

**SCHOOL BOARD OF  
BROWARD COUNTY, FLORIDA  
DISTRICT ADVISORY COUNCIL BYLAWS**

**ARTICLE I: NAME OF COUNCIL**

The name of this council shall be the District Advisory Council of the School Board of Broward County, Florida and shall be known as the District Advisory Council (DAC). Authority for the establishment of the District Advisory Council shall be School Board Policy 1.2 as currently amended.

**ARTICLE II: PURPOSE**

**Section 1:**

The primary objective of the District Advisory Council shall be to review and address the educational needs of the Broward County School System so that the assessed needs are identified for the annual District Plan, in accordance with School Board Policy 1.2

1. The District Advisory Council shall assist the School Board and the Superintendent of Schools in the identification and assessment of the needs of the Broward County School system.
2. The District Advisory Council shall foster and promote communication among School Advisory Forums, School Advisory Councils, Area Advisory Councils, the District Advisory Council, the Superintendent of Broward County Schools, and the Broward County School Board. The District Advisory Council shall act as a forum for Area Advisory Councils and others to propose recommendations and discuss issues that are germane to the District. The DAC shall bring these recommendations before the School Board and Superintendent of Schools based on this intercommunication.
3. The District Advisory Council shall also promote and encourage parent and community involvement in the schools.
4. The DAC shall assess and translate needs into district wide long and short ranges plans and evaluate programs, which are designed to meet assessed needs.

**Section 2:**

In achieving these objectives, the District Advisory Council may provide advice and assistance to the School Board and the Superintendent of Schools in:

- (a) Coordinating community input on key issues from a wide variety of citizen and parent groups;
- (b) Acting as a hearing board for the community and various organizations from the community such as but not limited to concerned citizen groups, School Advisory Councils (SAC), School Advisory Forums (SAF), Area Advisory Councils, Exceptional Student Education (ESE) Advisory Council, ~~or~~ English of Other Languages (ESOL) Leadership Council (as per Consent Order), or Gifted Advisory Council, who propose additions or changes to educational programs;
- (c) Alerting the School Board and Superintendent of vital issues which affect the quality of education.

**Section 3:**

Duties of the District Advisory Council shall be advisory in nature. The objectives, duties and actions of the District Advisory Council may not conflict with any of the powers and duties reserved by law to the School Board or to the Superintendent of Schools. As the District Advisory Council and its subordinate organizations are apolitical, 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. However an officer or member may recite such membership or office when he/she is a candidate for public office.

**ARTICLE III: MEMBERS**

Composition of District Advisory Council

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

(a) 5	The officers of the District Advisory Council: The Chair*, Vice-Chair*, Recording Secretary, Corresponding Secretary and Communication Chair
(b) <del>4</del> <u>3</u>	The Chair from each of the Area Advisory Councils; if the Chair is unable to serve as the District Advisory Council representative, membership is delegated to the next eligible elected officer and shall not be an employee*. This position is considered elected to the DAC.
(c) <del>4</del> <u>3</u>	Teachers: One teacher from each area elected by the Area membership at-large from teacher nominations submitted by individual schools.
(d) <del>5</del> <u>4</u>	Students: The Student Advisor to the School Board (or his/her designee). The Broward County Association of Student Councils selects one student from each area.
(e) <del>4</del> <u>3</u>	Parents: One parent (with a student in the BCPS system) from each area elected by each Areas at-large membership from parent nominations submitted by individual schools.
(f) <del>12</del> <u>18</u>	<del>Three</del> <u>Six</u> parent representatives ( <del>two</del> from an elementary school, <del>one</del> <u>two</u> from a middle school and <del>one</del> <u>two</u> from a high school elected from each Area's at-large membership. Parent representatives must have a student in the level and the area they are representing.
(g) <del>4</del> <u>3</u>	One citizen-at-large from each area elected by the Area's at-large membership. These representatives will not have any children enrolled in grades K-12 in the Broward County Public School System and shall not be an employee* of the Broward County School District.
(h) <del>4</del> <u>3</u>	One business representative from each area elected by the Area's at-large membership. These representatives shall not be an employee* of the Broward County School District.
(i) <del>4</del> <u>3</u>	One facilities representative from each area elected from the Area's at-large membership. These representatives shall not be an employee* of the Broward County School District.
(j) <del>4</del> <u>3</u>	One legislative representative from each area elected from the Area's at-large membership. These representatives shall not be an employee* of the Broward County School District.
(k) 1	One Charter School Representative <del>shall be elected from the North Central Area Advisory Council.</del> This representative must have a student in the Charter School system.
(l) 9	Board Appointees: One lay citizen shall be appointed by each School Board Member (from said Board Member's district) during the Board's organizational meeting in November of each year. Newly elected or appointed School Board Members may appoint a representative during any part of a calendar year, provided that the appointment ends immediately prior to the appointment of the successive representative(per policy 1.7)
(m) 1	One City government representative appointed by League of Cities.
(n) 1	One representative appointed by Broward Alliance.
(o) 1	One representative appointed by Workforce One.
(p) 4	Four school-based principals representing, respectively, elementary, middle, high schools, and centers appointed by their respective associations.
(q) 1	One assistant principal appointed by the Broward Assistant Principals Association (BAPA).

(r) 1	One representative appointed by the president of the Educational Support & Management Assoc. of Broward Inc.
(s) 1	One representative from Broward County Council Parent Teacher Association appointed by the Broward County Council PTA.
(t) 1	One representative appointed by the Broward Teachers' Union (BTU).
(u) <del>2</del> 3	The Chair (or their designee) from each of the following councils: English Speakers of Other Languages (ESOL), <del>and</del> Exceptional Student Education (ESE) <u>and Gifted Advisory Council</u> These positions are considered elected to DAC.
(v) 1	The immediate past District Advisory Council Chair will be an appointed member of the Council for a term of one year.
(w) (1)	One representative selected by Title I Parent Executive Advisory Council
(x) 1	One representative selected by the Urban League of Broward County

Non-voting positions:

(aa)_1	Superintendent's Liaison designated by the Superintendent of Schools.
(bb)-1	Parliamentarian appointed by the Chair of the DAC – support provided as necessary by district staff

\*Denotes the requirement – that these 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.

**\*\*The District Advisory Council Chair and Vice-chair shall be a parent of a student in the Broward County School System.**

All members of the DAC shall be officially approved by the School Board. Council members shall enjoy the full rights and obligations of membership. Only those that hold an elected position to the District Advisory Council in the current year, or are the newly elected members of the DAC are eligible to run for an office of the District Advisory Council.

**Section 1: Voting Rights**

Each position shall be entitled to one voice and one vote on each matter submitted to a vote of the District Advisory Council. An individual may hold ~~more than~~ only one position on the DAC, except for officers who may also hold one (1) current term elected/appointed position from the group they represent. Each individual, including officers holding two (2) positions, whether elected or appointed, shall cast only one vote on each ~~matter~~ submitted to a vote of the DAC. A member must be a member in Good Standing and the member must be present to vote. When necessary, the Recording Secretary shall tally the votes according to the roll call of members present. Under the guidelines of the Florida Sunshine Law a member may not abstain from voting on an issue at any meeting that is meeting under the Sunshine Law's provisions.

**Section 2: Terms of Membership**

- a) If a member ~~is absent from~~ has three (3) consecutive or 4 absences in one school calendar year from properly noticed general DAC meetings, the 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 appointing agency/electing body. The agency/body must then appoint/select/elect or reappoint/reselect/re-elect a new representative to the District Advisory Council. (See Vacancy, Section 8).

- b) In the event a member's action or circumstance is found to be in conflict with state laws, policies and/or bylaws of the District Advisory Council or any of its subordinate organizations the member may be removed from office for the current year and/or one additional year. Notice shall be sent to the member, the represented entity and the School Board with all grounds stated in writing, in the event of termination. All sides shall be heard. The Council, by affirmative vote of two-thirds of all the members present may suspend or expel a member. (See District Advisory Council's Standard Operating Procedures).

### **Section 3: Length of Term**

District Advisory Council members shall be elected and/or appointed for one (1) year and may be elected and/or appointed for additional terms not to exceed a total service of four consecutive years in any one position. Term shall begin July 1 and end on June 30 of the following year. See exception, Article III, item (l) Board Appointees.

### **Section 4: Agenda**

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

### **Section 5: Training**

Each new member shall be provided training, by appropriate district staff, on Robert's Rules of Order, Newly Revised ~~and~~ on the Sunshine Laws of the State of Florida, on Open Records law, on the Council's history, mission, purpose, and on related School Board Policy statement(s). ~~at a regularly scheduled DAC meeting~~ and shall acknowledge such training.

#### **Section 5.1: Standing Committee on Training**

Training for DAC members and SAF Chairs shall be provided in conjunction with a Standing Committee in charge of training issues.

#### **Section 5.2: 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 also will acknowledge that the member has received training by staff on Robert's Rules of Order, Newly Revised, the Florida Sunshine Laws, Open Records law, and School Board Policies that affect the group of which he/she is a member.

### **Section 6: Transfer of Membership**

Membership in the District Advisory Council is not transferable or assignable except as noted under Article III, Composition of District Advisory Council, (b), (d), and (u).

### **Section 7: Resignation**

Any member may resign by submitting a written resignation addressed to the Chair of the District Advisory Council, with copies to the School Board and the appointing, electing, selecting body or agency. If an appointee must resign from office during his/her term, then the position will be filled by the person/group who originally selected the affected person. The new appointee shall complete the original term of office.

### **Section 8: Vacancy**

Any vacancy of the District Advisory Council shall be filled for the remainder of the unexpired term through appointment/election/selection, by the appointing/electing/selecting body or agency. If the term exceeds six (6) months, this will be considered having served a full term.

## **ARTICLE IV: OFFICERS**

### **Section 1: Officers**

The elected officers of the District Advisory Council shall be Chair, Vice-Chair, Communications Chair, Recording Secretary, and Corresponding Secretary. In addition, the Chair shall appoint a Parliamentarian.

### **Section 2: Election and Term of Office**

The Officers of the District Advisory Council shall be elected annually at the final meeting of the school year, a quorum being present. Elected members shall serve a period of one (1) year and may be reelected annually. No officer shall serve more than three (3) consecutive terms in any one office. The term shall be from July 1 to June 30 of the following year.

### **Section 3: Removal**

Any officer elected by the District Advisory Council may be removed by a two-thirds affirmative vote of members present at a meeting of the District Advisory Council whenever, in the judgment of the Council, the best interests of the Council thereby would be served. Two weeks notice must be given to all members with all grounds stated in writing. All sides shall be heard.

### **Section 4: Nominating Committee**

The Chair will appoint, at least one (1) month prior to the election, a nominating committee composed of one (1) District Advisory Council representative from each of the areas of the district. In addition, one member from the Steering Committee shall serve on the nominating committee. The nominating committee will elect a chair. The recommendations (slate) of the nominating committee shall be presented two weeks prior to the election meeting to the membership. The nominating committee chair, or designee from the nominating committee, shall open the floor for additional nominations and conduct the elections. The Chair of the District Advisory Council shall not be an ex-officio member of the nominating committee.

### **Section 5: Vacancy**

If a vacancy should occur in the office of the Chair, the Vice-Chair shall automatically fill the position. If a vacancy shall occur in the offices of the Vice-Chair, Recording Secretary, Corresponding Secretary, or Communications Chair, the position (vacancy) shall be filled by election at the next general meeting. Members shall be notified at least two (2) weeks prior to the meeting that the vacancy (ies) exists. Nominations will be accepted from the floor and the majority vote of the members present at the meeting shall elect the person to fill the vacant position for the remainder of the term. If the remaining term of the position to be filled is for a period of less than six (6) months the newly elected officer shall not be precluded from three (3) consecutive terms thereafter. If the term exceeds six (6) months, this will be considered as having served a full term.

## **ARTICLE V: DUTIES OF THE OFFICERS**

### **Chair**

The Chair shall preside at all meetings of the District Advisory Council and may sign all letters, reports, and other communications of the District Advisory Council. The Chair shall share with the School Board verbally all motions, whether passed or not, and shall post a written report to the School Board. In addition, he/she shall be an ex-officio member of all committees except the nominating committee and shall perform all duties incident to the office of the Chair and such other

duties as may be prescribed by the District Advisory Council from time to time. The Chair will form two Standing Committees, one to deal with training issues and one to deal with legislative affairs. 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. As per School Board policy 1.2, the Chair shall not be an employee of the Broward County School District. Refer to District Advisory Council Standard Operating Procedures for additional information on the duties and responsibilities of this position.

### **Vice-Chair**

The duties of the Vice-Chair shall be to represent the Chair in assigned duties and to substitute and act as the Chair during his/her absence, and shall perform such other duties as from time to time may be assigned to him/her by the Chair or by the District Advisory Council. The Vice-Chair shall not be an employee of the Broward County School District. If the Chair position becomes vacant the Vice-Chair shall automatically assume the position. Refer to District Advisory Council Standard Operating Procedures for additional information on the duties and responsibilities of this position.

### **Communications Chair**

The Communications Chair shall be responsible for assisting the Chair with communication and outreach to the county, state and national communities, shall maintain the District Advisory Council website and any other technology used by the District Advisory Council for communication, and shall assist the Corresponding Secretary in using electronic communication programs such as a Yahoo Group or any similar type communication tool. ~~the communication and coordination of legislative issues relevant to education through established channels of communications.~~ The Communications Chair also shall and to perform other duties from time to time that may be assigned to him/her by the Chair, the District Advisory Steering Committee or by the District Advisory Council. Refer to District Advisory Council Standard Operating Procedures for additional information on the duties and responsibilities of this position.

### **Recording Secretary**

The Recording Secretary shall keep the minutes of all general and special meetings of the District Advisory Council and of all meetings of the steering committee. The recording secretary shall retain minutes of any committee or sub-committee where applicable. The Recording Secretary shall prepare and transmit to each of the members, to the Superintendent and to such other persons as the council may direct, true and correct copies of the minutes of such meetings. Refer to District Advisory Council Standard Operating Procedures for additional information on the duties and responsibilities of this position.

### **Corresponding Secretary**

The Corresponding Secretary shall see that all notices are duly given in accordance with the provisions of the Sunshine Laws of the state of Florida and of these bylaws and shall write letters and other correspondence as directed by an action of the District Advisory Council, by an action of the steering committee or by the Chair. The Corresponding Secretary shall keep attendance for all meetings and will develop a register of contact information for each member of the council. These shall be furnished as necessary to the Recording Secretary, other members of the DAC, School Board Members, or the Superintendent. Refer to District Advisory Council Standard Operating Procedures for additional information on the duties and responsibilities of this position.

### **Parliamentarian**

The Parliamentarian shall be responsible for advising the Chair on matters of parliamentary procedure according to Robert's Rules of Order, Newly Revised, current edition. The Parliamentarian maintains the bylaws. Refer to District Advisory Council Standard Operating Procedures for additional information on the duties and responsibilities of this position.

## **ARTICLE VI: MEETINGS OF THE DISTRICT ADVISORY COUNCIL**

### **Section 1: General Meetings**

The District Advisory Council shall meet regularly once each month during the regular school year, and will operate pursuant to Florida Sunshine Laws. The District Advisory Council shall hold its monthly general and steering committee meetings and its special meetings in a facility provided by the school district. A quorum must be present to open a general meeting of the council in order to conduct business of the District Advisory Council.

## **Section 2: Special Meetings**

Special meetings may be called by the Chair, the Steering Committee or by a majority vote of the membership of the District Advisory Council. Refer to Robert's Rules of Order, Newly Revised, and Current edition.

## **Section 3: Notice of Meetings**

All general and steering committee meetings must be scheduled and officially advertised in advance. Council members must be advised of a change in the established date, time or location.

## **Section 4: Quorum**

A quorum necessary for the transaction of the business of the District Advisory Council consists of at least twenty-one (21) members of the total membership as listed in Article III Membership, Composition of the District Advisory Council.

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 though the use of technology cannot be employed to constitute a quorum for the committee to conduct official business.

## **Section 5: Decisions of the District Advisory Council**

All decisions of the District Advisory Council shall be made only after an affirmative vote of a majority of the members in good standing in attendance for the regular business of the council.

## **Section 6: Conduct of Meetings**

All general, steering and special meetings of the District Advisory Council are open to the public and shall be conducted in accordance with Robert's Rules of Order, newly revised, Current Edition and in accordance with an appropriate adaptation and operate pursuant to the Florida Sunshine Laws. Meetings will follow the approved agenda.

## **Section 7: Sunshine Laws**

The District Advisory Council shall operate pursuant to and in compliance with the Florida State Sunshine Laws.

# **ARTICLE VII: THE STEERING COMMITTEE OF THE DISTRICT ADVISORY COUNCIL**

## **Section 1: Membership**

Composition of the Steering Committee will include the elected officers of the council and the Chair's for the Areas, standing committees, Gifted, ESE, and ESOL. Each member of the Steering Committee is entitled to one voice and one vote on all matters that come before the Steering Committee. The Superintendent of Schools or his/her designee will serve on the board as an ex-officio member.

## **Section 2: Duties**

- (a) The primary purpose of the Steering Committee is to assist the Chair in setting the agenda for the Council meetings and to assist in the presentation of issues that arise from the General Meeting, to the Superintendent.

- (b) Steering Committee will publish a calendar specifying the dates of meetings for both the Steering Committee and the Council prior to the first meeting of the Council of each year.
- (c) If time permits, the Steering Committee shall assist in establishing the agenda of special meetings called by the Council or Chair.
- (d) Additional duties shall be performed as delegated by the Council.
- (e) Authority of the District Advisory Council is not granted to the Steering Committee unless authorized.
- (f) The Steering Committee shall define and maintain the rules and regulations of the Council, with changes and amendments approved by a vote of the Council.

(g) The Steering Committee shall review all area bylaws for consistency with district policy, District Advisory Council bylaws and the district guideline template before submitting to the School Board of Broward County.

## **ARTICLE VIII: COMMITTEES:**

### **Section 1: Standing and Special Committees**

District Advisory Council and or the Steering Committee may from time to time establish and abolish such standing or special committees as needed. The Chair of each standing or special committee and at least two other members of each standing or special committee shall be members of the District Advisory Council. No standing or special committee may exercise the authority of the District Advisory Council.

### **Section 2: Membership**

Unless otherwise determined by the District Advisory Council, the Chair shall appoint the Chair of the various standing and special committees.

### **Section 3: Term of Office**

Each member of a committee shall continue as such for the term of his/her appointment and until his/her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member thereof.

### **Section 4: Rules**

Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the District Advisory Council.

### **Section 5: Quorum of Committees**

Unless the DAC decides otherwise a majority of the committee shall constitute a quorum and the act of the majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

### **Section 6: Vacancy**

A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

**ARTICLE IX: AMENDMENTS**

Thirty days notice of any proposed bylaws amendments shall be given to the membership. A two-thirds affirmation vote of the members present, of the District Advisory Council, with the help of the legal staff of The School Board of Broward County, Florida, is necessary to amend the bylaws. The bylaws shall be reviewed every two years.

Any amendments must conform to the School Board policy currently in effect, and shall be effective upon approval of the School Board. Therefore, these bylaws are submitted to the membership of the District Advisory Council of Broward County for the membership's vote of acceptance or to be sent back to the bylaws committee for additional revisions.

\* School Board employee is defined as a person employed by the School Board of Broward County, Florida, except for a person whose employment is as a temporary substitute teacher.

Amendments of 12/11/96 approved on 12/11/96

Amendments of September 10, 1997

Amendments of August 24, 1999

Amendments of November 10, 1999

Amendments of April 18, 2001

Amendments of February 13, 2002

Amendments of December 8, 2004

Amendments of August 26, 2006

Amendments of April 2010

**Accepting amended bylaws for the District Advisory Council of the School Board of Broward County, Florida**

**Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vice Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Communications Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Recording Secretary:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Corresponding Secretary:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**As the afore written Bylaws of and for the District Advisory council of Broward County have been presented to the membership and approved the council hereby submits their Bylaws to the School Board of Broward County members for their review and endorsement:**

**School Board Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Board Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Board Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Board Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Board Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**School Board Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Board Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please note that after proof reading and checking all Articles, it was necessary to renumber certain Sections and Articles, and some cut and pasting as well. The underlined sections in Article III were added from the template as they were missing.**