

SCHOOL BOARD MEETINGS

FILE: BE

TITLE: Board Meetings

POLICY:

- (1) Time of Meetings - The regular meeting of the school board shall be held at the time adopted by the school board at its annual organizational meeting. The regular meeting date may be changed by action of the school board 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 chair or when called by a majority of the school board members as specified in written notice.
 - (b) All official meetings of the school board shall be open to the public, except when meetings may or must be closed in accordance with the law, and any other meeting or conference shall be conducted as public meetings. Any citizen shall be given an opportunity to address the school board during its meetings in accordance with the board's agenda policy.
- (2) Place of Meetings - All regular and special meetings of the school board shall be in the school board's Educational Leadership Center except when the school board determines that the public interest is better served by holding the meeting elsewhere. When such a determination is made, the meeting shall be held at some other appropriate public place within the district as determined by the school board provided that due prior public notice of at least 48 hours is given. When a school board meeting is to be held at any place other than the Educational Leadership Center, the superintendent shall take such action to give due public notice as required by Florida Statutes.
- (3) Rules of Order - All school board meetings shall be conducted in accordance with Robert's Rules of Order, Revised.
- (4) Copies of the agenda for regular meetings shall be made available at least seven 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 48 hours prior to such meeting.
- (5) The superintendent in cooperation with the chair shall prepare the proposed agenda listing seven days before a regularly scheduled meeting of the school board. This agenda listing shall be distributed to each school board member. An extended agenda including proposed resolutions for school board adoption shall be delivered, with supporting information, to board members so that they will have these materials at least 72 hours prior to the meeting. Special called meetings may be exempt from this requirement.
- (6) Quorum - A majority shall constitute a quorum for any school board meeting. No business shall be transacted unless a quorum is present except a minority may adjourn the meeting until a quorum is present.

- (7) Voting Interpretation - 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 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.
- (8) Tie Votes - Unless otherwise provided by law, in the event of a tie vote of the district school board chair and district school board members acting in any capacity, the side on which the district school board chair voted shall be deemed to prevail. For purposes of any vote of the district school chair and district school board members acting in any capacity, action taken pursuant to that side of a tie vote on which the district school board chair voted satisfies the requirement that action taken by a "majority" vote or a "simple majority" vote,
- (9) Minutes - 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 thereof shall be recorded.
 - (b) School board members or the superintendent desiring any of their statements to be recorded may request 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.
- (10) Conduct at Meeting - 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.

LAWS IMPLEMENTED:

Chapter 112; Sections 120.53; 1001.365; 1001.372(1); 1001.372(2) 1001.372(3); 1004.372(4); 1001.41;1001.42; 286.0105; 286.011; 286.0111; 286.012; 447.605; 877.13, Florida Statutes

ADOPTED: 12/14/2010