

## CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### BOARD MEETINGS

2.05

- (1) All 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 during a regular, special, or emergency meeting
- (2) The School Board shall hold one regular School Board Meeting each month. The dates for regular School Board meetings shall be established at the organizational meeting which is held in November following the general election. The regular meeting date may be changed by School Board action at any prior 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.
- (3) Special meetings shall be called by the Superintendent, the School Board chair, or a majority of the School Board members as provided by Florida Statute.
- (4) Emergency meetings shall be called by the Superintendent or the School Board chair when there is an immediate danger to the public health, safety, or welfare that requires immediate action by the School Board. An emergency meeting may be called as soon as Board Members and the Media can be notified of the date and time for the meeting. When feasible, additional notification shall be posted on the District website and shall be provided to those on the Community Contact List.
  - (a) The Superintendent shall prepare and distribute to the Board Members and the Media an agenda prior to the emergency meeting. The agenda shall include the specific facts and reasons for finding an immediate danger to the public health, safety, or welfare.
  - (b) The minutes of the emergency meeting shall be available to the public within twenty-four (24) hours of the meeting.
  - (c) Emergency meetings shall be conducted in the same manner as prescribed for regular and special meetings.

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- (5) Workshops may be scheduled by the School Board as deemed appropriate. No formal action may be taken by the School Board during such workshops.
- (6) Regular, special, emergency and workshop 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 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.
- (7) *Robert's Rules of Order* shall be the final authority on all issues of parliamentary procedure.
- (8) The Superintendent shall prepare the agenda for all meetings of the School Board. Copies of the agenda for regular and special meetings shall be provided School Board Members at least seven (7) days prior to the scheduled meeting date and shall be made available to the public or other parties who have expressed a desire for the agenda.
- (9) A majority shall constitute a quorum for any School Board meeting. No business shall be transacted unless a quorum is present.
- (10) Board Members shall vote by voice vote. The vote shall be unanimous unless one or more School Board Members audibly votes "no" or otherwise indicate a negative vote. When a split vote occurs, the minutes shall show the vote of each member on the question. Any member may request a roll call vote.

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.

- (11) The official minutes of the School Board shall be kept as prescribed by Florida Statutes. As public records, they are available to the public for inspection or copying subject to the reasonable restrictions imposed by law. The minutes shall be kept in a safe place by the Superintendent and shall be made available by the Superintendent.

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- (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 the Superintendent may request that his/her own statements 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 minutes of the Board.
- (12) The public has a right to address the School Board at any Regular, Special, or Emergency Meeting prior to the Board taking final action on a matter. The School Board may adopt a procedure for public comment including imposing a reasonable time restriction on the length of an individual's comments to the Board, but in no case may those comments be limited to less than three (3) minutes unless a longer period is allowed by law. The public may also address the School Board at a workshop meeting.
- (13) 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.

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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; 286.012; 447.605;  
877.13; 1001.32; 1001.37; 1001.372(1)(2)(3)(4);  
1001.41; 1001.42; 1001.43; 1006.145, F.S.

**HISTORY:**

ADOPTED:  
REVISION DATE(S): 01/11/05  
FORMERLY: BD