

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
FACILITIES TASK FORCE**

BY-LAWS

ARTICLE I: NAME OF TASK FORCE

The name of the task force shall be The Broward County School Board Facilities Task Force (FTF). Authority for the establishment and continuance of the Facilities Task Force shall be policy number 7012.

ARTICLE II: PURPOSE

The purpose of the Facilities Task Force shall be to provide a forum for community participation in the planning, construction, maintenance and monitoring processes of the Broward County school facilities and make recommendations to The School Board of Broward County that will promote excellence in the Broward County school facilities.

ARTICLE III: MEMBERSHIP

The Facilities Task Force shall be representative of the ethnic diversity of the District's school population. In order to satisfy this requirement, the minimum standards for representation shall be as follows:

Section 1: Composition: Membership shall include, but not limited to Voting Members from community organizations as follows:

- 1 District Advisory Council
- 1 Principal Rep from each: Elementary, Middle, and High School
- 1 ESE Advisory Council Representative

- 3 Business/Industry
- 4 Area Advisory Councils
- 4 Broward County Council of PTA's
- 1 Diversity Committee
- 3 League of Cities
- 9 School Board Appointees

4 Community at Large
1 Federation of Public Employees (FOPE)
1 Broward Teacher's Union (BTU)
Innovation Zones (one from each zone)
Non-voting staff as appropriate
1 Non-voting senior staff person or designee, who will work with the Chair on setting the agenda and conducting the business of the Facilities Task Force
1 Parliamentarian, non-voting, as needed

Section 2: Training: Each new member shall receive training on the Facilities Task Force's history, purpose, and related School Board Policies from appropriate District staff. Each new member shall sign off on a School Board approved statement, which validates that the member accepts and will abide by proper professional conduct and, actively support the mission, purpose and related Facilities Task Force and School Board Policies. 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 3: Selection: Each member shall be appointed and/or selected by their respective organization and in accordance with The School Board of Broward County Facilities Task Force Policy. Any potential candidate for membership not otherwise elected or appointed (such as four community at large) shall be nominated by the Facilities Task Force Chairperson and final appointment shall be subject to the approval and consent of the Executive Committee.

Section 4: Duties: The primary objective of the member shall be to assist the FTF on the identification and assessment of the facility needs of the school district. Further, the representative should promote communication among their respective organization and the FTF; bring proposals for countywide facility improvements; communicate concerns of their respective organizations to the FTF; and encourage parent and community involvement in the schools.

Section 5: Voting: Each voting member shall have one vote. A voting member must be present to vote and proxies and absentee ballots are not permitted (per Florida's Sunshine Law). A vote of the membership will be taken according to Robert's Rules, Newly Revised. The Officers shall have voting rights, except for the Chair, who shall only cast a vote in order to break a tie. A person who is representative of more than one organization may cast one vote only.

Section 6: Rights and Obligations: Members shall enjoy the full rights and obligations of membership. Members may resign by filing a written resignation. Any vacancy may be filled for the remainder of the unexpired uncompleted term through appointment by the community organization listed above (Section 1) and/or nomination by the Chair and subject to approval of Executive Committee.

Section 7: Term: Facilities Task Force members shall be appointed for one (1) year and may be reappointed for additional terms. Members shall be appointed by their respective community organizations and must be a member in good standing from that organization. These appointments are to be presented to The School Board of Broward County, Florida, by the Chair (or their designee).

Section 8: Conflict of Interest Policy: Any possible conflict of interest on part of any Member must be disclosed to the Facilities Task Force and made a matter of record. A conflict of interest is defined as a direct, indirect or perceived interest, usually financial, in any outside entity, which may affect, or be interpreted as affecting a Member's judgment or conduct in matters which impact the Facilities Task Force's business.

Any Member or Officer having a conflict of interest or possible conflict of interest on any matter shall not vote on the matter. The minutes of the meeting shall reflect that a disclosure was made and an abstention from voting.

The Member should limit his or her participation by briefly stating his or her position in the matter and answering pertinent questions of other Members since his or her knowledge may be of great assistance concerning the matter at hand. It is not the intent of the policy to exclude those Members who provide services of great important and/or value or to be prevented from participating as an active member of the Facilities Task Force.

All new Members must be advised of this policy at their first meeting of the task force and they will be required to acknowledge that they have read and received a copy of these by-laws.

Section 9: Termination: Members of the Facilities Task Force should attend meetings on a regular basis. Membership shall cease after three (3) consecutive or four (4) absences in one school year from properly noticed meetings. A member shall no longer hold voting membership rights should the member cease to reside in Broward County or otherwise terminate his or her relationship with the group which they were elected to represent. Notice of termination shall be sent to the individual by the Corresponding Secretary.

ARTICLE IV: DUTIES

The duties of the Facilities Task Force shall be advisory in nature, none of which conflict with any powers and duties reserved by The School Board of Broward County. The Facilities Task Force responsibilities shall include:

Section 1: Assisting with the recognition of the needs and priorities of facilities within the Broward County School System.

Section 2: Providing a forum and/or acting as a liaison between the community and the School Board.

Section 3: Providing a forum and/or acting as a liaison between representatives of individual schools, school zones and certain schools which have a common interest or issue and the School Board.

Section 4: Assisting with the coordination of and identification of community resources and community support.

Section 5: Providing a liaison between the School Board, the Superintendent and the community with regards to facilities issues.

Section 6: Making recommendations to the School Board pertaining to facility needs and concerns.

ARTICLE V: OFFICERS

Section 1: The Facilities Task Force shall elect a Chair, Vice-Chair, Recording Secretary and Corresponding Secretary.

Section 2: Eligibility: Officers shall be a member of the task force. The Chair and the Vice-Chair shall not be full or part time school board employees.

Section 3: Nomination Committee: The Facilities Task Force Chair shall appoint a Nomination Committee Chair (NCC) at or before the February regular meeting. The NCC shall select at least three (3) committee members. Committee meeting dates shall be properly published and available to all members. The NCC shall report the committee's recommendations at the general meeting in March.

Section 4: Election: Officers shall be elected by the voting members at the April meeting. Nominations from the floor may be made at the March and April meetings. Recommendations of the Nominating Committee shall be deemed nominated.

Section 5: Term of Office: The newly elected officers will assume their duties at the May meeting. The Officers shall serve for a term of one (1) year, or until their successors have been elected; and they may each be re-elected to the same office one (1) additional consecutive term.

Section 6: Vacancies: If a vacancy should occur in the office of the Recording Secretary, Corresponding Secretary or Vice-Chair, the office shall be filled at the next monthly meeting by the majority vote of those members present. If the term of the position to be filled shall be for a period of less than six (6) months the officer shall not be precluded from holding consecutive terms thereafter as stipulated in Section 5 above, Term of Office. 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 Chair, the Vice-Chair shall assume the position of the Chair for the remainder of the term of officer. Notice shall then be sent as prescribed above to fill the position of Vice-Chair.

ARTICLE VI: DUTIES OF THE OFFICERS

Section 1: Chair: The Chair shall:

Preside at all meetings of the Facilities Task Force; sign all FTF membership letters, reports and other FTF communications; be an Ex-officio member of all committees, except the Nominating Committee; perform all duties incident to the Office of the Chair and such other duties as from time to time may be assigned by the Facilities Task Force. The Chair will prepare an agenda at least 7 days in advance for all meetings with the assistance of staff. The Chair shall be a member of and preside over the meetings of the Executive Committee.

Section 2: Vice-Chair The Vice-Chair shall:

Preside at the meetings of the FTF in the absence of the Chair, represent the Chair in assigned duties; and perform such duties as may be assigned to him or her by the Chair. The Vice-Chair shall be a member of the Executive Committee.

Section 3: Recording Secretary: The Recording Secretary shall:

Keep or facilitate the minutes of all meetings including regular meetings, special meetings and Executive Committee meetings. Minutes shall be transcribed in a timely manner. Copies of the minutes shall be provided to all members and to such other persons the FTF may direct. The Recording Secretary shall keep a record of all FTF members, record roll call votes, maintain and be the custodian of all committee reports and correspondence and attendance. Attendance records will be sent to the designated staff in the Facilities Department. The Recording Secretary shall be a member of the Executive Committee.

Section 4: Corresponding Secretary: The Corresponding Secretary, or designee, shall:

Prepare or facilitate all correspondence as necessary; be responsible for all notices duly given in accordance with these by-laws including notices and agendas of all meetings; notify members or officers of the FTF of their termination; and perform all other duties as delegated by the Chairperson or the FTF. The Corresponding Secretary shall be a member of the Executive Committee.

ARTICLE VII: MEETINGS OF THE FACILITIES TASK FORCE

Section 1: Regular Meetings: Regular monthly meetings are held year around unless the FTF revises the meeting schedule. The schedule of meetings for the year will be published in May for the next school year. Notification of all regular meeting places will be included in the minutes. Regular meetings will be scheduled at a time and location convenient for the majority of the stakeholders.

Section 2: Attendance: Attendance of all meetings will be kept for all meetings. The Recording Secretary or a designee will take attendance. Attendance records will be sent to the designated staff in the Facilities Department

Section 3: Minutes: Minutes of all meetings will be recorded by the Recording Secretary or a designee. Approved minutes will be sent to the designated staff in the Facilities Department, kept on file at the District 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).

Section 4: Special Meetings: Special meetings may be called by the Chair or by notice of any seven (7) members in writing to the Chair.

Section 5: Notice of Meetings: Regular meetings shall be scheduled at least one (1) week in advance and duly publicized. Special meetings shall be scheduled at least one (1) week in advance and duly publicized. Members must be advised of a change in the established date, time or location.

Section 6: Open Meetings: All monthly and special meetings of the FTF and of its Standing and Special Committees, as well as the Executive Committee meetings, shall be open to the public under the Florida Sunshine Law; however, nonmembers/guests may not vote on Facilities Task Force issues.

Section 7: Rules: All regular and special meetings of the FTF shall be conducted in accordance with Robert's Rules of Order, Newly Revised, except where there is a conflict with these By-Laws.

Section 8: Quorum: 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. Eleven (11) voting members present at the meeting shall constitute a quorum for the transaction of business.

Section 9: Agenda: Meetings will follow the approved agenda. Each item on the agenda will be discussed to the reasonable satisfaction of the members present.

Section 10: Voting: Voting will be by voice or by roll call as per Roberts Rules, Newly Revised. Official votes will become part of the minutes. Alternatives and proxy votes are not permitted (per Florida Sunshine Law).

ARTICLE VIII: COMMITTEES

A. The Chair shall create such committees as may be required in School Board Policy to promote the objectives of the Facilities Task Force.

Section 1: Standing Committee: The following committees listed below shall be considered permanent standing committees and shall be established each year. The Chair of each committee shall serve on the Executive Committee:

- A. Administrative Committee
- B. Communication Committee

- C. Health and Safety
- D. Maintenance
- E. Indoor Air Quality (IAQ)
- F. Energy & Environmental Design
- G. Such other standing committees as may be established from time to time by the Chairperson or the Facilities Task Force.

Section 2: Fact Finding or Ad Hoc Committees may be established from time to time for limited and defined special purposes.

Section 3: A Nominating Committee shall be established and selected as set forth above in Article V, Section 3.

Section 4: Membership: Unless otherwise determined by the FTF, the Chair shall appoint members to the various Standing and Special Committees. The Chair of each such committee shall be elected by the sub-committee members. The FTF Chair may designate an initial interim Chair of any committee.

Section 5: Term: Each member of a sub-committee shall serve from the time of his or her appointment until the regular meeting date in May each year unless determined otherwise by the FTF or unless the committee shall be sooner abolished or unless such member shall cease to qualify as a member of the FTF.

Section 6: Vacancy: A vacancy in any committee may be filled by an appointment in the same manner as provided in the original appointment.

Section 7: The Chair of the Facilities Task Force and one representative from each of the four District service areas (North, North Central, South, South Central) will meet with the Superintendent quarterly: June, September, December and March. This subcommittee will serve as a liaison between the community and the Superintendent, and will be responsible for representing the FTF's agenda. The representatives to the Task Force Subcommittee must be a member of the FTF and will be appointed by the Chair at the annual election meeting held in April.

ARTICLE IX: THE EXECUTIVE COMMITTEE OF THE FACILITIES TASK FORCE

Section 1: Membership: Composition of the Executive Committee shall include the following:

Officers of FTF:	Chair of Standing Committees
Chair	Administrative Committee
Vice- Chair	Communication Committee
Recording Secretary	Health & Safety Committee
Corresponding Secretary	Maintenance Committee
	Future Committees as Established
	Indoor Air Quality (IAQ)

Section 2: Duties:

A. The Executive Committee shall publish a tentative calendar at the May meeting.

B. The Executive Committee shall perform such other duties as may be delegated by the FTF.

C. The Executive Committee shall not exercise the authority of the FTF unless specifically directed to do so by the FTF.

ARTICLE XI: AMENDMENTS

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

Section 2: These By-Laws may be amended by a two-thirds vote of the voting members present of the FTF. Bylaws will be reviewed every two (2) years or at such time that legislation or School Board action occurs that would require a review.

Section 3: The reviewed By-Laws shall be presented to the membership at a monthly meeting following the completion of the review, and shall be presented for reading and comments by the membership. The amendments shall then be voted on at the following monthly meeting. Any proposed amendments shall require at least a two weeks prior notice of a first reading followed by a second presentation at the next regular meeting, or by 15 days to a following special meeting.

Section 4: The By-Laws Committee shall initial the amended By-Laws. The officers initial the amended By-Laws after adoption. All bylaws and subsequent change(s) shall require School Board approval prior to being implemented by the Facilities Task Force. The amended By-Laws shall become effective immediately upon adoption by the School Board.

Ratified : _____
Date

Amended: 3/2/06
Date