

**School Board of Broward County, Florida**  
**NORTH AREA ADVISORY COUNCIL BYLAWS**  
**Approved December 13, 2007**  
**Newly Proposed changes 12-10-09**

**ARTICLE I: NAME OF COUNCIL**

The name of this council shall be the North Area Advisory Council of the School Board of Broward County and shall be known as the North Area Advisory Council. Authority of the establishment of the North Area Advisory Council shall be the School Board Policy 1.2 and 1.21 as currently amended.

**ARTICLE II: Purpose**

The duties of the North Area Advisory Council shall be advisory in nature, none of which will conflict with any of the powers and duties reserved by School Board policy to the Area Superintendent. The North Area Advisory Council responsibilities shall include the following:

**Section 1:** Assisting in the identification of the educational needs and priorities of the schools within the North Area of the school district.

**Section 2:** Coordinate community resources and secure community support for the area schools.

**Section 3:** Offering assistance to individual School Advisory Forums and School Advisory Councils in understanding and fulfilling their duties and responsibilities.

**Section 4:** Serving as the liaison between local School Advisory Forums, School Advisory Councils, the North Area Advisory Council and the District Advisory Council.

**Section 5:** The North Area Advisory Council shall operate within established administrative guidelines.

**Section 6:** Electing representatives from the North Area Advisory Council's general membership to serve on the District Advisory Council.

**Section 7:** Advising and making recommendations to the North Area Superintendent pertaining to the needs and concerns of the school communities in the North Area.

**ARTICLE III: MEMBERSHIP**

Composition of North Area Advisory Council

The needs and resources of the Area require that membership be obtained from a broad range of interested community representatives, ethnic diversity and there be a maximum effort to involve lay citizens and parents of children who participate in public education. In order to satisfy the requirement the composition of membership in the North Area Advisory Council shall be as follows:

School Advisory Forums	Chair or his/her designee
Principals	his/her designee
School Advisory Councils	his/her designee
North Area Superintendent	his/her designee ex-officio
North Area Directors	Ex-officio
District Advisory Representatives	<i>Immediate Past Chair – Ex-officio</i> <i>* For a term of (1) one year only</i>

**Section 1: Voting Rights:**

For General and Special Meetings each individual School Advisory Forum represented shall have one vote, to be cast by the School Advisory Forum Chairperson or his/her designee. The SAF chair must select a designee in his/her absence to attend the Area Meeting. The designee may not be a school board employee at the school he/she is representing. Proxies or absentee ballots shall not be permitted.

The officers and the DAC representatives of the North Area Council shall have voting rights (unless they are already the designated representative for a School Advisory Forum), except for the North Area Chairperson, who can only cast a vote in order to affect the results. A person who is a member of more than one School Advisory Forum may be the designated representative of more than one Forum. In this case, that person, except for the North Area Advisory Chairperson, may cast the vote for each of the represented schools provided he/she was registered with the Recording Secretary at the beginning of the meeting.

**Section 2: Terms of Membership:**

a). If a member, or his/her designee, who is absent from more than three (3) consecutive or 4 absences in one school year from a properly noticed general meeting, that member is no longer considered a member in good standing. The Corresponding Secretary, at the direction of the Chair, shall send notice of termination to the individual and the electing school. The school must appoint/elect or reappoint/reselect/re-elect a representative to the North Area Advisory Council.

b). In the event a member's action or circumstance is found to be in conflict with state laws, policies, and/or by-laws of the North Area Advisory Council, the member may be removed from office. Notice shall be sent to the member by US Mail return receipt requested with all grounds stated in writing. All sides shall be heard. The member, by a 2/3 affirmative vote present may be removed.

c). North Area Advisory Council member shall no longer hold voting rights should he/she cease to reside or work in the school area, or otherwise terminate his/her relationship with the group that he/she was elected to represent.

**Section 3: Quorum**

One-third of the North Area Advisory Council voting membership shall constitute a quorum for the transaction of business at a General or Special Meeting. An official quorum of committee, members must be physically present at the meeting location for the committee to conduct official business, provided a

quorum is required for this purpose. Individuals participating from remote locations through the use of technology cannot be employed to constitute a quorum for the committee to conduct official business.

**Section 4: Agenda**

One non-voting senior staff person or designee will work with the Steering Committee on setting the agenda and conducting business of the Council.

**Section 5: Training:**

Each new member shall be provided, by the District, training on Roberts Rules of Order Newly Revised, Sunshine Laws and all policies regarding the purpose, history of the Area Advisory.

**Section 5.1: Validation**

Each member shall sign off on a School Board approved statement which validates that the member accepts and will abide by proper professional conduct and the Nondiscrimination Policy Statement (4000.1). The statement will also acknowledge that the member has received training by staff on Robert's Rules of Order, Newly Revised, the Florida Sunshine Laws and School Board Policies that affect the group of which he/she is a member.

**Section 6: Parliamentarian**

The Parliamentarian, a non-voting member, shall be responsible for advising the Chair on matters of parliamentary procedure according to Robert's Rules of Order, Newly Revised. The Parliamentarian shall serve as an ex-officio member of the Executive (Steering) Board. Should the Parliamentarian be absent from three (3) Executive board (Steering) Meetings, notice of termination shall be sent to the individual by the Corresponding Secretary at the direction of the Chairperson, in writing by US mail return receipt requested.

**ARTICLE IV: North Area Officers**

**Section 1: Officers**

The North Area Advisory Council shall elect a Chairperson, a Vice-Chairperson, a Recording Secretary, a Record Keeper, ~~and~~ a Corresponding Secretary, and a Communication Chair.

**Section 2: Eligibility**

Officers shall be members of the North Area Advisory Council. A minimum of three (3) Officers shall be parents of North Area students. The Chair and the Vice Chair shall not work as a BCSB employee in the area in which he/she is elected. The Chair and the Vice Chair shall be a parent with a child/children in school within the administrative area.

**Section 3: Election**

The slate of candidates, as assembled by the Nominating Committee, shall be presented to the membership (2) weeks prior to the last General Meeting. Nominations for candidates for offices shall be accepted from the floor at the last General Meeting. The Officers for the North Area Advisory Council and the Representatives for the District Advisory Council shall be elected by the voting membership at the last General Meeting.

**Section 4: Term of Office**

The Officers shall serve for a term of one (1) year, or until their successors have been elected, and may be re-elected to the same office for ~~one (1)~~ two (2) additional consecutive terms.

**Section 5: Termination:**

If an Officer is absent from (3) Executive Board (Steering) Meetings, notice of termination shall be sent to the individual by the Corresponding Secretary at the direction of the Chairperson. The Chair may excuse an officer's absence from steering meetings if the absence is the result of attendance at other conflicting meetings when representing the North Area. Whereas an officer or district advisory representative misses three steering meetings due to extenuating circumstances, the Chair will bring the matter forward at the next steering meeting. An absentee excusal shall be voted on by steering members for reinstatement.

**Section 6: Vacancies**

If a vacancy should occur among the officers of Vice-Chairperson, Recording Secretary, ~~Record Keeper~~ Communications Chair, or Corresponding Secretary, the office may be filled at the next General Meeting by the majority vote of the representative quorum present at the meeting. Members shall be notified at least two (2) weeks prior to the meeting that the vacancy or vacancies exist. Nominations will be accepted from the floor and the person elected at the meeting shall be deemed elected for the remainder of the term. If a vacancy should occur in the office of the Chairperson, the Vice-Chairperson shall assume the position of the Chairperson for the remainder of that term of office. If the term exceeds six (6) months, this will be considered having served a full term and that individual will be able to seek the position for only one additional term.

**Section 7: Removal**

Any elected officer or appointed representative of the North Area Advisory Council may be removed by a 2/3 affirmative vote of the members in attendance at the General Meeting whenever, in the judgment of the Council, the best interest of the Council will be served. Two weeks notice must be given to all members with all grounds stated in writing. All sides shall be heard. Written notice will be given of such action by US mail, return receipt requested.

**ARTICLE V: DUTIES OF THE OFFICERS**

**Section 1: Chair**

The Chairperson shall preside at the General Meetings of the North Area Advisory Council; sign all letters, reports, and other North Area Advisory Council communications, be an Ex-Officio member of all committees, except the Nominating Committee, and perform all duties assigned to him/her by the North Area Advisory Council. The Chairperson shall preside over the meetings of the Executive (Steering)-Board; represent the North Area Advisory Council at the District Advisory Council meetings, and co-sign all disbursements of funds. The Chair will prepare an agenda at least 7 days in advance for all meetings. A copy of the agenda shall be provided to anyone who requests it. Every General Meeting Agenda of the North Area Advisory Council

shall include a report to the membership consisting of an itemized list of our Representatives to DAC and how they voted on North Area motions set before the DAC membership; to include a brief explanation of the rationale behind all negative votes. In addition, the Chair shall appoint a Parliamentarian. The Chair will form a Standing Committee to deal with training issues.

**Section 2: Vice-Chair**

The duties of the Vice-Chairperson shall be to represent the Chairperson in assigned duties and to substitute and act as Chairperson during his/her absence. The Vice Chair shall perform such duties as may be assigned to him/her by the Chairperson of the North Area Advisory Council. The Vice-Chairperson shall be a member of the Executive (Steering) Board.

**Section 3: Recording Secretary**

The Recording Secretary shall keep the minutes of all meetings, both regular and special, as well as the Executive (Steering) Board meetings and transcribe them in a timely manner. Copies of the minutes will be provided to all members and to other such persons as the Council may direct.

Additionally, the Recording Secretary shall keep a record of all Council members; be responsible for a roll call vote as deemed necessary and be the custodian of all committee reports and correspondence. The Recording Secretary shall be a member of the Executive (Steering) Board.

**Section 4: Record Keeper**

The Record Keeper shall be responsible for receiving all funds from the Council as well as all committees; maintain the necessary financial records and disburse such funds; with the Chairperson as co-signer. A written report shall be submitted to the North Area Advisory Steering and the Council at the first and final General Meetings of the year. The Record Keeper shall be a member of the Executive (Steering) Board, with this position being eliminated on June 30, 2010.

Section 4-A: Communications Chair

The communications Chair shall be responsible for assisting the Chair with communication and outreach to the North Area, shall maintain the North Area Advisory Council Website and any other technology used by the District programs, such as Yahoo Group or any similar type communication tool.

**Section 5: Corresponding Secretary**

The Corresponding Secretary shall prepare all correspondence as necessary, be responsible for all notices duly given in accordance with these bylaws, including notices of all meetings, notify members or officers of the Council of termination of a member, and perform all other duties as delegated by the Chairperson or the Council. Notification may take the form of any one of the following: email, fax, phone call, pony or US Mail or North Area web site. The Corresponding Secretary shall be a member of the Executive (Steering) Board.

**ARTICLE VI: COMMITTEES**

**Section 1: Standing and Special Committees**

Standing and Special Committees: The North Area Advisory Council may from time to time establish and abolish such standing and special committees as ~~it may desire~~ needed. No standing or special committee shall exercise authority of the North Area Advisory Council.

**Section 2: Membership**

The membership of a committee will consist of those Council members who volunteer to serve on the committee. All persons who sign up to serve on a committee shall be notified on the meeting dates of the Committee. The committee members shall elect the Chairperson of each such committee.

**Section 3: Term**

Each member of a committee shall serve from the time of his/her appointment until the end of the school year unless determined otherwise by the North Area Advisory Council; or the committee shall be sooner abolished, or such member shall cease to qualify as a member of the Council.

**Section 4: Nominating Committee**

The Chairperson of the North Area Advisory Council shall create a Nominating Committee three months prior to the last North Area General Meeting. The North Area Advisory Chairperson and the Vice-Chairperson cannot serve as members of the Nominating Committee. The committee shall consist of at least five (5) members (always an odd number), and shall be representative of schools in the North Area. All persons who sign up for the Nominating Committee shall be notified of the meeting dates of the Committee. The Nominating Committee will notify all ~~School Advisory Forum Chairpersons~~ members, in writing, of the positions available and request nominations. Nominations shall be solicited from each school in the North Area before any recommendations are presented at the second to the last General Meeting by the Nominating Committee. Nominations from the floor shall be accepted at the last General Meeting. The Nominating Committee will elect its chair from among the committee members.

**ARTICLE VII: GENERAL AND SPECIAL MEETINGS**

**Section 1: General Meetings**

The Council shall hold regular monthly (General) meeting during the school year. A Kickoff meeting may be held at the beginning of the year, and a Recognition meeting may be held for the close of the year. The “End of the Year” Recognition Event luncheon shall **not** constitute the last general meeting of the school year. Elections should be held ~~one month~~ prior to the “End of the Year Event.” ~~luncheon, with the installation of officers to be accomplished at the Recognition luncheon.~~

**Section 2: Special Meetings**

Special Meetings may be called by the Chairperson or by a majority vote of the representative quorum present at the General Meeting.

**Section 3: Notice of Meetings**

All General and Special meetings must be scheduled and officially advertised at least one week in advance. Council members must be advised of a change in the established date, time, and location. Notification may include, but not limited to, the following forms: email, fax, phone call, and pony, US Mail and/or North Area web site.

**Section 4: Open Meetings**

All General and Special meetings of the Council and of its standing and special committees as well as the Executive (Steering) Board meeting shall be open to the public, as governed by the Florida Sunshine Law.

**Section 5: Decisions of the Council**

All decisions of the Council shall be made after an affirmative vote of the majority of the voting members (a quorum being present) that are in attendance.

**ARTICLE VIII: EXECUTIVE (STEERING) BOARD**

**Section 1: Duties**

A. The primary purpose of the Executive (Steering) Board is to assist the Chairperson in setting the agenda for all upcoming meetings. In addition, Steering may assist the Chairperson with establishing programs, from time to time, to meet the needs of the general council.

B. The Executive (Steering) Board shall establish a calendar specifying the dates of meetings for both the Executive (Steering) Board and General Meetings prior to the first General Meeting of the year. The Executive (Steering) Board shall coordinate the calendar dates with the North Area Superintendent's Office. The calendar shall be published and distributed prior to the first General Meeting.

C. The Executive (Steering) Board shall assist in establishing the agenda of a special meeting called by the Council or the Chairperson if time permits.

D. The Executive (Steering) Board shall perform such other duties as may be delegated by the Council.

E. The Executive (Steering) Board shall not exercise the authority of the North Area Advisory Council unless specifically directed to do so by the Council.

**Section 2: Membership**

Composition of the Executive (Steering) Board shall include the following:

**Officers of the Council:**

- Chairperson
- Vice-Chairperson
- Recording Secretary
- Corresponding Secretary
- ~~Record Keeper~~
- Communications Chair

**North Area Council Representatives to DAC:**

- Parent At Large
- 2 Elementary School Parent Representative
- 2 Middle School Parent Representative
- 2 High School Parent Representative
- Citizen at Large Representative
- Business Representative
- Legislative Representative
- Facilities Representative
- Teacher Representative

**Representatives to other Advisories:**

ESE Representative  
ESOL Representative  
Gifted Representative

**Ex-Officio Members:**

North Area Superintendent  
North Area Parliamentarian

**ARTICLE IX: DISTRICT ADVISORY COUNCIL REPRESENTATIVES**

**Section 1:** The Chairperson of the North Area Advisory Council, or their appointed designee, shall represent the North Area at the District Advisory Council.

**Section 2:** The North Area Advisory Council Membership at large shall elect the following members as representatives to the District Advisory Council:

A. One (1) Parent at Large from the parent nominations submitted by individual schools, this parent shall attend the monthly general District Advisory Council general meeting. The Parent at Large Representative must have a student enrolled in the North Area.

B. ~~Three (3)~~ Six (6) Parent Representatives from North Area, ~~one (1)~~ two (2) elementary school representatives, ~~one (1)~~ two (2) Middle School Representatives, and ~~one (1)~~ two (2) High School Representatives elected from the Council's at large membership and shall attend the monthly District Advisory Council general meeting and the corresponding councils. Each representative will report back to the North Area general body any timely, pertinent information received from the corresponding council. A written report shall be provided and submitted to the Chair. Parent Representatives must have a student in the level and the area they are representing.

C. One (1) Citizen at Large from the North Area Community. This representative shall not have any children enrolled in grades K-12 in the Broward County Public School System, shall represent the citizens of the North Area and attend the monthly District Advisory Council general meeting and shall not be employed\* by the Broward County School Board.

D. One (1) Business Representative from the North Area Community. This representative shall not be employed\* by the Broward County School Board and shall attend the monthly District Advisory Council general meeting.

E. One (1) Legislative Representative from the North Area Community. This representative shall not be employed\* by the Broward County School Board and shall attend the monthly District Advisory general meeting. This representative shall keep the North Area apprised of any pending legislative issues that will effect education. A written report shall be provided and submitted to the Chair.



F. One (1) Facilities Representative from the North Area Community. This representative shall not be employed\* by the Broward County School Board and shall attend the monthly District Advisory Council general meeting. This representative shall sit on the Facilitates Task Force as North Area's representative and report back to the group any pertinent information. A written report shall be provided submitted to the Chair.

G. One (1) Teacher from the North Area elected from teacher nominations submitted by individual schools.

**Section 3: Other Advisories:**

A. One (1) ESE Representative from the North Area Community. This representative shall not be employed\* by the Broward County School Board, shall have an ESE child enrolled in the area, and shall represent the North Area Council at the monthly ESE Advisory meeting and to report back any pertinent issues relating to ESE issues. A written report shall be provided and submitted to the Chair.

B. One (1) ESOL Representative from the North Area Community. This representative shall not be employed\* by the Broward County School Board, shall have an ESOL student enrolled in the area, and shall represent the North Area at the ESOL Leadership Council monthly meetings and report back to the group any pertinent information regarding ESOL issues. A written report shall be provided and submitted to the Chair.

C. One (1) Gifted Representative from the North Area Community. This representative shall not be a school board employee,\* shall have a gifted student enrolled in the area, shall represent the North Area at the Gifted Advisory monthly meetings and report back to the group any pertinent information regarding gifted issues. A written report shall be provided and submitted to the Chair.

\*Denotes the requirement that those individuals shall not be an employee of the School Board of Broward County, Florida, per the criteria of that position in accordance with applicable School Board Policy; except for a person whose employment is as a temporary substitute teacher.

**Section 4: Term of Office**

The North Area Advisory Council representatives to the District Advisory Council and other Advisories shall be elected for one (1) year and may be elected for additional terms not to exceed a total of four (4) consecutive years in one position. These representatives are to be presented to the School Board for approval on or before June 15<sup>th</sup> of each year.

**Section 5:** If a DAC Representative is absent from three (3) Executive board (Steering) Meetings, notice of termination shall be sent to the individual by the Corresponding Secretary at the direction of the Chairperson, by US mail, return receipt requested.

**Section 6: Vacancies**

If a District Advisory Council representative position becomes vacant, the position may be filled at the next General Meeting by the majority vote of the representative quorum present at the meeting. Members shall be notified at least two (2) weeks prior to the meeting that the vacancy or vacancies exist. Nominations will be accepted from the floor and the person elected at the meeting shall be deemed elected

for the remainder of the term. If the term exceeds six (6) months, this will be considered having served a full term.

## **ARTICLE X: AMENDMENTS**

### **Section 1:**

Thirty (30) days written notice of any proposed bylaws review shall be given to the membership. A majority of the voting members of a quorum in attendance will be necessary to amend the bylaws. A bylaws review shall be held every two years or at such time that legislation or School Board action occurs that would require a review.

### **Section 2:**

Any amendment to the bylaws must conform to Broward County School Board Policies currently in effect.

### **Section 3:**

A Bylaws Review Committee shall be selected at the beginning of the school year and these bylaws shall be amended as may be required by changing circumstances.

### **Section 4:**

The reviewed bylaws shall be presented at the General meeting following the completion of the review, and shall be presented for a second reading and voted upon at the following General meeting.

### **Section 5:**

The Bylaws Committee shall initial and date the amended bylaws. The North Area Advisory Council officers shall initial and date the amended bylaws after adoption.

### **Section 6:**

All bylaws and subsequent change(s) shall require School Board approval prior to being implemented by the Council.

## **Article XI: PARLIAMENTARY AUTHORITY**

The North Area Advisory Council operates under Roberts Rules of Order newly Revised. The North Area Advisory Council operates under the applicable Sunshine Laws that govern the state of Florida.

## **ARTICLE XII: EFFECTIVE DATE \_\_\_\_\_**

**Acceptance of the bylaws by officers, committee members, and the members of the Broward County School Board as amended for the North Area Advisory Council are listed below:**

**Members of the Bylaws Review Committee**

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Holly Mammal -Chair, Michelle Blanco, Lew Naylor, Christopher Fuller,  
Jodi Klein, Thomas Schroeder and Sonia Vegara

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**North Area Advisory Officers**

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**Members of the Broward County School Board**

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