

CENTRAL AREA ADVISORY COUNCIL  
By-Laws

ARTICLE I. NAME

The name of this Council shall be the Central Area Advisory Council and shall be known as the Area Advisory Council.

ARTICLE II. PURPOSE

The primary objectives of the Central Area Advisory Council shall be to foster and promote communication among School Advisory Forums, School Advisory Councils, and the District Advisory Council. The Area Advisory Council shall bring forth recommendations, concerns, and interest from the area and to and from the District Advisory Council.

The Council functions shall include:

- A. Assisting in the identification of the educational needs and priorities of the schools within the area.
- B. Coordinating community resources and securing community support for the schools.
- C. Serving as the liaison between individual School Advisory Forums (SAF), School Advisory Councils (SAC), the Area Advisory Council, and the District Advisory Council (DAC).
- D. Providing assistance to individual School Advisory Forums and School Advisory Councils to understand and fulfill their duties and responsibilities.
- E. Electing representatives from the Central Area Advisory Council's at-large membership to serve on the District Advisory Council.
- F. Advising and making recommendations to the Central Area Superintendent pertaining to the needs and concerns in the Central Area.

The duties of the Central Area Advisory Council shall be advisory in nature. The objectives, duties and actions of the Central Area Advisory Council may not conflict with any of the powers and duties reserved by the School Board or the Area Superintendent. As the Area Advisory Council and its subordinate organizations are apolitical, officers and members are prohibited from using their titles and/or positions to endorse, or give the impression of endorsing, candidates for public office. However, an officer may recite such membership or office when he/she is a candidate for public office.

The Area Advisory Council shall operate within established administrative guidelines. The responsibilities and duties of the Council will be in accordance with Florida State Statutes and Broward County School Board Policy 1.21, Area Advisory Council.

ARTICLE III. MEMBERSHIP

Composition: Membership shall include, but not be limited to, the Chair from each individual School Advisory Forum within the Area, the Principal from each school within the Area, the Chair from each School Advisory Council within the Area, the Area Superintendent, the Area Directors, the officers, and the DAC representatives from the area. The Central Area superintendent, or his/her designee, shall serve as an ex-officio member of the Council. The minimum standards for representation shall be as follows:

Section 1: Voting rights: When a consensus cannot be reached, a vote of the membership shall be taken. Each local School Advisory Forum shall have one vote, to be cast by the School Advisory Forum Chairperson or his/her designee. Abstentions, proxies or absentee ballots are not permitted. The Officers of the Central Area Advisory Forum shall have voting rights, except for the Chairperson, who shall only cast a vote in order to break a tie. A person who is a member of more than one School Advisory Forum may be the designated representative of more than one SAF or SAC. In this case, that person may cast the vote for each of the represented schools provided he/she was registered with the Secretary at the beginning of the meeting.

Section 2: Motions are brought to Central Area Advisory Council (CAA) general meetings after being passed by a member's School Advisory Forum (SAF). If the motion is approved by a majority vote, then it is presented to the District Advisory Council.

Section 3: Termination: An Advisory Council member shall no longer hold voting membership rights should he/she cease to reside or work in the school area or have a child attend a school in the area, or otherwise terminate his/her relationship with the group which he/she was elected to represent.

In the event that a member is found to be in conflict with the laws, policies, and/or bylaws of the Area Advisory Council or any of its subordinate organizations, the member shall be removed from office for the current year and could be prevented from serving in future years.

Section 4: Length of Term: Each member is elected for a one year term

Section 5: One non-voting senior staff person or designee will work with the chair on setting the agenda and conducting the business of the Council.

Section 6: Each new member shall receive training on the Council's history, mission, purpose, and related School Board Policy statement(s) and requirements.

Section 7: 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). Also, the statement will acknowledge that the member has received staff training on Robert's Rules of Order, Newly Revised, and the Florida Sunshine Laws.

Section 8: A Parliamentarian shall be a part of the council. The Parliamentarian does not have a separate vote.

#### ARTICLE IV. OFFICERS

Section 1: The Council shall elect a Chair, Vice-Chair, Record Keeper, Recording Secretary, and Corresponding Secretary. The Chair shall appoint a Parliamentarian.

Section 2: Eligibility: Officers shall be a member of the Central Area Advisory Council (Article III). Officers must reside in or have children attending schools in the Central Area. A minimum of three (3) officers shall be parents of Central Area students. The Chair and the Vice-Chair shall not be full or part-time school board employees in the area in which they are elected and shall be parents with a child currently enrolled and attending a school within the administrative area.

Section 3: Nominating Committee:

A. The Chair of the Central Area Advisory Council shall appoint a Nominating Committee Chair at the General Membership meeting held three months prior to the last General Membership meeting of the year. A sign-up sheet will be made available for prospective committee members from which the Nominating

Committee Chair shall convene a committee. The committee shall consist of at least three (3) members (and always an odd number) and should be representative of schools in the area. The Nominating Committee shall be notified of the meeting dates of the committee. The Nominating Committee will notify all School Advisory Forum Chairs, in writing, of the positions available and request nominations.

B. The Committee will present its recommendations for each office at least 2 weeks prior to the election.

Section 4: Election: The officers shall be elected by the voting membership at the last General Membership meeting of the school year. Nominations from the floor shall be accepted at the time of the election.

Section 5: Installation: Installation of new officers will be held at the final meeting of the school year.

Section 6: Term of Office: The officers shall serve for a term of one (1) year and may be re-elected to the same office three (3) additional consecutive terms. A term is defined as more than six (6) months. If no one runs for the office after the officer's final term expires, then the current officer may retain the position until a new officer is elected.

Section 7: Termination: An officer is terminated if absent from three (3) consecutive regular and/or Executive Board (Steering) meetings. A notice of termination shall be sent to the individual by the Corresponding Secretary.

Section 8: Vacancies: If a vacancy should occur among the offices of Record Keeper, Recording Secretary, Corresponding Secretary, or Vice-Chair of the Central Area Advisory Council, the office may be filled at the next General Membership meeting by the majority vote of those members present. 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 Chair, the Vice-Chair shall assume the position of the Chair for the remainder of that term of office and the position of Vice Chair shall be filled as detailed above.

## ARTICLE V DUTIES OF THE OFFICERS

Section 1: Chair: The Chair shall: Preside at all meetings of the Central Area Advisory Council; be an ex-officio member of all committees, except the Nominating Committee; and perform all duties incidental to the office of Chair and any other duties as from time to time may be assigned to him/her by the Central Area Advisory Council. The Chair shall be a member of and preside over the meetings of the Executive (Steering) Board, represent the Central 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.

Section 2: Vice-Chair: The Vice-Chair shall: Preside at the meetings of the Central Area Advisory Council in the absence of the Chair; represent the Chair in assigned duties; and perform such duties as may be assigned to him/her by the Chair of the Central Area Advisory Council. The Vice-Chair shall be a member of the Executive (Steering) Board.

Section 3: Record Keeper: The Record Keeper shall: Be responsible for receiving all funds from the Central Area Advisory Council as well as all committees. The Record Keeper shall maintain the necessary financial records and disburse such funds, with the chair as co-signor, as may be approved by the Central Area Advisory Council. A report shall be presented to the Central Area Advisory Council at the General Membership meeting when relevant. The Record Keeper shall be a member of the Executive (Steering) Board.

Section 4: Recording Secretary: The Recording Secretary shall: Keep the minutes of all meetings, both general and special meetings, and transcribe them in a timely manner. The Recording Secretary shall be the custodian of all committee reports and correspondence. Copies of the minutes will be provided to all members and to other such persons as the Council may direct. (See Article III, Membership). The Recording Secretary shall be a member of the Executive (Steering) Board.

Section 5: Corresponding Secretary: The Corresponding Secretary shall: Prepare all correspondence as necessary. He/she shall be responsible for all notices duly given in accordance with these by-laws, including notices of all meetings. Additionally, the Corresponding Secretary shall keep a record of all Council members, their addresses and phone numbers; keep a record of attendance at all meetings; be responsible for a roll call vote as deemed necessary by the Chair of the Council. When necessary, he/she shall notify members or officers

of the Council of their termination, in writing and perform all other duties as delegated by the Chair or the Council. The Corresponding Secretary shall be a member of the Executive (Steering) Board.

Section 6: Only the Chair or the Chair's designee shall sign letters, reports, and other Advisory Council communications representing the Central Area Advisory Council except as specified in Article V.

## ARTICLE VI: MEETINGS

The Council shall meet regularly and the schedule of meetings for the year will be determined and published in the beginning of the school year.

Section 1: Notice of Meetings: Regular meetings shall be noticed at least ten (10) days in advance and duly publicized in accordance with Florida Sunshine Law. Council members must be advised of a change in the established date, time, or location. Special meetings shall be scheduled at least seven (7) days in advance and will require special notification to each member. Notification of all regular meeting places also will be included in the minutes.

Section 2: Guests: All regular and special meetings of the Central Area Advisory Council and of its standing and special committees, as well as the Executive (Steering) Board, are open to the public under the Florida Sunshine Law; however, nonmembers / guests may not vote on Council issues. Every effort should be made to encourage participation of local government officials, civic and business leaders connected with the schools, citizens and students who reside within the administrative area as defined by the District in discussions of the Council.

Section 3: Attendance of members will be kept for all meetings. The Secretary or a designee will take attendance. Attendance records will be sent to the Administrative Assistant to the Area Superintendent.

Section 4: Minutes of all meetings will be recorded by the Secretary or a designee. Approved minutes will be sent to the Administrative Assistant to the Area Superintendent, kept on file at the Area Office and posted for public view. Minutes of the previous meeting will be approved at the next meeting, with any additions or corrections noted. Minutes will reflect all motions (including: maker of the motion, person seconding and the results of the vote) and any decisions reached by consensus.

Section 5: Special meetings may be called by the Chair or by a majority vote of a quorum of members of the Council having voting rights.

Section 6 All scheduled meetings, meeting times, and places will be announced at least one week in advance. Members must be advised of a change in the established date, time or location

Section 7: All special meetings will require notification. Council meetings will be scheduled at times and locations convenient for stakeholders.

Section 8: A quorum is the minimum number of members who must be present at a meeting for business to be conducted and for voting to take place. One-third of the membership of the Council constitutes a quorum.

Section 9: Decisions of the Area Advisory Council: All decisions of the Council shall be based on consensus of the membership or the votes cast by the majority of voting members present. (Article VI, Section 8, Quorum).

Section 10: Meetings will follow the approved agenda. Each item on the agenda will be discussed to the satisfaction of the members present.

Section 11: Voting will be by voice, by a show of hands, or by roll call when there is a discrepancy. Official votes will become part of the minutes. Abstentions, alternates and proxy votes are not permitted (per Florida's sunshine Law)

Section 12: All regular and special meetings of the Council shall be conducted in accordance with Robert's Rules of Order, Newly Revised, when not in conflict with these bylaws.

## ARTICLE VII: COMMITTEES

The Chair shall create such committees as may be required in School Board Policy or are necessary to promote the objectives of the Area Advisory Council.

Section 1: Standing and Special Committees: The Central Area Advisory Council may, from time to time, establish and abolish such standing and special committees as it may desire. No standing or special committees shall exercise the authority of the Central Area Advisory Council.

Section 2: Membership: Unless otherwise determined by the Area Advisory Council, the Chair shall appoint members to the various standing and special committees and the committee members shall elect the Chair of each such committee, except for the Nominating Committee which is described in Article IV, Section 3.

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 Council, or unless the committee shall be sooner abolished, or unless such member shall cease to qualify as a member of the Council.

Section 4: Vacancy: A vacancy in any committee may be filled by an appointment in the same manner as provided in the original appointment.

## ARTICLE VIII: **THE EXECUTIVE (STEERING) BOARD OF THE CENTRAL AREA ADVISORY COUNCIL**

Section 1: Duties:

- A. The primary purpose of the Executive Board is to assist the Chair in setting the agenda for all upcoming meetings. This shall be accomplished in part by perusing the minutes of the previous meeting.
- B. The Executive Board shall establish the dates, in advance, for the regular meetings of the Council and the Executive Board. A calendar shall be planned at the first meeting of the school year for the new school year.
- C. The Executive Board shall assist in establishing the agenda of a special meeting called by the Council or the Chair if time permits.
- D. The Executive Board shall perform such other duties as may be delegated by the Council.
- E. The Executive Board shall not exercise the authority of the Central 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: Chair, Vice-Chair, Recording Secretary, Corresponding Secretary, Record Keeper and Parliamentarian.

All Representatives elected to the District Advisory Council: Elementary, Middle, High, Teacher, Legislative, Parent-at-Large, Citizen-at-Large, Facilities, Business See Article IX, District Advisory Council Representatives.  
Student Representative

ESE, ESOL, and Gifted parent(s) who attend those Advisories as appointed by Council

Principal Representative/designee

Ex-Officio Members: The Central Area Superintendent

## ARTICLE IX DISTRICT ADVISORY COUNCIL REPRESENTATIVES

Section 1: The Chair of the Central Area Advisory Council, or his/her appointed designee, shall represent the Central Area at the District Advisory Council.

Section 2: One Student from the Central Area selected by a District student association.

Section 3: The Central Area Advisory Council shall elect the following members as representatives to the District Advisory Council.

- A. One Teacher from a Central Area school.
- B. One Parent at Large who has a child attending a Central Area school.

C. One Citizen at Large from the Central Area Community. This representative shall not have any children enrolled in grades K-12 in the Broward County Public School System and shall not be employed by the Broward County School Board. This member must reside in the Central Area.

D. One Business Representative from the Central Area Community. This representative shall not be employed by the Broward County School District. This member must reside in the Central Area.

E. Six parent Representatives, two (2) elementary school representatives, two (2) middle school representatives and two (2) high school representatives elected from the Council's at large membership. The representatives must have a child attending a Central Area school at the level they are representing.

F. One legislative representative elected from the Council's at large membership. This member must have a child attending a Central Area school or reside in the Central Area. This member cannot be an employee of the Broward County School District.

G. One facilities representative elected from the Council's at large membership. This member must have a child attending a Central Area school or reside in the Central Area. This representative cannot be an employee of the Broward County School District.

Section 3: Term of Office: The Central Area Advisory Council representatives to the District Advisory shall be elected or appointed for one (1) year and may be reelected or appointed for additional terms not to exceed a total of four (4) consecutive years in anyone position.

Section 4: All members of the District Advisory Council shall be officially approved by the School Board of Broward County, Florida.

## ARTICLE X: AMENDMENTS

Section 1: Bylaws must conform to the State of Florida Statutes and School Board Policy.

Section 2: These Bylaws may be amended at any regular meeting, provided two (2) weeks' notice, in writing, has been given to each member. Amendments to the bylaws will be approved by a majority of the members present. Any amendment must conform to the School Board policy currently in effect. A Bylaw Review Committee shall be selected in October and these Bylaws shall be reviewed at least every two years, or at such time that legislation or School Board action occurs that would require a review, but can be done annually if deemed necessary and amended as may be required by changing circumstances.

Section 3: All bylaws and subsequent change(s) shall require School Board approval prior to being implemented by the Council.

Section 4: The reviewed bylaws shall be presented at a General Membership Meeting following the completion of the review and shall be presented for a second reading and voted on at the following General Membership Meeting.

Ratified \_\_\_\_\_  
Date

Amended \_\_\_\_\_  
Date