

6Hx19-1.04 MEETINGS OF THE DISTRICT BOARD OF TRUSTEES

This Policy establishes the requirements for meetings and the procedures of those meetings.

Meetings

Regular meetings of the District Board of Trustees (DBoT) shall follow a regular schedule adopted by the DBoT at its Annual Organizational Meeting. Special meetings of the DBoT may be called by the Chair, by the President when requested by a majority of the DBoT, or by a majority of the DBoT itself. The Chair, in consultation with the President, may convene a workshop for the discussion of, and action on, items of special concern. The Chair may call an emergency meeting when there is a need for immediate action of the DBoT to address issues involving an imminent threat to safety. The Vice Chair or President, after consultation with the Chair, or in the absence of the Chair, may also call an emergency meeting.

Actions at special meetings, workshops, and emergency meetings have the same force and effect as actions at regular meetings. Rules adopted at an emergency meeting, are governed by Florida Statutes Section 120.54(4) and DBoT Rule 6Hx19-1.08, *Rules of the District Board of Trustees*.

Notice of meetings and workshops shall follow the requirements of Florida law, and meetings shall be open to the public. A majority of the DBoT membership shall constitute a quorum.

The most recent edition of Robert's Rules of Order Newly Revised shall govern the proceedings at the meetings of the DBoT, with the exception that the Chair must vote on any matter unless prohibited by law.

Meeting Agenda

The President, in consultation with the Chair of the DBoT, shall prepare an official agenda of business to be conducted at meetings. Items may be presented to the President by College employees for inclusion on the agenda in accordance with the standard procedures. After the agenda is published, in accordance with public meeting notice requirements, changes shall be made for good cause, stated on the record by the presiding Chair. The agenda shall provide a public comment period for the public to speak regarding an agenda item. The Chair may limit the time of the public testimony. The official agenda of business shall contain the following major topic headings:

1. General Functions
2. Personnel
3. Academic Affairs
4. Facilities
5. Financial Services
6. Student Affairs and Enrollment Management

7. Institutional Advancement/Community Relations
8. Schedule of Meetings
9. Informational Items
10. Public Comment
11. Adjournment

The DBoT may, at the discretion of the Chair, add additional agenda topics. Items will ordinarily be considered in the order in which they appear on the agenda; however, items may be considered in any order as deemed appropriate by the Chair.

Public Comment

Each DBoT agenda shall have a section for the hearing of citizens and petitions.

The DBoT shall establish parameters for individuals who desire to make comments on agenda items during a DBoT meeting that is open to the public. The DBoT Chair or the DBoT presiding officer of the meeting shall determine the time period during the meeting for public comments.

Each person who desires to make comments on a DBoT agenda item must complete a comment request form and submit it to the College President prior to the start of the DBoT meeting. At the discretion of the DBoT Chair, persons within the same group with a similar stance on an Agenda item may be required to select a spokesperson to make comments on behalf of the group.

People seeking to challenge any action of the DBoT are required to comply, in all respects, with Florida Statutes Chapter 120 and Section 286.0105.

Rule Initially Adopted: 2/1/73

Revision Dates: 10/7/75; 11/19/79; 5/20/85; 9/16/97; 11/16/04; 1/20/09; 1/20/26

Legal Authority:

General Authority: Ch. 120, FS; Sections 1001.63; 1001.64; and 1001.65, FS

Other References:

Law Implemented: 1001.63; 1001.64(1)(2)(4); 1001.65(1)(16)(24)