



POLICY 1.03

5-C I recommend that the Board adopt the proposed revised Policy 1.03, entitled "School Board Meetings."

[Contact: Joseph Moore, PX 48510]

Adoption

CONSENT ITEM

- The proposed revisions include updates to align the Policy with District practices, including the e-agenda system.
- Based on a request at the first reading on February 22, 2006, lines 98-103 have been amended to recognize that the e-agenda system allows a member to vote before discussion of an item is completed. Those lines have also been amended to reflect that a vote may be deemed unanimous if all Board members (besides a member(s) who abstains due to a potential conflict of interest) vote the same way.
- Other minor updates include new statutory references.

POLICY 1.03

SCHOOL BOARD MEETINGS

1. All meetings of the Board shall be open to the public except those meetings exempted under Florida Sunshine Statutes and the Public Employees Relations Act. The School Board of Palm Beach County invites the advice and counsel of the people within the School District of Palm Beach County, including by means of public comment at the Board's regular, special and workshop meetings which are open to the public.
2. All regular School Board meetings shall begin at 5:00 p.m. and shall end no later than approximately 10:00 p.m., absent a Board vote to extend the time of the meeting. The dates and time of regular Board meetings will be determined by Board action at its organizational meeting in November, although at a later date the Board may reschedule a meeting(s). Special meetings may be called for any location as provided by Florida Statutes within the county by the Superintendent upon forty-eight (48) hours public notice. Special meetings may be called by the Superintendent, Board Chair or Board, pursuant to the procedure set forth in Fla. Stat. § 230.16 1001.372(1) & (2), Fla. Stat.
3. Workshops and special meetings conducted by the School Board shall begin at times designated by the Board, the Board Chair, or Superintendent. The purpose of the workshop meeting shall be to acquaint the Board with background information ~~prior to regular and special Board meetings.~~ No Board votes will be taken at a workshop. The purpose of special meetings includes dealing with:
 - a. Important matters arising between regular meetings which require urgent action;
 - b. Specific matters of business which are not being raised at the Board's regular meeting;
 - c. Emergencies; or;
 - d. Other matters as decided by the Superintendent (or as decided by the Board Chair or majority of the Board, in the event the Superintendent should decline to call a special meeting when requested to do so by the Chair or majority of the Board pursuant to Fla. Stat. § 230.16 1001.372 (1) & (2), F.S.
4. All School Board meetings shall be conducted in accordance with *Robert's Rules of Order*, the School Board's special rules of order, this Policy, Florida's Uniform Rules of Procedure, as applicable, and the Florida Statutes including the Florida Administrative Procedure Act. If any conflict exists between *Robert's Rules of Order* and the School Board's special rules of order, or this policy, the provisions in the special rules of order or this policy, shall control and supersede *Robert's Rules*. However, the Board may suspend the rules within this policy for a particular meeting by a two-thirds (2/3) vote of those members present, if not contrary to Florida or Federal Law.
5. All items to be considered at regular School Board meetings shall be submitted to the Superintendent's office for inclusion on the agenda not later than 2:00 p.m. nine (9) working days prior to the meeting at which consideration is desired. After the agenda has

- 50 been published and distributed pursuant to law, items may be added only for good cause
51 determined by the Chair and this shall be stated on the record as which may be reflected in
52 the Board report and/or discussion at the meeting, and notification of such change shall be
53 at the earliest practicable time.
54
- 55 6. Questions or other queries received from School Board members on the District's e-mail
56 network shall be responded by the designated staff member(s) as a "reply" to the inquiring
57 Board member and copied to all other Board members so that the reply contains the
58 original question or query. Board members shall not use the e-mail network to express or
59 indicate their positions on a specific Board agenda item.
60
- 61 7. Persons who desire to speak before the Board may call or write to the clerk's office prior to
62 12:00 p.m., the day of the Board meeting to advise of their intent to address the Board and,
63 if applicable, the particular agenda item to which they wish to speak. The clerk shall
64 provide a list of those persons who called or wrote to address the Board, as well as, if
65 applicable, the particular agenda item to which they wish to speak. Anyone else who
66 desires to speak before the Board shall complete a blue card and provide the card to the
67 School Board's clerk before the meeting begins. Speakers may address the Board for no
68 longer than three (3) minutes on agenda or non-agenda items at the appropriate time,
69 although public comment at special meetings and workshops shall be limited to agenda
70 items for that meeting. The Board, however, may vote to limit the time to a lesser amount
71 due to the volume of speakers.
72
- 73 8. Regular School Board Meetings.
- 74
- 75 a. Unless otherwise provided in a collective bargaining agreement, only one (1) person
76 may speak on behalf of a delegation although other persons from that entity may
77 address the School Board during public comment on agenda or non-agenda items.
78
- 79 b. Delegation speakers and speakers addressing agenda items will be heard before the
80 attorney's report. Persons addressing the Board to a specific agenda item will be
81 listed under "Delegations/Individual Appearances."
82
- 83 c. Speakers addressing non-agenda items shall be heard at the end of business of the
84 regular agenda; however, if the agenda items at regular meetings have not been
85 concluded by 8:00 p.m., public comment shall be heard on non-agenda items from
86 8:00 p.m. until 8:30 p.m. (if there are sufficient speakers to utilize this time), at which
87 time the agenda of the meeting shall continue and, once concluded, any additional
88 non-agenda speakers not heard between 8:00 p.m. and 8:30 p.m. may address the
89 School Board.
90
- 91 9. If a School Board member requests that a member of the audience address the Board, the
92 Chairman will poll the Board and consensus will prevail.
93
- 94 10. The Superintendent shall report the status of any issue or concern raised by speakers to
95 non-agenda items in the Superintendent's report to the Board at the next regularly
96 scheduled Board meeting.
97
- 98 11. A unanimous vote will be considered if all members voting (not abstaining due to a

99 potential conflict of interest) audibly vote “yes,” show by hands a “yes,” or all those who are
100 voting and present (defined as being in the Board chambers, including the Board
101 chambers’ restroom or kitchen areas) have indicated a “yes” vote on the e-agenda system,
102 or, if they remain silent, it will also mean consent (unless they abstained due to a potential
103 conflict of interest). However, if a member votes “no” on the e-agenda, audibly, or by show
104 of hands votes “no,” it will then be considered a split vote, and the minutes will record the
105 name of each member and how he/she voted on the question. If a vote is evenly tied for
106 and against a measure, such tie vote shall defeat the measure. For each vote, the Chair or
107 acting chair shall announce the vote, and the names of any member in dissent, after it is
108 tabulated.
109

110 12. The official minutes of the School Board shall be taken and recorded as required by
111 Florida’s public meetings and public records statutes and Florida Statutes Fla. Stat. §
112 230.23(1)(a) & (b) 1001.42(1)(a) & (b), shall be kept in a safe place by the Superintendent
113 and shall be made available by the Superintendent to any citizen desiring to examine the
114 minutes during the hours the office is open.

115
116 a. Unless as otherwise required by Fla. Stat. § 1001.42(1)(b) or other law, mMinutes of
117 regular and special Board meetings shall record only the date, starting and ending
118 times, Board members in attendance, presenters, conclusion of discussion items,
119 motions, resolutions, and necessary information related thereto, the name of the
120 person making and seconding a motion, or submitting a resolution, and the vote
121 thereon (specifying the name of any member who votes against the measure or was
122 out of the room for the vote). Certain resolutions shall be spread upon the minutes,
123 i.e. quoted in full as part of the minutes, when required by law. If any member of the
124 School Board or the Superintendent wishes any of that person’s statements to be
125 recorded, the Board member or Superintendent may request during the meeting that
126 such statement become a part of the official minutes.
127

128 b. Unless as otherwise required by Fla. Stat. § 1001.42(1)(b) or other law, mMinutes of
129 School Board workshop sessions shall indicate the date, starting and ending time,
130 attending participants and subject(s) presented and discussed. These minutes shall
131 clearly indicate that no official actions were taken by the Board members during this
132 session and that audio tapes are maintained by the Board office for official record of
133 these proceedings.
134

135 13. Order of Regular Meetings.-- The order of regular meetings shall be set forth in the agenda
136 consistent in accord with Fla. Admin. Code Rule 28-102.002(1)(b) and the Uniform Rules
137 and more specifically as follows at a minimum include the following, if applicable:
138

- 139 a. The official name of the agency; the time, date, and place of the meeting; and a
140 statement that this meeting is open to the public.
141 b. Call to Order and Pledge of Allegiance
142 c. Review of Minutes
143 d. Public Comment on Agenda Items
144 e. Unfinished Business: Specific listing with brief summary
145 f. New Business: Specific listing with brief summary
146 g. Other Business: Specific listing and brief summary (such as non-agenda speakers
147 and Board discussion items)

- 148 h. Adjourn.
149
150 Call to Order
151 Pledge of Allegiance
152 Opening Remarks
153 Approve Board Minutes
154 ~~[Disclosures by Board Members: Do any Board members have disclosure(s) to~~
155 ~~make?]~~
156 Consent Agenda Items
157 Presentations/Awards
158 Naming of Schools
159 Student Government Report — Student Representative
160 Delegations/Individual Appearances/Reports
161 Elected Officials
162 Delegations
163 Individual Appearances — Agenda Items and Public Hearings
164 Individuals to Speak on Behalf of Expulsions
165 Audit Committee Report
166 Construction Oversight and Review Committee (“CORC”)
167 Finance Committee Report
168 Superintendent’s Report
169 Approve Consent Items
170 Unfinished Business — Old Business
171 New Business
172 Legal
173 Policies — Review/Discuss (if not on the consent agenda, or if pulled therefrom)
174 Legal — (Review/Discuss)
175 Expulsions
176 Action Items Not in Consent and Consent — (Curriculum & Learning Support)
177 Consent — (School and Student Support)
178 Consent — (Personnel Services)
179 Consent — Facilities (Support Services)
180 Consent — (Financial Management)
181 End Consent Items
182 Delegations/Individual Appearances — Non-agenda Items (Time Certain 8:00 p.m. or
183 Business Meeting is Completed)
184 Adjourn Board Meeting and Convene as Leasing Corporation
185 Leasing Corporation:
186 Adjourn Leasing Corporation Meeting and Reconvene Board Meeting *[Placement
187 will vary depending on coinciding Board report]
188 School Board Discussion Items
189 Adjournment
190
191 14. In both regular and special meetings, the Board may utilize a consent agenda to increase
192 the efficiency of approving large numbers of routine or non-controversial items. Except for
193 any item that a School Board member pulls from the consent agenda, all items on the
194 consent agenda may be approved in gross and without debate or amendment.
195
196 15. The order of special meetings shall be as required by Florida law and, if specified on the

197 agenda, may include a consent agenda, which shall be called up and later approved
198 before any consent agenda items are discussed.
199

200 16. The consent agenda of either a regular or special meeting may include proposed Policy
201 development items. The consent agenda of either a regular or special meeting may also
202 include proposed Policy adoption items unless, after publication of the adoption notice, an
203 affected person has specifically requested public discussion of the proposed rule pursuant
204 to the hearing-request provisions of Fla. Stat. § 120.54(3)(c), F.S.
205

206 17. Final Board proceedings on expulsion of students are exempted from Florida's
207 Government in the Sunshine Law, unless properly waived. A special meeting of the Board,
208 which is not open to the public, will be scheduled on expulsions, to commence either
209 approximately one-half (½) hour prior to each regular Board meeting, or at a special
210 meeting on another day, although the scheduling time and date may vary or the meeting
211 canceled depending on the number of expulsions to be heard. This is not the evidentiary
212 hearing. At these special meetings, each expulsion will be considered separately and
213 consecutively. Individuals may speak relating to the specific expulsion and Board
214 discussion may follow. The vote on the expulsion and final order, without discussing the
215 name of the student, will be taken and entered in accordance with Board action at the
216 regular meeting following this special meeting, or at a special meeting.
217

218 18. Members may attend workshops and participate at such workshops through the use of an
219 interactive video and/or telephone system, as long as a quorum of Board members are
220 present at the workshop.
221

222 19. Members may participate and vote by the use of electronic media technology to allow an
223 absent member of the Board to attend the meeting, in those instances where the Board
224 member is confined to home or hospital due to illness or accident or in those situations
225 when the Board member's absence is due to a death or serious illness of an immediate
226 family member. Board members may not participate if they are on vacation. Any other
227 situations which cause a member to be absent from a meeting will require a vote by
228 majority of the Board to allow the member to participate, by this technology.
229

230 STATUTORY AUTHORITY: §§ ~~230.17; 230.22 (1); 230.23(22); 230.23005(10);~~
231 1001.372(2); 1001.41(1) & (2); 1001.42(22); 1001.43 (10), Fla. Stat.
232

233 LAWS IMPLEMENTED: §§ 120.525, 120.569, 120.57, 120.81(1) (f), 120.81(1)(j);
234 ~~230.15, 230.16, 230.23005(6)(10), 230.23(1)(a), 230.23(1)(b); 230.23(6)(c), 230.33(2)~~
235 1001.371; 1001.372; 1001.43(6); 1001.51(2) & (3); 1001.42(1) (a) & (b); 1006.07(1)(a), Fla.
236 Stat.
237

238 RULE IMPLEMENTED: Fla. Admin. Code Rule 28-102.002(1)(b)
239

240 ATTORNEY GENERAL OPINIONS: 93-03 (relevant to section (17)); 2002-08 (relevant to
241 section (5))
242

243 HISTORY: 6/2/76; 7/21/82; 11/20/85; 07/09/2001; 1/16/2002: / /06
244

244

Legal Signoff:

The Legal Department has reviewed proposed Policy 1.03 and finds it legally sufficient for development by the Board.

Attorney

Date