

## **CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

<b>BOARD MEETINGS</b>	<b>2.05</b>
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All official School Board meetings shall be open to the public and all informal meetings and conferences involving School Board members shall be conducted as public meetings unless specifically exempted by Florida Statutes. No official action may be taken by the School Board at any time other than an official meeting.

- I. Regular School Board meetings are generally held twice during each calendar month. The meeting time shall be established at the organizational meeting which is held on the third Tuesday after the first Monday in November. The regular meeting date may be changed by School Board action at any previous meeting, provided that each member is notified by letter or by distribution of the minutes showing a record of the change. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.
  - A. Special meetings shall be held at the time designated by the Superintendent, School Board chairperson, or when called by a majority of the School Board members as specified in written notice.
  - B. Emergency meetings may be held at any time by the Superintendent either upon his/her initiative or upon the School Board chairperson's request. An emergency meeting may be called as quickly as complying with notification procedures; School Board members shall be given a tentative agenda during the notification.
    1. The Superintendent shall prepare and distribute an agenda prior to the emergency meeting.
    2. The agenda, the need for the emergency meeting, and the results of the emergency meeting shall be available to the public within twenty-four (24) hours of said meeting.
    3. Emergency meetings shall be conducted in the same manner as prescribed for regular and special meetings.

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- II. Regular, special, and emergency meetings of the School Board shall be held in the regular Board meeting room, unless changed in the manner prescribed herein. As provided by Florida Statutes, any regular or special meeting may be held at any other appropriate public place within the District by giving prior public notice of at least forty-eight (48) hours. When such a meeting is scheduled or re-scheduled at a location other than the regular meeting place, the Superintendent shall take such action to give public notice as required by Florida Statutes.
- III. All School Board meetings shall be conducted in accordance with *Robert's Rules of Order*, except that no member shall be required to stand to make a motion.
- IV. Any item to be placed on the agenda of a regular School Board meeting shall be submitted, in writing, to the Superintendent's office no later than five o'clock (5:00 p.m.), eight (8) working days prior to the meeting at which consideration is desired. This rule shall not preclude the right of any citizen to address the School Board; however, except for good cause as provided herein, the School Board shall not take action on any substantive proposal until such matter has been formally placed on the School Board agenda. Copies of the agenda for regular meetings shall be made available at least seven (7) days prior to the scheduled meeting date to the public or other parties who have expressed a desire for such copy of the agenda. Copies of the agenda for a special meeting shall be prepared at least forty-eight (48) hours prior to such meeting.
  - A. All agenda items on which action is deferred shall be listed on the next agenda under Unfinished Business unless a time certain is specified.
  - B. The Superintendent shall either answer correspondence sent to the School Board or bring it to the School Board's attention at its next meeting by placing it on the agenda for information or School Board action.
- V. A majority shall constitute a quorum for any School Board meeting. No business shall be transacted unless a quorum is present. There is no meeting for a minority to adjourn. Unless a majority is present, no meeting can be convened.
- VI. The vote shall be unanimous if all members audibly vote "yes" or otherwise indicate an affirmative vote.

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When a split vote occurs, the minutes shall show the vote of each member on the question. Each member who is present shall vote on each decision, ruling, or official act which is taken or adopted by the School Board, unless there is or appears to be a conflict of interest under the provisions of Chapter 112, Florida Statutes. In such cases the member may abstain, but shall file a memorandum pursuant to requirements of Section 112.3143, Florida Statutes.

- VII. The official minutes of the School Board shall be kept as prescribed by Florida Statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available by the Superintendent during the time the office is open to any citizen desiring to examine the minutes.
- A. Only motions, resolutions, and the necessary information related thereto; the name of the person making the motion or submitting the resolution; the name of the person who seconds the motion; and, the vote or action thereon shall be recorded.
- DVD Recordings of School Board meetings will be reproduced in the District Resource Center for private use if a blank DVD is furnished by the requesting party and he/she will be required to pay \$1.00 per DVD.
- B. Any School Board member or Superintendent who wishes any of his/her statements to be recorded may request during the meeting that such become a part of the official minutes.
- C. Any other matter may be made part of the official minutes by direction of the chairperson or by a majority of the School Board.
- D. Lengthy material such as, but not limited to, student assignments may be maintained in record books which are separate from, but supplemental to, the basic record of minutes.
- E. DVD's of Board Meeting will be reproduced in the District's Resource Center.

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- VIII. Public Input at School Board Meetings:
- A. If you wish to address the Board, you will be required to fill out a designated card and submit it to the Board Secretary prior to the meeting. Five (5) minutes will be allotted to each person submitting a card; however the Chairman will have the discretion to extend the time. If more than two (2) cards are submitted for any one (1) subject, then the group will be considered a delegation and, as specified below, no subject shall be allotted more than thirty (30) minutes.
  - B. To keep from having the same topic repeated at every meeting, topics will have a sixty (60) day period before they can be revisited, unless waived by the Board.
  - C. Those wishing to be on the agenda to address the Board on a matter, or as a Delegation, must submit their request with the topic to be addressed to the Superintendent's office thirteen (13) days prior to the next scheduled meeting. No subject shall be allotted more than thirty (30) minutes total time at any Board meeting. Ten (10) minutes shall be allocated to the proponent of the request and ten (10) minutes shall be allocated to an opponent, if any. The remaining ten (10) minutes shall be for questions by the Superintendent and the Board.
- IX. The public shall be informed that it is unlawful to knowingly disrupt or interfere with a School Board meeting and that any such action may result in a misdemeanor offense of the second degree. This includes individuals who advise, counsel, or instruct students or School Board employees on techniques for disrupting a School Board meeting.
- X. Workshops may be scheduled by the School Board as deemed appropriate. No formal action may be taken by the School Board during such workshops.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.  
**LAW(S) IMPLEMENTED:** CHAPTER 112, 120.525, 120.53, 286.0105,  
286.011, 286.0111, 286.012, 447.605,  
877.13, 1001.32, 1001.37, 1001.372(1)(2)(3)(4),  
01.42, 1001.43, 1006.145, F.S.  
**HISTORY:** ADOPTED: June 16, 1997  
**REVISION DATE(S)** 02-08-82; 06-25-84; 09-14-87; 10-10-05; 01-16-07; 11-06-07  
FORMERLY: 1.05