

December 11, 2001

Ms. Perla Tabares Hantman, Chair

**SUBJECT: DISCUSSION OF PROCEDURES PERTAINING TO SCHOOL BOARD
RULE 6GX13-8C-1.23, SCHOOL BOARD COMMITTEE STRUCTURE**

On December 10, 1997, The School Board of Miami-Dade County, Florida, promulgated School Board Rule 6Gx13-8C-1.23, School Board Committee Structure. Since that time, the Board has utilized the committee structure and procedures outlined in the Board Rule. At this time, the Board Rule could be amended to set forth certain procedures not previously addressed in the Rule.

Two provisions not delineated in the current Rule pertain to (1) the authority to designate a Chair to run the Committee meeting in the event of delay or absence of the Committee Chair and (2) the procedure for a meeting to be called if the Chair of the Committee does not call a monthly meeting and a member of the Committee wishes to have a meeting.

With reference to the first provision, Section IV. Powers should be amended to provide a new provision as follows:

- F. In the event that the Chair of a Committee is unavailable for a scheduled Committee meeting, either remaining member by agreement of the membership may serve as Chair of the Committee meeting.

With reference to the second provision, Section VI. Miscellaneous should be amended as follows:

- A. Scheduling - each Committee will meet as often as necessary, as determined by the Committee Chair, but not more than once per full Board meeting or twice per month, unless warranted by special circumstances.

In the event that a monthly meeting is not called by the Committee Chair, a member of the Committee who wishes to convene a meeting may request the meeting through the Chair of the Committee, who

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shall then schedule the meeting in accordance with the notice provisions of the Sunshine Law.

A discussion prior to amending the Rule will ensure that Board Members have input concerning these provisions and any other recommended provisions to the Rule.

**ACTION PROPOSED BY
MS. PERLA TABARES HANTMAN:**

That The School Board of Miami-Dade County,
Florida:

1) discuss procedures to be included in School Board Rule 6Gx13-8C-1.23, School Board Committee Structure prior to amending the Rule; and

2) authorize the Superintendent to amend School Board Rule 6Gx13-8C-1.23, School Board Committee Structure to be brought back to the January 16, 2002 meeting for initial reading.] REVISI