

MEETINGS

0161 Parliamentary Authority

The parliamentary authority governing the Board shall be the most recent edition of Robert's Rules of Order, Newly Revised, except as otherwise provided by special Board rules and regulations and/or statutes. The school Board attorney shall serve as parliamentarian at all Board meetings.

0162 Quorum

Three (3) members present at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum.

F.S. 1001.372(4) ~~1001.37(4)~~

0163 Presiding Officer

The Chairman shall preside at all meetings of the Board. In the absence, disability, or disqualification of the Chairman, the Vice-Chairman shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

0164 Notice of Meetings

A schedule of the time and place of all regular meetings shall be published as required by law.

Notice of special meetings shall be made in a newspaper or newspapers of general circulation in the county sufficiently in advance of the meeting to allow the public to attend. Such notice shall contain the date, time, place, and purpose of the meeting.

0165 Meetings

The Board shall hold at least one (1) regular meeting each month and may call special meetings as needed. The sessions will be held in any appropriate public place in the county, provided due public notice is given.

F.S. 1001.372

In accordance with law, all meetings at which official acts are to be taken are declared to be ~~open~~ public meetings, and no resolution, rule, policy, regulation, or formal action shall be considered binding except as taken or made at such a meeting. All meetings of the Board shall be open to the public, except as provided by law F.S. 447, and the order of business of any regular meetings shall include an opportunity for the public to address the Board, as provided in Bylaw 0169.1, below.

0165.1 Order of Business

The Superintendent shall establish the agenda for Board meetings in consultation with the Board Chairman. Individual members of the Board may place items for discussion on an agenda by advising the Superintendent of their desire to do so. A motion to rescind or to amend action previously taken shall be timely placed on the agenda, since either motion may be considered a "proposition." The Superintendent shall establish reasonable procedures and deadlines for the receipt of requests to place items of business on the agenda and requests to make a presentation in the public discussion period. The agenda and all descriptive materials for Board meetings, hearings, and workshops shall be prepared in time to ensure that a copy of the agenda may be received at least seven (7) days before the event for the cost of the copy. After the agenda has been made available, change shall be only for good cause, as determined by the person designated to preside, and stated in the record.

- A. The agenda of the regular monthly meeting or the monthly special meeting shall be accompanied by descriptive materials from the Superintendent of information relating to the District with such recommendations as s/he shall make. All primary descriptive materials associated with an actionable item must be provided to the Board and published on the District website for public view at least seven (7) days prior to Board action. This rule may be overturned in an emergency by a majority vote of the Board members present.
- B. The agenda and descriptive materials for each regular monthly meeting or the monthly special meeting shall be mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. The agenda and all materials will be mailed no later than seven (7) days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member. The agenda and all descriptive materials for a called additional meeting of the Board shall be delivered at least twenty-four (24) hours before

the meeting, consistent with provisions calling for additional meetings.

- C. The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered and items added at any meeting by a majority vote of the members present.
- D. Additional items and all descriptive materials for the following issues are exempted from the seven (7) day rule: grants, employment actions of instructional, support and administrative staff, year-end financial reports, and expulsions.
- E. All contracts for goods and services, excluding labor contracts, are not descriptive materials for the purpose of this policy. These materials are available upon request.
- F. Consent Agenda

The Board shall use a consent agenda to keep routine matters within a reasonable time frame.

A member of the Board may request any item be removed from the consent ~~resolution~~ agenda and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a nonaction item or be deferred for further study and discussion at a subsequent Board meeting if the Superintendent or any Board member thinks the item requires further discussion.

- G. The agenda for special meetings called by the Superintendent, or by the Superintendent on request of the Board Chairman, or on the request of a majority of the Board members, shall be prepared upon the calling of the meeting but not less than forty-eight (48) hours prior to such a meeting. The order of business at special meetings of the Board shall be established by the Board.

0165.2 Regular Meetings

Regular meetings of the Board shall be public and held at least once each month except as shall be authorized by the Board.

In accordance with law, regular meetings shall be held at the time fixed at the annual organizational meeting. Such notification shall be made immediately after the annual organization meeting at which the Board fixes regular meeting dates and times. Should the date of a regular meeting fall on a holiday, the Board may change the meeting date at any prior meeting. Every Board member shall be notified of the change by letter or by distribution of the Board minutes which carry a record of the change. The Superintendent shall be responsible for public notice of changed meetings.

0165.3 Special Meetings

- A. Special meetings shall be called by the Chairman, or the Superintendent or by three (3) members of the Board by serving a written notice of the time, place, and purpose of such meeting upon each Board member at least two (2) days in advance of the meeting.
- B. The agenda as presented shall be followed unless altered by the presiding officer or a majority of those present and voting.

0165.4 Recess

The Board may at any time recess or adjourn to a an adjourned meeting at a specified date and place. If a recess is provided for in the agenda, the Chair, when the time arrives, announces the fact and says the assembly stands in recess, to the specified hour. When the Board meets at the time that the recess is to conclude, the Chair calls the assembly to order and the business proceeds as a continuation of the previous session. ~~When the Board meets at the time to which it adjourned, the meeting is a continuation of the previous session.~~ (Reference: Roberts' Rules of Order, Newly Revised) ~~The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon.~~

0166 Executive Session

The Board reserves the right to meet privately in executive session for those issues authorized by law.

0166.1 Work Session

Work session may be called by the Chairman of the Board, the Superintendent, or a majority of Board members solely for the purpose of exploring matters which constitute the business of the school system. Each Board member shall be formally notified of such work session through the office of the Superintendent sufficiently in advance of the session to enable all members to attend. Notification shall include the general subject areas for discussion.

- A. The Superintendent, acting as secretary, shall cause the taking of ~~take~~ minutes of all matters discussed during work sessions to be read and approved at the next regular or special meeting.
- B. Work sessions are solely for the purpose of communicating information and general discussion. The Board shall take no formal action in a work session ~~nor shall they agree to any decisions with respect to issues which may be brought forward at a regular or special Board meeting.~~

F.S. 1001.41

0167 Voting

All motions shall require for adoption a majority vote of those present and voting, except as provided by statute, these bylaws, or parliamentary authority. Upon the demand of any member of the Board, the vote shall be recorded by roll call.

Abstentions shall only be permitted as authorized by law.

All actions requiring a vote can be conducted by voice vote, a vote taken electronically, or show of hands, unless a roll-call vote is requested or required. Each vote and abstention shall be recorded. Proxy voting is prohibited.

Pursuant to State law, no Board member shall vote in an official capacity upon any measure which would inure to his/her special private gain or loss; which s/he knows would inure to the special private gain or loss of any principal by whom s/he is retained or to the parent organization or subsidiary of a corporate principal by which s/he is retained, other than an agency as defined in F.S. 112.312(2); or which s/he knows would inure to the special private gain or loss of a relative or business associate of the Board

member. Such Board member shall, prior to the vote being taken, publicly state to the assembly the nature of the Board member's interest in the matter from which s/he is abstaining from voting. Such Board member shall make every reasonable effort to disclose the nature of his/her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for the State public officer to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than fifteen (15) days after the vote.

F.S. 112.3143, 286.012

0167.1 Use of Electronic Mail

Under no circumstances shall Board members use E-mail to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

There should be no expectation of privacy for any messages sent by E-mail. Messages that have been deleted may still be accessible on the hard drive, if the space has not been occupied by other messages. Messages, deleted or otherwise, may be subject to disclosure under the Public Records Act, unless an exemption would apply.

Further, the Board prohibits adults from knowingly distributing to minors any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format through e-mail sent, or caused to be sent, to or through the District's network. An adult who knowingly distributes any such material to a minor through e-mail sent, or caused to be sent, to or through the District's network also commits a felony under State law.

F.S. 847.012

0168 Minutes

The Superintendent shall act as secretary and shall cause to be kept reasonably comprehensive minutes of all its meetings showing the time and place, the members present, the subjects considered, a summary of the deliberations sufficient enough for the public to understand the basis for the Board's actions, the actions taken, the vote of each member on roll-call votes, and any other information required to be shown in the minutes by law, which shall be available to the public.

The minutes of Board meetings shall be considered at the next regular meeting where they shall be read ~~(unless waived by law)~~, corrected, if necessary, and approved. The approved minutes shall be signed by the Superintendent and the Chairman.

Tape recordings shall be made of each open meeting of the Board as an administrative aid and shall be preserved as public documents of the Board as required by State statute. The tape recordings shall also be referred to in the written minutes.

The approved minutes shall be filed in the Board office in a prescribed minute book as a permanent record of official Board proceedings.

F.S. 1001.42

0169.1 Public Participation at Board Meetings

The Board recognizes the value to school governance of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

Members of the public shall be given a reasonable opportunity to be heard on a proposition before the Board.

For purposes of the policy, a proposition is an item before the Board for a vote, and includes, but is not necessarily limited to, all items on the agenda noted as unfinished business, consent, and nonconsent. A proposition may also include a vote on a motion to rescind or to amend action previously taken, but does not generally include items on the special order agenda. A proposition does not include items wherever found on the agenda upon which the Board votes in its quasi-judicial capacity.

The opportunity to be heard need not occur at the same meeting at which the Board takes official action on the proposition if the opportunity occurs at a meeting that is during the decision-making process and is within reasonable proximity in time before the meeting at which the Board takes the official action. This policy does not prohibit the Board from maintaining orderly conduct or proper decorum in a public meeting.

The opportunity to be heard is subject to policies adopted by the Board as follows:

- A. Guidelines regarding the amount of time an individual has to address the Board.

1. Each statement made by a member of the public shall be limited to three (3) minutes duration. Persons will be recognized in the order in which the requests were received.
2. The time period may be extended by the presiding officer.

B. Procedures for allowing representatives of groups or factions on a proposition to address the Board:

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 require ~~encourages~~ representatives of such groups or factions to address the proposition in their representative capacity.

C. Procedures or forms for an individual to use in order to inform the Board of a desire to be heard:

Attendees 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 at the entry of the meeting hall indicating his/her support, opposition, or neutrality on a proposition; and indicating his/her designation of a representative to speak for him/her or his/her group on a proposition if required by the Board ~~s/he so chooses~~.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business and before the Board takes official position on any action item under consideration.
- B. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation,

if and when appropriate.

- D. Each statement made by a participant shall be limited to three (3) minutes duration, unless extended by the presiding officer. Persons will be recognized in the order in which the requests were received.
- E. All statements shall be directed to the presiding officer; no person may address or question Board members individually. Staff members shall not be expected to answer questions from the audience unless called upon by the Board Chairman or the Superintendent.
- F. Tape or video recordings are permitted under the following conditions:
 - 1. No obstructions are created between the Board and the audience.
 - 2. No interviews are conducted in the meeting room while the Board is in session.
 - 3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.
- G. The presiding officer may:
 - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - 3. 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;
 - 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, unless extended by a vote of the Board, except that all speakers who signed

up to speak and who were outside of the thirty (30) minutes time limit may address the Board at the end of the meeting. In addition, up to thirty (30) minutes of public discussion shall be allowed for each agenda action item.

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.

The requirement for public comment on action items does not apply to:

- A. An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the 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 that is exempt from F.S. 286.011 (the Public Meetings Law);
- D. A meeting at which the Board is sitting in its quasi-judicial capacity.

These exceptions do not affect the right of a person to be heard as otherwise required by law or Board policy.

F.S. 286.011, 286.0114.