

6Gx53-1.004 MEETINGS:

One regular meeting and one special meeting are held each month by the School Board on a day and at a time determined annually at the Board's re-organization meeting.

I. Special Meetings: Additional special meetings may be called by the Superintendent on request of the Board Chair, or on request of majority of the members of the Board.

II. Location: All regular and special meetings of the School Board shall be held in the School Board meeting room of the School Administration Building; or upon the giving of due public notice, meetings of the board may be held at any appropriate public place in the county.

III. Minutes: The Superintendent shall keep minutes of all official actions and proceedings of the Board.

IV. Conduct: Meetings of the Board will be conducted as nearly as possible according to Robert's Rules of Order Revised, and the Administrative Procedures Act. It shall be the policy of this Board that its Board Chair may express his or her vote on any issue and must do so in case of tie votes.

V. Quorum: A quorum shall consist of at least four members in attendance or the meetings shall be cancelled.

VI. Agenda: An agenda shall be prepared by the Superintendent in time to insure that a copy of the agenda may be received at least seven days before the meeting. The agenda shall contain the items to be considered, in the order of presentation. 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.

VII. Public Hearings: Guidelines for speakers at public hearings:

A. Registered Speakers: Only registered speakers will be called on to speak during the time period for subject under discussion.

B. Order: Speakers who have called or sent requests to the Superintendent of Schools shall be called on to speak first.

Speakers who have registered at the door shall be called on second.

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C. Timekeeper: Each speaker shall be given 3 minutes in which to make his or her presentation. A timekeeper who will be seated to the right of the speaker's stand shall regulate this time. The timekeeper shall advise the speaker when 30 seconds remain and when the 3- minute time period expires.

D. Waiver: The Board Chair shall have the right to waive the above guidelines so that each possible position may be heard and each subject may be addressed, both pro and con.

Statutory Authority: Florida Statutes 1001.32, 1001.41, 1001.42, and 1001.43

Laws Implemented: Florida Statutes 1001.372(1), 1001.372(2), 1001.37(4)

Adopted: July 26, 1972

Readopted: April 28, 1987

Amended:

December 18, 1974

April 23, 1980

June 25, 1985

April 22, 2003