

**BOARD MEETINGS**

**2.22\***

All official School Board meetings shall be open to the public and 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. The schedule for regular School Board meetings for the succeeding calendar year shall be established at the organizational meeting which is held in November. A regular meeting date may be changed by School Board action at any previous meeting, provided that each member is notified. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.
  - A. Special meetings shall be held when called by the Superintendent, School Board chair, or by a majority of the School Board members pursuant to the procedure set forth in Florida Statutes.
  - 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 allowed by law; School Board members shall be given a tentative agenda as part of the notification process.
    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 after said meeting.
    3. Emergency meetings shall be conducted in the same manner as prescribed for regular and special meetings.
- 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.

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- III. All School Board meetings shall be conducted in general accordance with Robert's Rules of Order. Robert's Rules can be suspended as to a particular item action provided such suspension does not conflict with the law.
- 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. Once the agenda has been published, additions shall be made only for good cause as determined by the chair or a majority of the School Board, which shall be stated in the minutes. All agenda items on which action is deferred shall be treated as continued to the next meeting and listed on the next agenda under Unfinished Business unless otherwise specified.
- V. Members of the public shall be given a reasonable opportunity to be heard before the School Board takes action on a matter. This requirement does not apply to (a) emergency situations affecting the public health, welfare, or safety, if compliance with this requirement would cause an unreasonable delay in the ability of the School Board to act; (b) an official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations; (c) a meeting exempt from Section 286.011; or (d) a meeting in which the School Board is acting in a quasi-judicial capacity.
  - A. Forms will be available for individuals to inform the Board of their desire to be heard. All speakers must register their intention to participate in the public portion of the meeting upon their arrival at the meeting by completing a speaker's form. If attendees choose to do so, they can indicate their support, opposition, or neutrality on an item and their designation of a representative to speak for them or their group on an item in the comments section of the form. The signup period for all public comments, both agenda and non-agenda, will close at the start of the Board meeting. Attendees shall only be afforded one opportunity to speak on any given item unless otherwise requested by the Chair.
  - B. Rather than all members of groups or factions for or against a proposition addressing the Board at meetings in which a large number of individuals wish to be heard, the Board may request or require representatives of such groups or factions to address the proposition in their representative capacity.

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- C. Time Allocation.
1. All speakers shall have two (2) minutes to address the Board.
  2. Public comment is normally limited to one (1) hour per meeting.
  3. Comments on Agenda items will be heard prior to the Board vote.
  4. All remaining non-agenda speakers will speak after the Board concludes its business agenda. A brief recess may be taken by the Chair to allow those wishing to leave the meeting to do so without disrupting the remaining non-agenda speakers. No additional business will occur, other than the adjournment of the meeting, the time of which will be noted in the minutes.
  5. Speakers will be recognized in the order in which the requests were received. All speaker cards must be received by the beginning of the Board meeting. Speakers may bring collateral materials of their presentation to be distributed to the Board by the Board Clerk after the Board Meeting.
  6. The time period for public comment may be extended by a vote of the Board.
- D. The Chair of each Board meeting at which public participation is permitted shall administer these rules as follows:
1. Public participation shall be permitted as indicated on the order of business and before the Board takes action on any item under consideration.
  2. Participants must be recognized by the Chair and will be requested to preface their comments by announcing their names, addresses and group affiliation, if any.
  3. All statements shall be directed to the Chair. Staff members are not expected to answer questions from a speaker or the audience unless called upon by the Chair or the Superintendent. There will be no response to or rebuttal of a speaker by any Board member during public comment.

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4. Tape or video recordings by media are permitted under the following conditions:
  - a) No obstructions are created between the Board and the audience.
  - b) No interviews are conducted in the Board room while the Board is in session.
  - c) No commentary, adjustment of equipment, or positioning of operators occurs that would distract either the Board or members of the audience while the Board is in session.
5. School students are often present at Board meetings. Clothing must be in accordance with appropriate decorum.
6. The Chair may:
  - a) Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, threatening, defamatory, obscene, or irrelevant;
  - b) If a speaker is called during the agenda public comment time, but their comment is not in regard to an agenda item, the Chair may interrupt their comment and move them to the non-agenda portion of the meeting;
  - c) Request any individual to leave the meeting when that person does not comply with these rules or observe reasonable decorum and has been warned by the Board Chair or a police officer;
  - d) Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  - e) Call for a recess or an adjournment to another time when the lack of decorum interferes with the orderly conduct of the meeting so as to warrant such action; and,

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- f) In order that all meeting participants can hear the proceedings, no speaker or audience member in the Board Chamber may stand, clap, speak without being recognized by the Chair or in any way disrupt the meeting. Such speaker or audience member will be subject to removal from the Board room after warning.
  - E. The allocated amount of time for public comment is deemed by the Board to be reasonable, however, should a situation arise that the Board believes additional modifications to the public comment times need to be made, the Board may make adjustments by a majority vote of the Board.
  - F. No Board action shall be taken on requests made during public discussion unless the Board declares the matter to be an emergency in accordance with current law. Any other requests that the Board chooses to take action on shall be placed on an agenda for a subsequent meeting.
- VI. A majority shall constitute a quorum for any School Board meeting. No business shall be transacted unless a quorum is present. Unless a majority is present, no meeting can be convened. If a quorum is physically present, a School Board member may participate through the use of technology.
- VII. The vote shall be unanimous if all members audibly vote “yes” or otherwise indicate an affirmative vote. 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.
- VIII. 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 School Board Clerk (assistant) 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.

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- 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 Chair 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.
- 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. Participation by citizens in a workshop requires prior invitation of the Superintendent or Chair.

**STATUTORY AUTHORITY:** 1001.41, 1001.43(10), F.S.

**LAW(S) 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, 1001.372, 1001.41, 1001.42, 1001.43, 1006.145, F.S.

**HISTORY:** **ADOPTED: 08/21/01**  
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**FORMERLY: 1.101, 1.102, 1.206, 1.207**

**NOTES:**