

RULES FOR THE SCHEDULING OF MEETINGS AND ESTABLISHMENT AND DISPOSITION OF AGENDAS

AUTHORITY: F. S. 1001.41
F. S. 120.53 (1) (A); F.S. 119.07
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SCHEDULING OF MEETINGS

1. ALL OFFICIAL ACTION BY THE SCHOOL BOARD SHALL BE TAKEN ONLY AT REGULAR OR SPECIAL MEETINGS OF THE SCHOOL BOARD.
2. THE SCHOOL BOARD SHALL HOLD NOT LESS THAN ONE (1) REGULAR MEETING EACH MONTH FOR THE TRANSACTION OF BUSINESS ACCORDING TO A SCHEDULE ARRANGED BY THE SCHOOL BOARD, AND SHALL BE OPEN TO THE PUBLIC.
3. SPECIAL MEETINGS MAY BE HELD BY THE BOARD WHEN CALLED BY THE SUPERINTENDENT, OR BY THE SUPERINTENDENT ON REQUEST OF THE CHAIR OF THE SCHOOL BOARD, OR BY REQUEST OF A MAJORITY OF THE SCHOOL BOARD.
4. BOARD WORKSHOPS AND RETREATS MAY BE HELD, AND THE TIME AND PLACE SHALL BE PUBLICIZED AND OPEN TO THE PUBLIC.
5. ALL REGULAR AND SPECIAL BOARD MEETINGS SHALL BE HELD AT THE SCHOOL BOARD OFFICE, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA, EXCEPT THAT UPON GIVING DUE PUBLIC NOTICE, REGULAR OR SPECIAL MEETINGS OF THE SCHOOL BOARD MAY BE HELD AT ANY APPROPRIATE PUBLIC PLACE IN THE COUNTY.

AGENDAS

6. BOARD MEETING AGENDA SHALL BE RELEASED AT LEAST SEVEN (7) DAYS IN ADVANCE OF EACH REGULAR BOARD MEETING. THE AGENDA FOR A SPECIAL MEETING OF THE BOARD UNDER AUTHORITY F. S. 1001.372 SHALL BE RELEASED UPON THE CALLING OF THE MEETING BUT NOT LESS THAN 48 HOURS PRIOR TO SUCH MEETING.
7. BOARD AGENDA SHALL BE PREPARED WITH AN ITEMIZED LIST TO BE CONSIDERED IN ORDER OF PRESENTATION, AND AFTER ITS DISTRIBUTION, NO CHANGES, DELETIONS, OR ADDITIONS SHALL BE MADE EXCEPT FOR GOOD CAUSE AS DETERMINED BY THE PRESIDING OFFICER OF THE BOARD AND STATED IN THE RECORD. EXCEPT FOR ADDED SPEAKERS, ALL ITEMS ADDED TO AN AGENDA FOR GOOD CAUSE SHALL BE CONSIDERED AS PART OF THE OPEN AGENDA.
8. THE CHAIR SHALL CONTINUE TO USE THE PROCEDURE "CONSENT AGENDA." ALL ITEMS WITH A FINANCIAL IMPACT WILL BE CONSIDERED IN AN OPEN AGENDA. ALL ITEMS FOR REDUCTION OF RETAINAGE AND FOR RECEIPT OF AUDITS SHALL BE PLACED ON THE OPEN AGENDA. CONSENT AGENDA ITEMS WILL BE NOTED BY A SINGLE LETTER, AND OPEN AGENDA ITEMS WILL BE NOTED BY DOUBLE LETTERS. OPEN AGENDA ITEMS WILL BE ORGANIZED TOGETHER.
9. ANY ITEM, WHICH IS DEFERRED BY A MAJORITY VOTE, SHALL BE PLACED UPON THE AGENDA OF THE NEXT REGULAR OR SPECIAL BOARD MEETING, UNLESS A SPECIFIC DATE WAS DESIGNATED IN THE MOTION TO DEFER.
10. A MOTION FOR RECONSIDERATION CAN BE MADE ON AN AGENDA ITEM WHICH HAS BEEN BROUGHT BEFORE THE BOARD DURING THAT SAME MEETING ONLY BY A BOARD MEMBER WHO WAS ON THE PREVAILING SIDE.

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11. A ROLL CALL VOTE WILL BE MADE AT ANY TIME UPON REQUEST OF ANY MEMBER OF THE BOARD. THE CALL OF THE ROLL SHALL BE MADE BY THE SUPERVISOR OF OFFICIAL SCHOOL BOARD RECORDS OR HIS/HER DESIGNEE, AND SAID ROLL CALL WILL COMMENCE ALPHABETICALLY. THE CHAIR OF THE BOARD SHALL, AT THE REQUEST OF A BOARD MEMBER, ROTATE ALPHABETICALLY THE ORDER OF THE ROLL CALL VOTE.

PUBLIC PARTICIPATION

12. PUBLIC SPEAKERS: THE BOARD SHALL DEVOTE THIRTY (30) MINUTES, UNLESS EXTENDED BY THE BOARD CHAIR, AT THE ADVERTISED TIME DURING EACH REGULAR MEETING FOR PUBLIC SPEAKERS TO ADDRESS TOPICS PERTAINING TO THE SCHOOL DISTRICT. PERSONS DESIRING TO MAKE A PRESENTATION AS A PUBLIC SPEAKER SHALL CONTACT THE SUPERINTENDENT'S OFFICE AT LEAST FIVE (5) DAYS PRIOR TO THE BOARD MEETING. THIS WILL ENABLE THE SCHOOL DISTRICT TO PLACE THE PUBLIC SPEAKER AND HER/HIS TOPIC ON THE BOARD AGENDA AND CONDUCT AN ADMINISTRATIVE REVIEW OF THE TOPIC IN ADVANCE OF THE MEETING. A PUBLIC SPEAKER'S PRESENTATION WILL BE LIMITED TO THE TOPIC LISTED ON THE BOARD AGENDA. EACH PUBLIC SPEAKER'S PRESENTATION WILL BE LIMITED TO THREE (3) MINUTES IN DURATION UNLESS SUCH TIME IS EXTENDED BY THE BOARD CHAIR. NO ACTION SHALL BE TAKEN ON A SPEAKER'S TOPIC UNLESS OTHERWISE INDICATED ON THE AGENDA.
13. THOSE PERSONS WHO HAVE NOT CONTACTED THE SUPERINTENDENT AT LEAST FIVE (5) DAYS IN ADVANCE BUT WHO WISH TO ADDRESS THE BOARD ON TOPICS PERTAINING TO THE SCHOOL DISTRICT MAY BE HEARD AT THE END OF THE SCHOOL BOARD MEETING AT THE DISCRETION OF THE SCHOOL BOARD CHAIR. HOWEVER, ISSUES PRESENTED BY THAT PERSON MAY NOT BE ACTED UPON BY THE SCHOOL BOARD UNLESS OTHERWISE INDICATED ON THE AGENDA.
14. MEMBERS OF THE PUBLIC WHO ARE IN ATTENDANCE AT THE OFFICIAL BOARD MEETINGS MAY RAISE A QUESTION OR MAKE A BRIEF STATEMENT IN BEHALF OF ANY ITEM ON THE OFFICIAL BOARD AGENDA WHEN RECOGNIZED BY THE BOARD CHAIR.
15. THE CHAIR SHALL REQUEST THAT EACH MEMBER OF THE PUBLIC ADDRESSING THE BOARD SHOULD FIRST STATE HIS/HER NAME AND ADDRESS.
16. IT SHALL BE THE RESPONSIBILITY OF THE CHAIR TO INSURE THAT THE BUSINESS BEFORE THE BOARD SHALL BE HANDLED IN THE MOST EXPEDIENT MANNER. THE CHAIR SHALL ATTEMPT TO ELIMINATE REDUNDANT DISCUSSION BY BOARD MEMBERS, AS WELL AS THE PUBLIC. ADDITIONALLY, THE CHAIR SHALL DETERMINE AND ANNOUNCE ANY PERIOD OF RECESS INCLUDING LUNCH AND/OR DINNER RECESSES THAT MAY BE APPROPRIATE DURING THE COURSE OF ANY PUBLIC MEETING.
17. DISTRICT COMMITTEE REPORTS WILL BE PLACED ON THE AGENDA AT AN APPROPRIATE TIME, PRIOR TO THE PUBLIC SPEAKERS.

PUBLIC INFORMATION

18. SCHOOL BOARD ADMINISTRATORS WHO ARE CUSTODIANS OF DESIGNATED PUBLIC RECORDS SHALL PERMIT THE RECORD TO BE INSPECTED AND EXAMINED BY ANY PERSON DESIRING TO DO SO, AT ANY REASONABLE TIME, UNDER REASONABLE CONDITIONS, AND UNDER SUPERVISION BY THE CUSTODIAN OF THE PUBLIC RECORD OR DESIGNEE PURSUANT TO THE REQUIREMENTS AND EXEMPTIONS CONTAINED IN F.S. 119.07, AND 119.071.
19. ANY MEMBER OF THE PUBLIC WHO DESIRES TO OBTAIN A PUBLIC RECORD SHOULD CONTACT THE DEPARTMENT OF PUBLIC RELATIONS AND GOVERNMENTAL AFFAIRS OFFICE FOR ASSISTANCE.

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USE OF COMMUNICATIONS MEDIA TECHNOLOGY

20. BOARD MEMBERS MAY ATTEND BOARD MEETINGS, WORKSHOPS AND RETREATS; PARTICIPATE AT SUCH BOARD MEETINGS, WORKSHOPS AND RETREATS THROUGH THE USE OF COMMUNICATIONS MEDIA TECHNOLOGY, AS LONG AS A QUORUM OF BOARD MEMBERS ARE PHYSICALLY PRESENT AT THE BOARD MEETING, WORKSHOP OR RETREAT.
21. THE ABSENTEE BOARD MEMBER SHALL NOTICE THE CHAIR, OR IN THE CHAIR'S ABSENCE, THE VICE CHAIR, OF HIS/HER REQUEST TO PARTICIPATE VIA COMMUNICATIONS MEDIA TECHNOLOGY BASED ON EXTRAORDINARY CIRCUMSTANCES.