planning, developing, and implementing parent/community programs and training activities.
- Participate in joint training opportunities with the SAC.
- Hold semi-annual joint meetings with the SAC in addition to individual meetings.
- Use district guidelines, adopt procedural bylaws, conduct meetings in accordance with Florida Sunshine Laws, and conduct meetings according to Robert's Rules of Order, Newly Revised.
- Remain apolitical: officers and members shall not use titles/positions to endorse candidates for public office; public monies/materials may not be used to endorse candidates or further campaigns.

ARTICLE III: MEMBERSHIP

Section 1: Composition

Membership shall be representative of the school community and may include parents/guardians, students, school employees, business partners, and community members. 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: (a) parents/guardians of current or matriculating students, (b) students, (c) employees of the school, and (d) business partners of the school. Voters must sign in and, if requested, show proof of eligibility.

ARTICLE IV: OFFICERS

Section 1: Officers

The officers shall be 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 enrolled during their term and shall not be employed by the School Board of Broward County at Liberty Elementary.

Section 3: Term of Office

Elected officers shall serve one (1) year or until successors are elected. Officers may be re-elected to the same office for two (2) consecutive terms.

Section 4: Election of Officers

Nominations shall be taken in accordance with Article V, Section 2. When more than one candidate is nominated for any office, the election shall be by written and signed ballot. Ballots shall be counted by: (1) a member of School Administration, (2) a member of the Nominating Committee, and (3) a voting member of the SAF who is not on the ballot.

Section 5: Chairperson Duties

- Preside at all SAF meetings.
- Sign and distribute SAF correspondence to elected officers.
- Attend Area Advisory meetings.
- Attend SAC 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 SAF.

Section 6: Vice-Chairperson Duties

- Assume the Chairperson's duties if the Chairperson is incapacitated, unavailable, or steps down.
- Assist the Chairperson in performing duties.
- Act in a professional, prompt, and organized manner at all times.

Section 7: Recording Secretary Duties

- Ensure the recording of minutes at each SAF meeting.
- Present minutes at the next SAF meeting for review.
- Retain copies of all SAF minutes and committee minutes.
- Transmit approved SAF minutes to the Principal and any other parties as directed by the Forum.
- Retain copies of SAF correspondence, Chairperson's reports, and meeting/committee reports.

ARTICLE V: COMMITTEES

Section 1: Standing and Ad Hoc Committees

The Chairperson may create committees as required to promote the objectives of the SAF. Once formed, committee members shall elect a Chairperson.

Section 2: Nominating Committee

The Chairperson will appoint a Nominating Committee no later than March. The committee shall have at least three (3) members and always an odd number, and include at least one (1) SAF officer. The committee will elect a Chairperson

and present a slate of officers at the election meeting. Additional nominations may be made from the floor. The committee shall function in accordance with Robert's Rules of Order, Newly Revised.

Section 3: Committee Reports

Each Committee Chair shall update the SAF as necessary at monthly general meetings.

ARTICLE VI: MEETINGS

Section 1: General Meetings

The SAF shall meet regularly. The time, date, and place of future meetings shall be decided by the SAF, with the understanding that all meetings will be held in places easily accessible to the public. Notice of all regular meetings shall be included in the minutes and announced per Florida Sunshine Law. The SAF shall meet at least twice per year jointly with the SAC, with time, date, and place determined by mutual agreement.

Section 2: Special Meetings

Special meetings may be called by the Chairperson or by a majority vote of the membership when necessary to conduct Forum business. Notice of all special meetings shall be included in the minutes and announced per Florida Sunshine Law.

ARTICLE VII: AMENDMENTS

These bylaws may be amended at any regular meeting by a two-thirds (2/3) affirmative vote of eligible voters in attendance, provided 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 current edition of Robert's Rules of Order, Newly Revised shall govern the Liberty Elementary SAF.

Adopted: _____

Date: 9/30/2024

Liberty Elementary STEM Magnet School

School Advisory Forum (SAF) Bylaws - Signatures

Principal: _____ **Date:** 9/30/24

SAF Chairperson: _____ **Date:** 9/30/24

SAC Chairperson: _____ **Date:** 9/30/24