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Policy 1.03 - School Board Meetings

A. Standing Rules and By-Laws

- 1. Purpose of the Policy and Rules of Order of the Meetings/Workshops** - It is the policy of the School Board that this Policy shall govern all official meetings of the School Board. The purpose of this Policy is to provide for the efficient and orderly functioning of the business of the School Board; to protect the rights of each individual; to protect the right of the majority to decide; to protect the right of the minority to be heard; and to foster an atmosphere of civility and respect within the Board and those appearing before the Board. All Board meetings shall be conducted in accordance with Robert's Rules of Order (newly revised, latest edition), this Policy's Standing Rules and By-Laws, and Special Rules of Order, 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 Board's Standing Rules and By-Laws, or Special Rules of Order, the provisions in the Board's Standing Rules and By-Laws, or Special Rules of Order shall control and supersede Robert's Rules.

2. Public Meetings and Exceptions -

All meetings of the School Board of Palm Beach County ("School Board" or "Board") shall be open to the public except those meetings exempted under the Florida Sunshine statutes or other Florida statutes. The School Board invites the advice and counsel of the people with an interest in the School District of Palm Beach County, including by means of public comment, subject to the limitations as stated below in sub-paragraphs, A, 6 (b) and (c) of the Standing Rules and By-Laws, at the Board's regular and special meetings and workshops.

3. Regular Board Meetings -

- Regular Board meetings shall typically begin at 5:00 p.m. and shall end no later than approximately 10:00 p.m. except as necessitated to accommodate any "remaining" public speakers, absent a Board vote to extend the time of the meeting. A regular meeting may commence prior to 5:00 p.m. if properly advertised and notice is provided to the public. 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).
- Action Items on the Agenda** - All action items to be considered at regular Board meetings shall be submitted to the Superintendent's office for inclusion on the agenda not later than ten (10) working days prior to the meeting at which consideration is desired, except as stated in Paragraph A, 10 below. The agenda is published approximately ten (10) days, and no later than seven (7) days, prior to the regular meeting.
- Order of Regular Meetings** - The order of regular meetings shall be set forth in the agenda consistent with Fla. Admin. Code Rule 28-102.002(1) (b) and at a minimum include the following:

- i. The official name of the agency; the time, date, and place of the meeting; and a statement that this meeting is open to the public
- ii. Call to Order and Pledge of Allegiance Review of Minutes, if any
- iii. Chair to add agenda items, if any, for good cause
- iv. Superintendent withdraws items, if any
- v. Board pulls items, if any, from the Consent Agenda
- vi. Board review and approval of the agenda
- vii. Disclosures and Abstentions, if any
- viii. Superintendent Report
- ix. Board Member Comments, 4 minutes per member, including the Chair's
- x. Presentations, proclamations and resolutions
- xi. Student Government Report
- xii. Committee Reports^[1]
- xiii. General Counsel Report, if any
- xiv. Inspector General Report, if any
- xv. Delegations Speakers: Elected Officials and Other Delegates
- xv. Public Comment on Agenda Items
- xvi. Consent Agenda listed
- xvii. Approval of the Consent Agenda
- xviii. Unfinished Business
- xix. New Business
- xx. Board Discussion Items
- xxi. Non-Agenda Speakers, Time certain at the end of meeting or 7:00 p.m., whichever comes sooner.
- xxii. Adjourn

d. **Consent Agenda** - In regular meetings, the Board may utilize a consent agenda to increase the efficiency of approving large numbers of routine or non- controversial items. Except for any item that a Board member pulls from the consent agenda and it is moved to the New Business portion of the meeting, all items on the consent agenda may be approved in gross and without debate or amendment. The consent agenda of a regular meeting may include proposed policy development items. The consent agenda of a regular meeting may also include proposed policy adoption items unless, after publication of the adoption notice, an affected person has specifically requested a public hearing for the proposed rule pursuant to the hearing request provisions of Fla. Stat. § 120.54(3)(c) or the adoption vote is combined with the public hearing. When a public hearing is held on a policy, per Statute, the Superintendent shall ensure that the persons responsible for preparing the proposed policy are available to explain the Board's proposal and to respond to questions or comments regarding the policy being developed.

e. Delegation Speakers at Regular Board Meetings –

- i. Unless otherwise provided in a collective bargaining agreement, only one (1) person may speak on behalf of a delegation although other persons from that entity may address the Board during public comment on agenda or non- agenda items. Delegates are elected or appointed political officials, collective bargaining representatives, the Education Foundation, and representatives of recognized educational District partners, which consist of organizations appointing members per Board policy to advisory committees and recognized organizations officially designated by the Superintendent from time to time. These speakers are allowed four (4) minutes to address the Board, although the Board may vote to shorten or lengthen the time consistent with any collective bargaining agreement. A list of potential delegation speakers will be provided to the Board Clerk.
- ii. Delegation speakers will be heard before the vote on the consent and non-consent agenda.

4. **Special Meetings**

- a. Special meetings conducted by the Board shall begin at times designated by the Board, the Board Chair, or Superintendent.
- b. Special meetings may be called for at any location within the county upon forty-eight (48) hours public notice, as provided for in Florida Statutes. Special meetings may be called by the Superintendent, Board Chair or a majority of the Board members, pursuant to the procedure set forth in Fla. Stat. § 1001.372 (1) & (2).
- c. Members of the Board may request the scheduling of a special meeting by requesting, preferably in writing, that the Superintendent schedule a meeting on a specific matter and the Superintendent would send out notification to the Board members, with a reminder not to communicate with other Board members, to ask if a majority want a special meeting on that matter; ~~only by~~ alternatively, a special meeting can be scheduled with the approval of a majority of the members present at a regular or special public Board meeting. In both instances, the additional procedures in Fla. Stat. § 1001.372 (1) must be followed.
- d. The purpose of special meetings includes presenting the Board with:
 - i. important matters arising between regular meetings which require urgent action;
 - ii. specific matters of business which are not being raised at the Board's regular meeting;
 - iii. emergencies;
 - iv. policy development;
 - v. presentations, proclamations, and resolutions or;
 - vi. 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. § 1001.372 (1) & (2)).
- e. **Action Items on the Agenda** Pursuant to Fla. Stat. 120.81, the agenda for a special meeting "shall be prepared upon the calling of the meeting, but not less than 48 hours prior to the meeting." Further, per Fla. Stat. § 120.525, "the agenda, along with any meeting materials available in electronic form, excluding confidential and exempt information, shall be published on the [District's] website."
- f. **Consent Agenda** - The order of special meetings shall be as required by Florida law and, if specified on the agenda, may include a consent agenda, which shall be called up and later approved before any pulled agenda items are discussed. In special meetings, the Board may utilize a consent agenda to increase the efficiency of approving large numbers of routine or non- controversial items. Except for any item that a Board member pulls from the consent agenda and it is moved to the New Business portion of the meeting, all items on the consent agenda may be approved in gross and without debate or amendment. The consent agenda of a special meeting may include proposed policy development items. The consent agenda of a special meeting may also include proposed policy adoption items unless, after publication of the adoption notice, an affected person has specifically requested a public hearing for the proposed rule pursuant to the hearing request provisions of Fla. Stat. § 120.54(3)(c) or the adoption vote is combined with the public hearing. When a public hearing is held on a policy, per Statute, the Superintendent shall ensure that the persons responsible for preparing the proposed policy are available to explain the Board's proposal and to respond to questions or comments regarding the policy being developed.

5. **Workshops** -

- a. Workshops conducted by the Board shall begin at times designated by the Board, the Board Chair, or Superintendent.
- b. The purpose of the workshop meeting shall include to acquaint the Board with background information and/or for Board policy development pursuant to Fla. Stat. §.120.54 (2) (c). No Board votes will be taken at a workshop, except as to procedural matters relating to that workshop and direction may be stated as to Board Discussion items, as stated below in sub-paragraph A, (6) (a). As to Board policy workshops, Board members may provide feedback for consideration by staff and the Superintendent in the development of the policy. If a policy workshop has not been scheduled for a proposed revised or new policy and a member of the public timely requests a workshop, the Superintendent has the authority to decide whether to schedule a workshop or, on behalf of the School Board, explain in writing why a workshop is unnecessary.

6. **Procedures Common to All Meetings (unless otherwise stated):**

- a. **Board Discussion Items** - There shall be a standing agenda item on each Regular and Special meeting and workshop agenda for Board Discussion Items. The purpose of these discussion items is to allow Board members to raise issues of concern and/or interest for information and discussion amongst fellow Board members. Board direction on Board Discussion items shall be limited to: requesting a workshop at a future meeting, that the matter be brought to the Board as a future agenda item for a vote, or directing the Superintendent to provide information. Any Board member may identify his or her topic of discussion up until 5:00 pm the day prior to the commencement of the Board meeting.

b. **Public Comment**

- i. The School Board recognizes the important right of the public to express their opinions on School Board related matters as stated in this Policy and encourages public participation. Members of the public wishing to speak at School Board meetings shall comply with the procedures set forth in this Policy. Public comments are governed by the provisions of this Policy, the public meeting notice, and Chair's statements at the opening of the meeting. No anonymous comments will be accepted.
- ii. Pursuant to Fla. Stat. § 286.0114, members of the public shall be given a reasonable opportunity to be heard and provide public comment before the Board takes action on a matter, including items on the consent agenda. As stated in this Statute, this requirement allowing public comment does not apply to; a) emergency situations affecting the public's health, welfare, or safety, if compliance with the requirement would cause an unreasonable delay in the ability of the Board to act; b) if the official action is no more than a ministerial act; c) if the meeting is exempt from the Sunshine Act; and d) where the Board is acting in a quasi-judicial capacity. No public comment will be permitted for closed Board meetings exempt from the Sunshine Act and for when the Board is acting in a quasi-judicial capacity, such as an Exceptions hearing.
- iii. Persons who desire to speak on Agenda items in-person before the Board may call or write to the Board Clerk's office prior to 12:00 p.m.—noon-- of the day of the Board meeting or workshop, to advise of their intent to address the Board and must state their name and identify the particular agenda item(s). Persons who desire to speak in-person before the Board at regular Board meetings on non-agenda items (for Regular meetings only) may call or write to the Board Clerk's office prior to 12:00 p.m.—noon—of the day of the Board meeting, to advise of their intent to address the Board and must state their name and identify the particular non-agenda issue(s) or topic(s) the speaker intends to address. Speakers pursuant to this sub-paragraph will include those speakers who indicate that they will be appearing in-person at a District-provided remote video site (such as West Tech), if the Superintendent decides to provide such a location. The Clerk shall provide a list to the Chair of those persons who called or wrote to address the Board, as well as, the particular agenda item(s) to which they wish to speak or non-agenda issues or topics.
- iv. Persons who have not contacted the Board office by the noon deadline to pre-register who desire to speak before the Board must complete a 'Comments by the Public Form' card ("Blue Card") and provide the card to the Board's Clerk before the scheduled start time of that particular meeting. A copy of the form PBSB 1749 is incorporated herein by reference as part of this Policy and can be found at: <https://www2.palmbeachschools.org/formssearch/pdf/1749.pdf>.
- v. When speaking at the meeting, the speakers must state what agenda item(s) they are addressing or non-agenda topic(s) at a regular Board meeting. Speakers must state their name and are requested to provide their address, School District number, or city of residence. If speaking on a school boundary issue, the speaker must state their address, community, or SAC number. No anonymous comments will be accepted.
- vi. No employee or representative of the Board or School District shall contact a person who has signed to speak at a Board meeting or workshop for the purpose of dissuading, interfering, or discouraging the speaker from addressing the Board. School Board members will not engage in dialogue with the speakers, other than statements from the Board Chair or presiding officer as set forth in this Policy. However, the speaker, before or after the meeting or workshop, may be contacted by the District representative or Board member in an attempt to resolve any District issue, including the subject of the speaker's intended remarks.
- vii. **Time for Public Comment** - At regular and special meetings and workshops, speakers may address the Board for no longer than three (3) minutes on agenda or non-agenda items at the appropriate time., although public comment at special meetings shall be limited to agenda items for that meeting. At workshops, speakers may address the Board for no longer than three (3) minutes per agenda items at the appropriate time prior to the presentation. By a majority vote, the Board may allow a longer time period for good cause. The microphone will be turned off when the time limit has been reached. However, if arrangements are made by 12:00 p.m., noon on the day of the meeting with the Board Clerk, if the speaker has an interpreter or needs ADA accommodations, reasonable additional time will be provided by the Chair if needed.
- viii. The Board, however, by a two-thirds vote may vote to limit the time to a lesser amount due to the volume of speakers or the amount of time scheduled for a special meeting or workshop.
- ix. Agenda Item Speakers addressing consent and non-consent agenda items will be heard before the vote on the consent and non-consent agenda.
- x. **Public Comments at Policy Development Workshops** - Speakers for public comments are allowed by Fla. Stat. §120.54 (2) (c) in workshops relating to the development or modification of policies. As required by this Statute, at these policy workshops, the persons responsible for preparing the proposed policy or their designees with knowledge will be available to explain the proposed policy and respond to

questions or comments relating to the policy. Notice of this policy development workshop shall indicate the subject area which will be addressed; the agency contact person; and the place, date, and time of the workshop.

- xi. **Written Public Comments** - The Board also accepts for regular or special meetings or workshops public comment submitted in writing (which includes emails to the Board Office at the email address noted below in this sub-paragraph), provided they meet the requirements in this sub-paragraph. The person must provide their name and is requested to provide their address, School District number, or city of residence. The writing is limited to 400 words and must be received by the Board office no later than 12:00 p.m. noon of the day before the Board meeting or workshop. An email address to send these requests that are not hand-delivered or sent by mail is boardoffice@palmbeachschools.org. Non-agenda item written comments are accepted for regular meetings only. Board members are required to read emails or letters relating to agenda items that are received prior to delivery deadline set forth in this sub-paragraph. Written public comments relating to agenda items shall clearly identify what agenda item(s) they pertain to and should be confined only to the agenda item(s) being discussed. Written comments submitted pursuant to this sub-paragraph will not be read aloud at the Board meeting or workshop. All timely received written comments on agenda items will be attached to meeting minutes.
- xii. **Relevant Public Comments to Maintain Order** - Speakers as to agenda items shall confine their comments only to the agenda item being discussed. All non-agenda speakers' public comments must relate to educationally relevant topics or pertaining to the education of students or the academics or operations of the School District or its schools. Speakers whose comments do not relate to the topic that the speaker indicated or are not otherwise relevant as outlined above, including, but not limited to, personal comments directed at Board Members, the Superintendent or District staff and/or their families; or the mention of any person's candidacy for elected office, are subject to having the microphone turned off at the direction of the presiding officer and forfeiting the right to speak at the remainder of that day's meetings. Speaker remarks should be directed to the presiding officer or the Board as a whole and not to individual Board members or other members of the public attending the meeting. Personal, irrelevant comments about individual Board members, the Superintendent, or District staff and/or their family members are prohibited. The Board is aware of the right for comments to be critical of the organization and will not engage in viewpoint discrimination.
- xiii. Members of the audience are not part of the deliberative body and do not have standing to be recognized during the deliberative process to raise questions including making procedural objections under Robert's Rules of Order or this Policy.
- xiv. **Student's Public Comment** - The School Board recognizes the right of Palm Beach County School District students, as with all members of the public, to speak at Board meetings as allowed by this Policy. Students shall be permitted and welcome to speak at Board meetings, subject to the parameters stated in this Policy.
- xv. **Designated Spokesperson for Several Speakers** - When a large number of individuals have signed up to speak according to this policy at a regular or special Board meeting or at a workshop, the Board encourages groups or factions on a proposition or item to designate a spokesperson to allow for a thorough and cohesive presentation of the group's or faction's position on the issue while avoiding repetitious comments. In the event the group or faction requests for a designated spokesperson be recognized, provided the person followed the provisions in sub-paragraphs A, (6) b), (iii) or (iv) above, the person will have five (5) minutes to address the Board in lieu of others in the group or faction speaking, subject to the limitations set forth in sub-paragraphs A, 6, (b) (vii) and (viii) above. The time granted the group's or faction's spokesperson may not be ceded by the spokesperson or individual to another speaker.
- xvi. **Non-Agenda Speakers at Regular Board Meetings** - Remarks of speakers addressing non-agenda items must relate to educationally relevant topics or the School District topics as those pertaining to the education of students or the academics or operations of the School District or its schools. However, if the agenda items at regular meetings that are scheduled to commence at 5:00 p.m. have not been concluded by 7:00 p.m., public comment shall be heard on non-agenda items from approximately 7:00 p.m. until 7:30 p.m. The time will begin at the conclusion of the last item being heard prior to 7:00 p.m. and will continue for 30 minutes if there are sufficient speakers to utilize this time. At that time, unless the Board votes to suspend the rules, the agenda of the meeting shall continue and, once concluded, any additional non-agenda speakers not heard between 7:00 p.m. and 7:30 p.m. may address the Board.

c. **Civility and Decorum to Prevent Disruption of the Meeting** -

- i. In order to foster an atmosphere of civility and decorum to prevent disruption of the meeting^[2], public speakers must refrain from obscene or vulgar language or conduct, or statements that tend to incite violence or the breach of the peace. In addition, no person attending the Board meeting is to harass any other person who attended the meeting. See also sub-paragraph A, (6) (b) (xii) above.
- ii. Shouting, heckling, jeering, hissing, booing, engaging in speech that defames individuals or stymies or blocks meeting progress or loud, excessive or prolonged applause that disrupts the meeting are prohibited.

- iii. To keep all participants and District employees safe, everyone must obey all lawful orders issued by School Police, which may include remaining or moving to a specific area or location, lowering voices for safety reasons, or other safety-related commands.
- iv. For safety and security reasons and/or to ensure that visibility is not disrupted for school police officers and/or visitors attending the meeting, visitors are not permitted to bring flags, signage, placards, posters, banners, bundles and/or other objects that could be disruptive or used as weapons to Board meetings, including, flags, signs or placards mounted on sticks or poles. These objects may be allowed if approved in advance by the Superintendent or designee: 1) for agenda presentations or 2) by public speakers^[3] to provide information while they are speaking related to their topic and if compliant with the standards stated in this Policy for public comment and decorum. School police shall monitor these objects for reasons stated above. As a condition to entry to a District administrative building, members of the public are subject to being wanded and having any bags searched for weapons.
- v. Near the beginning of the meeting, the Chair or presiding officer shall announce and issue a warning that in the event of interference with the orderly processes of the meeting, failure to follow any health or safety procedures or otherwise disruptive conduct, will result in removal of the person from the meeting. Palm Beach County School District Police will remove any such person accordingly. Failure to adhere to the protocols listed herein may be cause for removal. The Board Chair or presiding officer's opening statement shall be deemed the warning against interference with the orderly processes of the meeting.
- vi. The Chair or presiding officer has the power to turn off microphones or to recess the meeting if there is any time when one or more persons continuously breaches a call to order or attempts to disrupt the proceedings.
- vii. The Board Chair or presiding officer may order the removal from a public Board meeting of any person interfering with the expeditious or orderly process of such meeting, provided such officer has first issued the warning at the beginning of the meeting that interference with the orderly processes of the meeting will result in removal and that a second warning has been issued. This authority to issue a second warning or to order removal of a person for these reasons is also delegated by the Chair or presiding officer to the School Police. School police shall remove any person ordered removed pursuant to this paragraph. School Police will remove persons with only such force as is necessary to remove the offender.
- d. If a Board member requests that a member of the audience be recognized and permitted to address the Board, the Chair will entertain a motion and second from the Board and a vote of the majority will prevail. If a Board member requests that a member of staff address or respond to the Board, the Chair will request the Superintendent to respond or to designate a staff member to respond.
- e. A member of the public may be invited prior to the meeting to address the Board for a specified amount of time when required by law or Board policy or at the request of the Superintendent.
7. **Methods of Voting** - In putting the question for a vote, the Chair calls first for the affirmative vote, then calls for the negative vote. A unanimous vote will be considered if all members voting (not abstaining due to a potential conflict of interest) audibly vote 'yes,' show by hands a 'yes,' or all those who are voting and present have indicated a 'yes' vote electronically on BoardDocs, or if they remain silent it will also mean consent (unless they abstained due to a potential conflict of interest). A Board member is deemed present at the Board meeting if the member had been at the dais or online and recorded as present, unless the member had departed the meeting and notified the Board Clerk/designee. A vote may also be taken by paper ballot, but the ballots must identify the Board members' names and the vote announced at the meeting. However, if a member votes 'no', electronically, audibly, by paper ballot, or by show of hands, it will then be considered a split vote. If a vote is evenly tied for and against a measure, such tie vote shall defeat the measure. For each vote, the Chair or presiding officer shall announce the vote, and the names of any member in dissent, after it is tabulated. Any Board members may request the Chair to ask for a roll call vote, which shall be taken by District numerical order.
8. **Responding to Agenda Questions** - Designated staff members shall respond to agenda questions received from Board members on the District's e-mail network as a 'reply' to the inquiring Board member. Copies of the response shall be forwarded by the Board Clerk to all other Board members so that the reply contains the original question or query. These communications are public records and shall be added by the Board Clerk to the appropriate agenda item as soon as possible before the Board meeting commences. Board members shall not use the e-mail network to express or indicate their positions on a specific Board agenda item, and shall not use e-mails as a means of communicating among themselves on matters that are foreseeable to come before the Board for action.
9. **Minutes** - The official minutes of the Board shall be taken, recorded, and maintained permanently as required by the Florida's Sunshine Act, Public Records Statute, and Fla. Stat. § 1001.42(1), (a) & (b), shall be kept in a safe place by the Superintendent or Board Clerk, and shall be made available by the Superintendent or Board Clerk to any citizen desiring to examine the minutes during the hours the office is open. Recently adopted Board meeting minutes appear on the District's website.

Unless as otherwise required by Fla. Stat. § 1001.42(1)(b) or other law, minutes of regular and special Board meetings shall record only the date, starting and ending times, Board members in attendance, Board member disclosures, presenters, conclusion of discussion items, motions, resolutions, and necessary information related thereto, the name of the person making and seconding a motion, or submitting a resolution, and the vote thereon (specifying by member's name the votes cast; any abstentions, or if the member was out of the room for the vote). Certain resolutions shall be spread upon the minutes, i.e. quoted in full as part of the minutes, when required by law. If any member of the Board or the Superintendent wishes any of that person's statements to be included in the minutes, the Board member or Superintendent may request during the meeting that such statement become a part of the official minutes. If a member abstains, the Memorandum of Conflict --Ethics Commission form 8B-- shall be attached to the minutes. Disclosures of Board members shall include conflicts of interest and if required by the Board's Lobbyist Registration Policy 2.5905.

Unless as otherwise required by Fla. Stat. § 1001.42(1)(b) or other law, minutes of Board workshop sessions shall indicate the date, starting and ending time, attending participants and subject(s) presented and discussed. These minutes shall clearly indicate that no official actions were taken by the Board members during this session, other than directions stated in sub-paragraphs (5) (b) and (6) (a) above.

10. **Changes to Posted Agenda** - Once an agenda for any Board meeting, including workshops, is posted and available, the agenda may be changed only for good cause determined by the Chair or the presiding officer. The good cause for the change(s) shall be stated on the record as may be reflected in the Board report and/or discussion at the meeting and notification of such change shall be at the earliest practicable time.
11. **Expulsion Meetings** - Final Board proceedings on expulsion of students are exempted from Florida's Government in the Sunshine Law, unless properly waived by the parent or eligible student. A special closed meeting of the Board, which is not open to the public, will be scheduled on expulsions, to commence either approximately one-half (1/2) hour prior to a regular Board meeting, or at a special meeting on another day, although the scheduling time and date may vary or the meeting canceled depending on the number of expulsions to be heard. Expulsion meetings with the Board are not an evidentiary hearing. At these special meetings, each expulsion will be considered separately and consecutively. Individuals may speak relating to the specific expulsion and Board discussion may follow. The vote on the expulsion and final order, without discussing the name of the student, will be taken and entered in accordance with Board action at the Board's public meeting following this special closed meeting.
12. **Cellphones** - All cellular telephone verbal conversations while in the room when a Board meeting is being conducted are not permitted. Such conversations are permitted only during meeting breaks or recess. Ringers for all cellular telephones must be set to silent or vibrate mode to avoid disruption of proceedings. Individuals, including those on the dais, must exit the chambers to answer verbally incoming cell phone calls.
13. Board members may attend workshops and participate at such workshops through the use of an interactive video and/or telephone system, but for this to occur, a quorum of Board members must be physically present at the workshop.
14. **Virtual Participation Conditions** - Under the following extraordinary circumstances, Board members may attend Board meetings and participate and vote through the use of interactive video and/or telephone systems, as long as a quorum of Board members are physically present at the meeting: in those instances where the member is out of the District while attending to District business, confined to home or hospital due to illness or accident, where the member's absence is due to a death or serious illness of an immediate family member, or where the Board meeting calendar changes and the member has a scheduling conflict. Any other situations which cause a member to be absent from a meeting will require a vote by majority of the Board, based only on extraordinary circumstances as required by law, to allow the member to participate and vote by the above referenced technology. The extraordinary circumstance should be stated at the meeting.
15. **Virtual Meetings in Emergencies** - In the event an emergency is declared by Executive Order, legislation, or other lawful authority, and virtual or telephonic meetings through communications media technology are authorized for local public bodies such as the School Board, the provisions of this Policy and any other Board policy relating to a quorum of the Board being required to be physically present to conduct business and vote, the physical location of the meeting for the public to attend, and the method of conducting public comment are superseded and modified. The meeting, however, unless it is exempt, must meet other Sunshine law and State law requirements, including accepting public comment. The meeting notice must state how the public can access the meeting and make comments. The Board may then conduct virtual or telephonic meetings during pendency of the emergency.
16. The Board may suspend the rules within these Standing Rules and By-Laws for particular meetings by a two-thirds (2/3) vote of those members present, if not contrary to Florida or Federal Law.

B. Special Rules of Order

1. When a main motion has been brought before the Board, the Chair shall ask if the maker of the motion wishes to be assigned the floor first in discussion. Any other Board member who desires to speak in discussion must obtain the floor by addressing the Chair as 'Mr. Chair' or 'Madam Chair.' When the Chair recognizes the member, the member then has the floor and can speak to the motion.
2. Board member, having obtained the floor while a debatable motion is immediately pending, can only speak twice to the motion for no longer than three (3) minutes the first time and three (3) minutes the second time, unless

additional time is obtained by consent of the remaining Board members. Such consent must be given unanimously or by means of a motion to extend the limits of debate.

- a. Where a Board member seeks additional information from the Superintendent or other staff members, the Board member requests a point of information and asks follow-up questions regarding the motion on the floor. The discussion shall be limited to the Board member receiving the information requested. The Chair will decide on whether to allow the Board member to request a point of information. The request shall be limited to a point of information related to the motion. The Chair shall determine if the Board member may ask follow up questions.
 - b. When an emergency item is submitted to the Board for review and adoption by Board members, there shall be no time limit on discussion.
 - c. After a vote is taken, there shall be no further debate on the motion. All requests for personal privilege shall be presented to the Board Chair.
3. A motion to table or motion to postpone cannot be made until all members have had an opportunity to speak to the motion on the floor.
4. The Board may change the limits of discussion, for one meeting only, by means of a main motion adopted by a two-thirds vote without notice.
5. A Board member's remarks must have bearing on whether the pending motion should be adopted.
6. When a motion is pending, a Board member can condemn the nature or likely consequences of the proposed measure in strong terms, but a Board member may not, under any circumstances, attack or question the motives of another Board member.
7. If a Board member repeatedly questions the motives of other members who are mentioned by name, or persists in speaking on completely irrelevant matters under discussion, the Chair should warn the member. If the member continues, the Chair shall state that the member is 'out of order.'
8. Board members may not address one another directly, but must address all remarks through the Chair.
9. A Board member cannot speak adversely on a prior action that is not pending unless a motion to reconsider, rescind or amend is pending, or unless the member intends to conclude remarks by making or giving notice of one of these motions.
10. In discussion, the maker of the motion is not allowed to speak against the motion, although the maker can vote against the motion. If the maker desires to speak against the motion, the Board shall be advised and the member may ask permission to withdraw the motion.
11. During discussion and during voting, no member will be permitted to disturb the meeting or hamper the transaction of business.
12. Procedures for electing the Chair and Vice Chair:
 - a. The Chair and Vice Chair are selected by MAJORITY VOTE of the School Board at the annual organization meeting or at meetings as stated below.
 - b. The procedures for electing the Chair are as follows:
 - i. The Superintendent calls for nominations for the Chair.
 - ii. Any School Board member may nominate another member or himself/herself for consideration. No second is required.
 - iii. After allowing the opportunity for any nominations, the Superintendent calls for a close of nominations.
 - iv. The Superintendent announces the names of all nominees.
 - v. A roll call vote is taken for each Board member to vote on one of the nominees.
 - vi. A nominee is allowed to vote for himself/herself.
 - vii. The nominee achieving the majority of the votes will be declared the new Chair. The first individual nominee to achieve 4 or more votes has achieved the majority vote.
 - viii. The voting continues until a MAJORITY winner is declared.
 - ix. The Clerk records the votes of the Board through the roll call vote.
 - x. If however, after three sets of votes for a position a majority is not achieved, the Board may by majority vote select one of the following options or suspend the rules by a 2/3 vote for another option to reach a majority:

- (1) A motion by ballot instead of by a showing of hands where the ballots with each Board member's name would be collected and then read by the Clerk (this is an option because under the Board's Special Rules of Order sub-paragraph B, 12, (b), (v) above it states a roll call vote is taken); or
- (2) To unanimously (or by majority) accept/ratify the plurality and declare the person with the highest number of votes Chair/Vice Chair; or
- (3) To allow a run off to break a ~~2/2~~ tie until only two nominees remain followed by the Board members casting their vote for Chair/Vice Chair for their choice between the two remaining nominees, or
- (4) One of the nominees during the meeting could ask another nominee if he/she would withdraw if the other nominee agrees not to run for that position the following year. If that second nominee states that agreement at the meeting and is bound by that agreement and the other nominee decides to withdraw (again, not required).

- c. The procedures for electing the Vice Chair are the same as for the Chair above. The Superintendent continues to preside over the vote for the election of Vice Chair.
- d. Per Fla. Stat. § 1001.371, if "a vacancy should occur in the position of chair, the district school board shall proceed to elect a chair at the next ensuing regular or special meeting."
- e. If a vacancy should occur in the position of Vice Chair, the School Board shall proceed to elect a Vice Chair at the next ensuing regular or special meeting.

13. Organization Meeting During an Election Year if the Board Offices are Closed

- a. The organization meeting required during an election year if the Board Offices are closed shall be limited to the requirements in Fla. Stat. § 1001.371:
 1. Superintendent Presides: Nominations and Vote for School Board Chair;
 2. Superintendent Presides: Nominations and Vote for School Board Vice Chair;
 3. Board Chair Presides: Dates and Times for the following year's Regular Board Meetings; and
 4. Board Chair Presides: Organization Documents.
- b. In addition, pursuant to Fla. Stat. § 286.0114, public comment on agenda items only will be allowed.
- c. Newly elected Board members will be sworn in before a notary public or judge as per Fla. Stat. § 92.50 (probably the Board Clerk) and execute the oath of office that day before the meeting commences.

14. Selection Process of a Board member (s) to serve as a governing board member on another organization's committees or for a Board member to be the liaison to a Board advisory Committee

- a. Board members vote to select the Board member (s) to serve as a governing board member or alternate on another organization's committees and for a Board member to be the liaison to a Board advisory committee. This usually occurs during the annual Board organization meeting, except for the meeting stated above in Paragraph B, 13.
- b. Committee reassignments may also occur at any time upon request of a Board member or if a Board member has left office and if allowed by the other organization's committee's bylaws or if authorized by that committee.
- c. Membership on the governing board or liaisons to these committees will change every two years unless:
 1. The other organization's committee's bylaws do not allow a change at that time,
 2. The Board member is an officer of the other organization's committee,
 3. The Board member serving as another organization's committee's governing board member or as the liaison to a Board advisory committee wants to continue that role and no other Board member wants that role.

15. All persons present at a meeting have an obligation to obey orders of the Board and School Police.

16. Any of these Special Rules of Order may be suspended for a particular meeting by a two-thirds (2/3) vote of School Board members present, if not contrary to Florida or Federal law.

RULEMAKING AUTHORITY: Fla. Stat. §§ 120.81 (1) (a);
1001.32(2);1001.372;1001.41(1) &
(2);1001.42;1001.43 (10)

LAWS IMPLEMENTED:

Fla. Stat. §§ 119.07;120.525, 120.54,
120.569,120.57,120.81(1); 286.011; 286.0114;
1001.32(2);1001.371;1001.372;1001.42; 1001.43(6)
& (10);1001.51(2) & (3);1001.42(1) (a) & (b);1006.07(1)(a)

HISTORY:

6/2/76; 7/21/82; 11/20/85; 07/09/01; 1/16/02;
4/5/2006; 9/30/09; 4/18/2012; 11/06/13; 10/18/17;
06/03/2020; ER 7/8/20; 9/30/20; 10/20/2021; 05/09/2023

[\[1\]](#) If a Committee is going to be presenting a Report to the Board at the meeting, the Clerk must be notified in advance of the meeting in order to provide a list to the Chair.

[\[2\]](#) Per Robert's Rules (Secs, 61.7, 61.8, and 61.19), "all persons present at a meeting have an obligation to obey the legitimate orders of the presiding officer". This includes disorder and attempts to disrupt the proceeding.

[\[3\]](#) The speaker would provide the object to the Board Clerk by noon of the day of the meeting for Superintendent to review in advance.

[1749 Comments by the Public \(Blue Card\) \(1\).pdf \(152 KB\)](#)