

Office of the General Counsel  
Walter J. Harvey, General Counsel

**SUBJECT:** **INITIAL READING: PROPOSED AMENDMENTS TO SCHOOL BOARD BYLAWS 0165, PUBLIC MEETINGS, AND 0165.1, AGENDAS**

**COMMITTEE:** **FISCAL ACCOUNTABILITY AND GOVERNMENT RELATIONS**

**LINK TO STRATEGIC PLAN:** **EFFECTIVE & SUSTAINABLE OPERATIONAL PRACTICES**

During the new business portion of the Personnel, Student, School, & Community Support Committee Meeting of September 4, 2024, School Board Chair Mari Tere Rojas recommended that the Board review School Board Bylaws 0165, *Public Meetings*, and 0165.1, *Agendas*, to determine if these bylaws (a) align with current District practices, and/or (b) should be amended to specify how Board members' recognition, resolution, endorsement, or proclamation items are presented at regular meetings.

As a follow-up to this recommendation, this item proposes amendments to both bylaws. Bylaw 0165, *Public Meetings*, would be amended to provide that Board members' recognition, resolution, endorsement, or proclamation items (except those endorsement items presented during the regular business portion of the meeting) must be limited to one individual or organization; that only the individual or organization being recognized may speak on such items after they are presented; and that no Board member other than the item's sponsor may comment on the item at the meeting. Bylaw 0165.1, *Agendas*, would be amended to require that the full versions of all recognition, resolution, endorsement, or proclamation items be submitted no later than two days before the scheduled time of the Board meeting at which they will be presented and to clarify that Board members may cosponsor such items during the regular meeting.

These amendments were drafted in collaboration with, and reviewed by the Superintendent, Cabinet, and District staff. The Notice of Intended Action and bylaws with strikethroughs and underlines are attached.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, authorize the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to amend School Board Bylaws 0165, *Public Meetings*, and 0165.1, *Agendas*.

**Revised**  
**G-5**

## **NOTICE OF INTENDED ACTION**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on October 16, 2024, its intention to amend School Board Bylaws 0165, *Public Meetings*, and 0165.1, *Agendas*, at its meeting of November 20, 2024.

**PURPOSE AND EFFECT:** School Board Bylaws 0165, *Public Meetings*, and 0165.1, *Agendas*, are proposed for amendment pursuant to a recommendation made at a Board committee meeting. The amended bylaws would clarify the deadlines for submitting all agenda items and would limit the number of presentations and comments associated with Board members' recognition, resolution, endorsement, or proclamation items.

**SUMMARY:** School Board Bylaw 0165, *Public Meetings*, is proposed for amendment to limit the number of presentations and comments on Board members' recognition, resolution, endorsement, or proclamation items during regular meetings. The revised bylaw would provide that such items are limited to one individual or organization, that only the individual or organization being recognized may speak on the item after it is presented, and that no Board member other than the item's sponsor may comment on the item at the meeting. Bylaw 0165.1, *Agendas*, is proposed for amendment to provide that the deadline for submitting full recognition, resolution, endorsement, or proclamation items for consideration is at least two (2) days before the scheduled time of the regular meeting and to clarify that Board members may cosponsor such items during the meeting.

**SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED:** F.S. ss. 120.54, 120.81, 120.525, 1001.41.

**LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC:** F.S. ss. 286.011, 286.0114, 1001.41, 1001.43(10).

IF REQUESTED, A HEARING WILL BE HELD DURING THE SCHOOL BOARD MEETING OF November 20, 2024, which begins at 1:00 p.m., in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided in Section 120.541(1), F.S., must do so in writing by November 13, 2024, to the Superintendent of Schools, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is based. (Section 286.0105, Florida Statutes)

A COPY OF THE PROPOSED AMENDED BYLAWS is available at cost to the public for inspection and copying in the Citizen Information Center, Room 102, 1450 N.E. Second Avenue, Miami, Florida 33132.



Book Policy Manual  
Section October 16, 2024 - Initial Reading  
Title **PUBLIC MEETINGS**  
Code 0165  
Status Initial Reading

### 0165 - **PUBLIC MEETINGS**

Florida's Government in the Sunshine Law, F.S. 286.011, commonly referred to as the Sunshine Law, provides a right of access to governmental proceedings of the School Board. The law applies to any gathering of two or more members of the School Board or an advisory board to discuss some matter which will foreseeably come before the Board for action.

Generally, there are three (3) basic requirements of open public meetings: (1) meetings of the Board must be open to the public; (2) reasonable notice of such meetings must be given; and (3) minutes of the meetings must be taken and promptly recorded. These requirements are embedded in this policy and more specifically delineated herein.

All meetings at which official acts are to be taken are open public meetings, and no resolution, rule, policy, regulation, or formal action shall be considered binding except as taken or made at such a meeting. All meetings of the Board shall be open and accessible to the public, except as provided by Florida law, and the order of business of any regular meeting shall include an opportunity for the public to address the Board. The purpose of the public portion of the Board meeting, however, is to allow the public to address specific agenda items and general matters within the Board's jurisdiction.

The Board shall first consider Wednesdays to schedule all meetings in which Board members are requested to attend, recognizing that certain factors may impede consideration for Wednesdays including, but not limited to, advertisements, agenda publication deadlines, emergency meetings, annual organizational meeting, legislatively mandated periods for special meetings and budget public hearings, religious holidays, previously scheduled calendared conflicts and travel, legislative

session, Dade Days, and graduations.

~~A.~~ Regular Meeting

The Board shall hold at least one (1) regular meeting each month according to a schedule approved by the Board at its organization meeting.

All regular meetings will begin at 11:00 a.m. in the Board Administration Building Auditorium, 1450 Northeast Second Avenue, Miami, Florida. Prior to the regular meeting, an invocation may be delivered by a member of the public in accordance with the procedures adopted by the Board. At 11:00 a.m., the Board will address Board member agenda items designated by the Board Chair and seeking approval of recognitions, resolutions, endorsements, or proclamations. Board members are limited to one (1) presentation of these types of items per Board meeting, except that Board members may choose to present certain endorsement items (e.g., recognizing a month in honor of a particular event or to increase awareness of a particular matter) during the regular business portion of the Board meeting. A quorum is not necessary for these presentations.

Recognition, resolution, endorsement, or proclamation items may apply to only one (1) individual or organization, and only the individual being recognized (or, as applicable, one (1) representative of an organization being recognized) may speak to these items after they are presented. No other Board member shall comment on the recognition, resolution, endorsement, or proclamation during the meeting, except to co-sponsor and/or vote upon the item. All persons signed up to speak to these items may do so at this time. Whenever practicable as determined by the Board Chair, these types of presentations should be given to students prior to any others during this portion of the meeting. However, if there are other extenuating circumstances, any Board member may request that their presentation be made before any other presentation. Co-sponsorships and approvals of designated recognitions, resolutions, and endorsements may be voted upon or ratified at any time during the 11 a.m. portion of the meeting, as deemed appropriate by the Board.

The Superintendent's Special Orders shall follow the Board member presentations. The Board may then recess for lunch if time permits. The Board meeting will reconvene at 1:00 p.m., at which time a quorum must be present. The Board shall first ratify by majority vote any recognitions, resolutions, endorsements, or proclamations that were presented, but not voted upon, at the 11:00 a.m. portion of the meeting. The Board shall then complete the remainder of the regular Board meeting agenda. The regular meeting shall continue until the agenda has been exhausted. Under extraordinary circumstances, the Board may recess a regular meeting to the following regular business day in order to finish the agenda, if such action is taken in good faith and not taken to circumvent the requirements of the Sunshine Law.

Upon public notice, regular meetings of the Board may be held at any appropriate public place in the county. Public notice shall consist of publication in accordance with Bylaw 0164, *Notice of Meetings*.

Any change in the date or time for these meetings shall be by an action of

the Board.

~~B.~~ Board Committee Meetings

Board committee meetings addressing the monthly Board agenda shall occur after the publication of the official agenda and prior to the regularly scheduled monthly Board meetings. Unless otherwise noticed, these meetings shall be held in Room 726, Board Administration Building, 1450 NE 2 Ave., Miami, Florida.

### C. Special Meeting

Special meetings may be called for official action on topics specified in the call and agenda for the meeting. Special meetings may be convened when called by the Superintendent, or by the Superintendent on request of the Chair of the Board, or on request of a majority of the members of the Board. A majority of the members of the Board may only request the convening of a special meeting of the full Board by seeking the approval of a majority of the members present at a regular or special Board meeting.

Unless otherwise noticed, all special meetings will be held in the Board Administration Building Auditorium, 1450 NE 2 Ave., Miami, Florida. The date and time shall be specified in the call and agenda for each meeting.

### D. Emergency Meeting

If the Board finds that an immediate danger to the public health, safety, or welfare requires immediate action, it may hold an emergency public meeting and give notice of such meeting by any procedure that is fair under the circumstances and necessary to protect the public interest, if:

1. the procedure provides at least the procedural protection given by State and Federal law,
2. the Board only takes the action necessary to protect the public interest under the emergency procedure, and
3. the Board publishes in writing at the time of, or prior to, its action the specific facts and reasons for finding immediate danger to the public health, safety, or welfare and its reasons for concluding that the procedure used is fair under the circumstances.

### E. Public Hearings

Public hearings may be scheduled on a specific topic, document, or proposal which is to be the subject of Board action that will be taken at the public hearing or at an upcoming regular Board meeting, either to comply with State law or to hear citizens on an issue of great public interest.

### ~~F.~~ Conference Session

Conference sessions may be conducted to receive information and confer with the Superintendent on issues requiring in-depth consideration and discussion with a possible proposed recommended action to be taken by the Board at an upcoming regular meeting.

Citizens will not be heard at conference sessions unless the Board determines otherwise in advance of the session. A conference session shall be scheduled in the same manner as a regular Board meeting.

#### G. Workshop

Workshops may be scheduled to receive information and confer with the Superintendent on issues requiring in-depth consideration and discussion, with a possible proposed recommended action to be taken by the Board at an upcoming regular meeting. Only after a minimum of six (6) Board members, upon being polled by the Chair through his/her designee, have advised of their intent to attend a workshop on a given date, shall the workshop be scheduled, noticed, and advertised. Once the workshop is advertised, noticed, and the meeting is conducted in accordance with the requirements of this rule and with any applicable provisions of the Sunshine Law, the workshop may be held even if a quorum is not present.

Workshops will be conducted in Conference Room 726B of the Board Administration Building, 1450 Northeast Second Avenue, Miami, Florida, unless otherwise noticed. If a greater than normal attendance by the public is anticipated for any specific Board workshop, the workshop may be held at the Board auditorium. The date and time shall be specified in the call and agenda for the meeting.

#### H. Member Conferences

Individual Board members may sponsor conference-type discussions, inviting Board members, staff, and members of the public to engage in a voluntary and informal discussion of topics of vital concern to the member in an effort to foster a free-flowing exchange of information and ideas. These conferences must be open to the public and otherwise satisfy Florida law governing public meetings and applicable Board policies. All Board members may attend and fully participate in these Board member conferences. The Board General Counsel, or a designee, shall attend the conferences. Additionally, the Board Recording Secretary shall be available to facilitate the recording of the meeting and to take and prepare the requisite minutes as required by Florida statutes and Board policies. The notice of these member conferences shall conform to Bylaw 0164, *Notice of Meetings*.

These are voluntary forums for discussion purposes only, are not official Board meetings, and no action may be taken on the topics discussed. Agendas for these meetings will be proposed by the Board member calling the meeting and may be changed or amended as provided by the Sunshine Law, Board policies, and the Administrative Procedure Act.

## I. Cancellation and Rescheduling of Board Meetings Due to Emergencies

Whenever the governor declares a state of emergency and the Superintendent closes schools, or District offices when school is not in session, under Policy 8420, *Emergency Closing of Schools*, any Board meeting scheduled to take place during that time shall be canceled. Both conditions must be present on the day of the meeting in order for a meeting to be canceled. The Chair of the Board shall notify the Board and the Superintendent of the meeting cancellation.

The Chair of the Board shall poll the Board to reschedule the canceled meeting as soon as practicable after the state of emergency is lifted or on a date that will not adversely affect the health, safety, and welfare of District employees and of the general public.

The canceled and rescheduled meetings shall be appropriately noticed by the Superintendent in accordance with law and Bylaw 0164, *Notice*.

## ~~J.~~ Virtual Meetings During Declared Statewide Emergencies

Whenever the Governor, during a declared statewide emergency, suspends state statutes requiring a physical quorum be present for Board meetings and that Board meetings must take place in a specific location, the Board may meet virtually and all provisions of this policy that require a physical quorum of the Board be present or that the Board meetings take place in a physical location are automatically waived. Provision must be made for public access and participation in any virtual public Board meeting in accordance with applicable law and policy. Portions of the meeting required under Board policy such as the public hearing may be eliminated to protect the health, safety, and welfare of the Board, Students, District staff, and the public. Appropriate notice of virtual Board meetings must be made in accordance with Board policies, the Administrative Procedure Act, and the Sunshine Law. Board Advisory Committees may also meet virtually under these circumstances and must meet the same requirements for notice, public access, and participation.

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K. Participation and Voting by Board Members at Public Board Meetings Through Communications Media Technology in Extraordinary Circumstances

An individual Board member may make a request to the Board to participate and vote virtually or through teleconferencing means at any public meeting of the Board as described in this policy, due to extraordinary circumstances that exist for that member, as long as there is a quorum of Board members physically present at the meeting. Participation and voting by a physically absent member shall be allowed only in extraordinary circumstances as determined by a majority of Board members physically present. Board members shall not attend any non-public meeting of the Board, as described in Policy 0166, *Non-Public Meetings*, through the use of communications media technology.

1. Process

The Board member who desires to attend a public Board meeting utilizing communications media technology due to extraordinary circumstances shall transmit the request to the Board in advance of the public meeting and provide a description of the extraordinary circumstances requiring the Board member's participation and voting through communications media technology. The Board will vote at the beginning of the meeting whether to allow the Board member's participation and voting through communications media technology at that meeting.

~~2.~~ Notice

Notice for any Board meeting held shall be in accordance with Board Bylaw 0164, *Notice of Meetings*. The Notice must state that arrangements for access, participation, and voting in public Board meetings utilizing communications media technology will be made available to one or more Board members who are unable to be physically present at the meeting because of extraordinary circumstances, as determined by a majority of Board members physically present.

### 3. Quorum

Once a physical quorum of Board members is established, a Board member may participate and vote through communications media technology if approved by the Board at the meeting and based only on extraordinary circumstances that prevent the Board member from being physically present at the meeting. A physical quorum must be present for all public Board meetings and must be maintained throughout the meeting.

### ~~4.~~ Access and Participation by Board Member

The Superintendent shall make all necessary arrangements to allow for Board members to access, participate, and vote in public Board meetings utilizing communications media technology to the extent required by applicable law and this policy and when approved by the Board to do so. A Board member appearing at a meeting via communications media technology pursuant to this section shall be sure to announce each of their votes verbally.

## 5. Relationship to Other Policies

Any Board Policy provisions relating to meetings that otherwise do not conflict with the provisions of this policy remain in full force and effect.

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Revised 09.07.2011  
Revised 10.16.2013  
Revised 06.18.2014  
Revised 09.09.2015  
Revised 01.17.2018  
Revised 04.25.2018  
Revised 08.12.2020  
Revised 03.17.2021  
Revised 08.16.2023

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### Legal References:

F.S. 120.525  
F.S. 120.54(1)  
F.S. 120.81(1)  
F.S. 286.011  
F.S. 286.0114  
F.S. 1001.41  
F.S. 1001.43(10)  
F.S. 1001.372  
Fla. Atty. Gen. Op. 98-28  
Fla. Atty. Gen. Op. 03-41  
Fla. Atty. Gen. Op. 20-03

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Book Policy Manual

Section October 16, 2024 - Initial Reading

Title **AGENDAS**

Code 0165.1

Status Initial Reading

0165.1 - **AGENDAS**

~~A.~~ Preparation and Distribution

The Superintendent shall be responsible for the preparation and distribution of the agenda for regular and special meetings of the School Board. The agenda shall contain, in order of presentation, a listing of each subject and, if appropriate, the recommendation(s) for each item to be considered by the Board.

The agenda for each Board meeting shall be prepared and distributed in accordance with the requirements of the State of Florida Administrative Procedure Act. Complete agenda items must include at least one (1) named sponsor, heading, Board committee designation, link to strategic plan, subject, explanation, recommended action, and any required attachments.

On occasion, a proposed agenda item may be submitted as a "holder" when there is insufficient information to provide a full description of the action being proposed. Holder agenda items shall, at a minimum, describe the purpose and intent of the item in as much detail as possible. However, except for ~~information items,~~ resolutions, endorsement~~s~~ and proclamation ~~items~~, these proposed holder agenda items cannot be published unless they are complete. Any holder agenda item, except those for ~~information,~~ resolutions, endorsements, and proclamations, that is not completed and submitted at least two (2) days before the Board committee meetings and no later than seven (7) days before the Board meeting shall not be published and the Board may not take action on the item. If the holder item is for a resolution, endorsement, or proclamation, the full item must be completed and submitted at least two (2) days before the scheduled start-time of the Board meeting or the item will not be included in the regular meeting agenda.

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The Superintendent shall submit all agenda items recommending that a Board policy be amended or a new policy be adopted, for both initial and final reading, to the General Counsel's Office for review and approval as to form and legal sufficiency prior to agenda publication.

## B. Items Board Members Wish to Include in the Agenda

Board members who sponsor items, including recognition, resolution, endorsement, and proclamation items, which they wish to have considered at regular Board meetings should submit them to the Superintendent for inclusion in the agenda at least nine (9) calendar days prior to a regular Board meeting. Proposed Board member items are to be submitted for each subsequent meeting no earlier than the next regular business day after the conclusion of the prior regular Board meeting. In order to ensure that items proposed by Board members are numbered in the order in which they are received by the Board Office Manager/Administrative Coordinator or anyone designated by the Board Chair for this purpose, all proposed items by Board members will be date-stamped and numbered in the sequence in which they are received. All proposed items submitted must contain, at a minimum, a subject heading specifying the topic that is being proposed for discussion. Board members shall submit Board member agenda action items and resolutions seeking a call to action to the General Counsel's Office for review and approval as to form and legal sufficiency prior to agenda publication.

## C. Agenda Changes

The agenda shall contain the items to be considered in the order of presentation. After the agenda has been made available, a change shall be made only for good cause, as determined by the Chair, and stated in the record. Notification of such change shall be at the earliest practicable time.

## ~~D.~~ Co-Sponsorship of Board Member Agenda Items and Endorsement of Public Engagement and Participation Initiatives

A Board members may co-sponsor another Board member's agenda item after it has been published by publicly expressing their desire to co-sponsor the item at the Board committee meeting prior to the Board meeting in which the item will be considered. If the prime sponsor accepts the co-sponsor(s), the prime sponsor will revise and resubmit the item with the addition of the co-sponsor(s).

Board members may also express their desire to co-sponsor ~~another Board members' agenda~~ items, including recognitions, resolutions, endorsements, or proclamations, at the regular meeting in which the item is presented for Board approval. ~~or to~~ Additionally, Board members may officially endorse Superintendent action items that directly appeal to public engagement and participation in support of community-centered initiatives, such as relief efforts and other altruistic undertakings in benefit of the community, as indicated in the Superintendent item. If co-sponsorship of a Board member item or endorsement of a Superintendent item is requested at a Board meeting, the Board shall treat the request pursuant to Robert's Rules of Order as a motion to amend the item to indicate the co-sponsorship(s) or endorsement(s).

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Board members may only co-sponsor other Board members' regular Board meeting agenda items. Co-sponsorship of another Board member's recognition, resolution, endorsement, or proclamation [item](#) will not be counted towards the co-sponsoring member's one (1) item limit for [presenting](#) these types of agenda items as described in Policy 0165.

#### E. Consent Agenda

At the beginning of regular Board meetings, the Chair will call for items which the Board members would like to address and announce those items. The items not selected by Board members to address constitute the consent agenda. The Chair shall call on speakers who have signed up to speak to those items pursuant to Board Bylaw 0169.1, *Public Participation*, and provide them the opportunity to speak. The Chair will then call for a vote on the consent agenda. Rule-making items on which a public hearing has been timely requested pursuant to Bylaw 0131 may not be approved on consent.

#### F. Distribution of the Agenda

##### 1. Board Members

The agenda of regular meetings shall be distributed to members of the Board and the student advisor and posted on the Board's website at least seven (7) days in advance of the meeting date. Copies also will be made available to the Board members' administrative assistants. The final versions of all items, and all relevant agenda related material and back-up documentation, must be provided to Board members and posted on the Board's website at least two (2) days before the Board committee meetings. Agenda items requiring non-substantive revisions only, such as typos and grammatical errors, may be distributed within the two (2) days [distribution period before the applicable committee meeting](#). This requirement shall not apply to items dealing with personnel appointments and assignments, matters that are not appropriate for review by Board committees, and items presented at special or emergency meetings of the Board. However, the final version of these agenda items, including all relevant and supporting material and/or supplemental information, shall be provided to Board members and the student advisor at least forty-eight (48) hours prior to any meeting of the Board.

The agenda for special meetings called by the Superintendent, or by the Superintendent on request of the Board Chair, or on the request of a majority of the Board members, shall be prepared upon the calling of the meeting, distributed to each Board member and the student advisor, and posted to the Board's website not less than forty-eight (48) hours prior to the meeting.

## 2. Administrative Staff and Recognized Employee Organizations

The Superintendent shall determine the administrative staff of the school system to whom the agenda for regular and special meetings of the Board will be distributed in advance of the meetings and shall distribute the agenda to employee organizations as provided for in the collective bargaining agreements with approved bargaining units.

## 3. Individuals and Community Organizations

- a. A copy of the agenda may be examined and/or obtained by an interested person at the Citizen Information Center after the agenda is published.

For news media representatives, the County Council PTA/PTSA Executive Board, the Miami-Dade County Association of Student Government Presidents, and other governmental education-related community organizations, copies of the agenda will be made available at no cost through the Citizen Information Center. Requests for other distribution may be made by the Superintendent or any Board member.

- b. A copy of the agenda also will be available at the Citizen Information Center prior to and during Board meetings.

- ~~c.~~ The agenda and accompanying materials, reports and presentations, shall be accessible via the Board's website.

G. Distribution of Agenda-related Supplemental Materials and Documents, Presentations, and Reports

1. Board Members

At least two (2) days prior to each regular meeting of the Board, the Superintendent shall distribute to each Board member and the student advisor supporting materials and documents, including but not limited to, all relevant memoranda and/or supplemental information or documentation prepared to accompany the items which are included on the agenda, and post them on the Board's website. The final versions of all items, along with all relevant agenda related material and back-up documentation must be presented to Board members at least two (2) days before the Board committee meetings. Agenda items requiring non-substantive revisions only, such as typos and grammatical errors, may be distributed within the two (2) day distribution period. Copies of the supporting materials and documents also will be made available to the administrative assistants to the members of the Board.

For all public Board meetings as identified in Policy 0165, *Public Meetings*, including regular, committee, special, and emergency meetings and workshops, all reports and PowerPoint presentations and any other materials used in any presentation at a public meeting of the Board, shall be distributed to all Board members and the student advisor and posted to the Board's website no less than forty-eight (48) hours prior to the meeting or workshop, even if the materials are for information only and no formal action will be taken at the meeting.

~~2.~~ Administrative Staff and Recognized Employee Organizations

The document containing supplemental materials to the agenda will be distributed to the administrative staff of the school system as determined by the Superintendent. The Superintendent shall distribute this document to employee organizations as provided for in the collective bargaining agreements with approved bargaining units.

The distribution of this document, though, shall be kept to an absolute minimum because of the expense involved in preparing copies of all documents and materials.

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3. For news media representatives, the County Council PTA/PTSA Executive Board, the Miami-Dade County Association of Student Government Presidents, and other governmental and education-related community agencies, copies of the supplemental materials will be available on the Board's website and at no cost through the Citizen Information Center. The distribution of these materials shall be kept to an absolute minimum because of the expense involved in preparing copies of all documents and materials.

A copy of these materials will be available at the Citizen Information Center prior to and during Board meetings.

H. The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered by a majority vote of the members present and items added for good cause as determined by the Chair.

Effective 07.01.2011

Revised 04.17.2013

Revised 10.16.2013

Revised 06.18.2014

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Revised 01.13.2021

Revised 09.07.2022

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Legal References:

F.S. 120.525

F.S. 120.81

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