

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD MEETINGS

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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.

- (1) Regular School Board meetings shall be established at the organizational meeting which is held 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.
 - (i) The Superintendent shall prepare and distribute an agenda prior to the emergency meeting.
 - (ii) 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.
 - (iii) Emergency meetings shall be conducted in the same manner as prescribed for regular and special meetings.
- (2) 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.

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- (3) All School Board meetings shall be conducted in accordance with *Robert's Rules of Order*.
- (4) 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 noon seven (7) 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. Board members shall have any item added to the agenda upon their request.
 - (a) In order to present any matter to the board at any meeting, the person or group of persons desiring to make such presentation shall file with the Superintendent, at least seven (7) working days before the meeting, a written request to that effect, containing the information listed below:
 - (i) Name and address of the person making the request, and a designation readily identifying the organization or group, if any represented by him;
 - (ii) Descriptive summary of the matter and information to be presented, together with a copy of any material to be handed out at the meeting. Any such information or material that might be seriously derogatory of, or detrimental to, any person, shall be included in the form of an affidavit, with copies sufficient in number so that one copy may, and it shall, be sent at once to each such person;
 - (iii) An estimate of the time necessary for such presentation and discussion and action thereon; and
 - (iv) A description of the specific action desired by the Board.
 - (b) Upon receipt of such request, the Superintendent shall reply either in writing or otherwise, scheduling, if he/she grants the request, the matter for consideration by the Board at the earliest regular meeting practicable in view of time probably to be consumed. Questions as

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to denials of such request shall be resolved by the Chairman of the Board after conference with the Superintendent. A copy of each request granted or denied, with the action taken thereon, shall be furnished by the Superintendent to each board member in time for study before the next meeting of the Board. The subject matter of each such request shall be investigated and considered by the Superintendent, who shall furnish to each Board member a written report of his findings and recommendations thereon, in time for study before the meeting at which the presentation is to be made.

- (c) Members of the public shall have an opportunity to address the School Board at a public meeting regarding any proposition before the Board. The Chairman may give permission for any person who has not made a written request to the board to be heard with the understanding that immediate decision is the prerogative of the Board. If the Chairman grants permission for an individual to address the Board without adhering to provisions of this rule, the individual must provide his/her name, the agency, group or organization(s) he/she represents and the item to be spoken to.
 - (d) At any School Board meeting, unless otherwise ordered by majority consent of the Board members present, the maximum amount of time allowed for presentation of, and discussion on, the subject matter of any such request shall be thirty minutes, distributed as follows: ten minutes to the maker of the request; ten minutes to any opponent of the proposition of such maker and ten minutes for questions and discussion by the Superintendent and the Board.
 - (e) Insofar as consistent with controlling law or rule, the application of this rule shall include, without being limited to, the disposition by the Board of petitions for declaratory statements to the applicability of any statutory provision or of any rule or order of the Board; but shall be subordinate to any applicable provisions of these rules relating to any specific type of proceeding.
- (5) 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.
 - (6) 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 Florida Statutes. In such cases the member may abstain, but shall file a memorandum pursuant to requirements of Florida Statutes.

- (7) 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.
 - (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 chairman 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.
- (8) 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.
- (9) Workshops may be scheduled by the School Board as deemed appropriate. No formal action may be taken by the School Board during such workshops.

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STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

CHAPTER 112; 120.525; 120.53;
286.0105; 286.011; 286.0111; 286.0113;
286.0114; 286.012; 447.605; 877.13; 1001.32;
1001.37; 1001.371; 1001.372(1)(2)(3)(4); 1001.41;
1001.42; 1001.43; 1006.145, F.S.

HISTORY:

ADOPTED:
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