

1100A

SCHOOL BOARD MEETINGS AND RULES OF ORDER

STATEMENT OF PURPOSE

The School Board of Broward County (The School Board) may act as the corporate body of the District only within the confines of a meeting that complies with the requirements of the Florida Sunshine Law (Chapter 286) or the Labor Laws (Chapter 447). As a corporate body, The School Board may transact business only at official meetings of The School Board. An individual School Board Member has no authority to act in an official capacity absent the delegation of authority by The School Board at an official meeting.

I. GENERAL RULES

- A. All official action by The School Board shall be taken only at Regular or Special meetings of The School Board and these meetings shall be open to the public.
- B. The School Board shall hold not less than one Regular meeting each month for the transaction of business according to a schedule arranged by The School Board.
- C. School Board Workshops and Retreats may be held, and the time and place shall be publicized and open to the public.
- D. All Regular and Special School Board meetings shall be held at the KCW Board Room, 600 Southeast Third Avenue, Fort Lauderdale, Florida, except upon given due public notice, Regular or Special meetings of The School Board may be held at any appropriate public place in the County.
- E. All School Board meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, and School Board policies. If any conflict arises between Robert's Rules of Order, Newly Revised, and a School Board policy, the policy shall control.
- F. Five (5) School Board Members physically present is considered a quorum.

II. TYPES OF MEETINGS DEFINED

- A. Regular School Board Meetings (RSBM) – Official business meeting, the purpose of which is to advance the official business of the District whereby The School Board will dedicate its focus to the operational agenda, including committee reports.
- B. Special School Board Meetings (SSBM) - A special session of the School Board Regular Meeting which can be called by the District School Superintendent or by the District School Superintendent on request of the Chair of The School Board or a majority of the School Board Members so that the required two-days written public notice of the time and purpose of the meeting is provided. There are no committee reports given and speakers can only address the agenda items.

- C. School Board Workshops (BW) – An exploration of matters that constitute the business of the District. Workshops are for the sole purposes of communicating information and general discussion on operational and policy topics. The School Board will take no official action in a workshop. The Chair will seek input from fellow School Board Members regarding future workshop agenda items. If consensus exists, then the topic shall be scheduled for a future workshop.
 - 1. Agenda Planning Sessions (APS) – Held during School Board Workshops to facilitate an effective and efficient RSBM by providing School Board Members the opportunity to dialogue and offer critical feedback to the Superintendent and Chief of Staff on agenda content prior to the actual RSBM, where School Board Members will take official action on the issues. The School Board will take no official action during these sessions.
- D. Closed Door Sessions – Generally scheduled throughout the school year as needed or requested by staff and closed to the public due to the discussion of matters exempt from the Sunshine Law. No public officer or employee shall disclose information not available to members of the general public and gained by reason of the officer’s or employee’s official duties. Any such disclosure may subject the officer or employee to penalties pursuant to *Fla. Stat.* § 112.313 (8), including a misdemeanor pursuant to *Fla. Stat.* § 839.26.
- E. Attorney Client Sessions – Meetings, as needed regarding pending litigation, requested by legal counsel employed or retained by The School Board. No public officer or employee shall disclose information not available to members of the general public and gained by reason of the officer’s or employee’s official duties. Any such disclosure may subject the officer or employee to penalties pursuant to *Fla. Stat.* § 112.313 (8), including a misdemeanor pursuant to *Fla. Stat.* § 839.26.

III. AGENDAS

- A. School Board meeting agendas shall be released at least seven days in advance of each RSBM. The agenda for a Special School Board Meeting under authority F.S. 1001.372 shall be released upon the calling of the meeting but not less than forty-eight (48) hours prior to such meeting.
- B. School Board agendas shall be prepared with an itemized list to be considered in order of presentation, and after its distribution, no changes, deletions, or additions shall be made except for good cause as determined by the presiding officer of The School Board and stated in the record. Except for added speakers, all items added to an agenda for good cause shall be considered as part of the open agenda.
- C. Regular School Board Meeting agendas will be divided into two sections- one called consent agenda and the other open agenda. The Chair shall continue to use the procedure "consent agenda" which permit all consent items to be moved and voted upon together unless pulled as set forth herein. All items with a financial impact will be considered in an open agenda. All items for reduction of retainage and for receipt

of audits shall be placed on the open agenda. Consent agenda items will be noted by a single letter, and open agenda items will be noted by double letters. Open agenda items will be organized together. School Board Members may pull any consent item for individual consideration.

- D. A motion for reconsideration can be made on an agenda item which has been brought before The School Board during that same meeting only by a School Board Member who was on the prevailing side.
- E. A roll call vote will be made at any time upon request of any School Board Member. The call of the roll shall be made alphabetically by the Supervisor of Official School Board Records or their designee. The Chair of The School Board shall, at the request of a School Board Member, rotate alphabetically the order of the roll call vote.
- F. School Board Reports shall be part of the RSBM agenda and may be made at the request of School Board Members and limited to a maximum of three (3) minutes per report.

IV. SUBMISSION OF AGENDA ITEMS BY SCHOOL BOARD MEMBERS

- A. The Superintendent shall establish the agenda for School Board meetings.
- B. A School Board Member may set agenda items for action, at any time, exclusively concerning the seven matters listed below.
 - 1. Electing School Board Officers (Fla. Stat. § 1001.371);
 - 2. Setting Member residence area boundaries (Fla. Stat. § 1001.36 (2));
 - 3. Placing a proposition for single-member representation (or for returning to at-large representation) before the voters (Fla. Stat. § 1001.362 (3)(a), (9));
 - 4. Setting School Board Member compensation and being reimbursed for official travel expenses (Fla. Stat. § 1001.395 and 1001.39);
 - 5. Making alternate employment selections under the strict provisions of Fla. Stat. § 1012.22 (1)(a)3;
 - 6. Selecting, evaluating, and directing The School Board's direct reports and positions established by statute or School Board rules as reported directly to The School Board, such as an appointed Superintendent and General Counsel (Fla. Stat. 1001.50); and
 - 7. Establishing advisory committees to The School Board (Fla. Stat. §§ 1001.371 and 1001.43(10)).
- C. School Board Member will set these seven items as "B" or "BB" items on the agenda by providing a copy to the Superintendent or designee for placement on the agenda.

- D. For School Board items addressed in subsection “B and C” above, these items, inclusive of attachments, shall be brought at least seven (7) days in advance for the purposes of proper notice. Further, these items will be scheduled to be addressed during a RSBM.
- E. Individual School Board Members may request that items related to any School Board business be brought for discussion during formalized Board Reports and Workshops.

V. SCHOOL BOARD ROLE IN PERSONNEL NOMINATIONS

- A. The School Board may reject employment nominations of the Superintendent only for good cause. For purposes of rejecting a nomination for employment, “Good Cause” means objective criteria supported by evidence bearing on moral or professional disqualification. Examples of objective criteria include: incompetency, conviction of a crime involving moral turpitude, or misconduct in office of a prior position (Fla. Stat. 1012.22 (1)(a)(2)).
- B. In the event a School Board Member rejects a Superintendent’s nomination, the name of the individual and specific facts that would constitute good cause must be clearly expressed during the School Board meeting so as to be made part of the record.

VI. PUBLIC PARTICIPATION

- A. The public may participate during School Board meetings, as follows:
 - 1. The public may speak a total of fifteen (15) minutes during any single meeting, not including committee reports.
 - 2. Public Speaking at Regular School Board Meeting during general business:
 - a. There shall be a maximum of ten (10) speakers or 30 minutes reserved on each RSBM agenda for public speakers. This time shall be known as the Public Speakers section. This section of the agenda shall provide an opportunity for any member of the public to reserve time to address The School Board regarding matters of relevance to public education. Speakers should not engage in discussion regarding issues that are currently in litigation or a quasi-judicial action. Persons desiring to make a presentation as a public speaker shall contact the Superintendent’s office at least five (5) calendar days prior to the School Board meeting. This will enable the School District to place the public speaker and their topic on the School Board agenda and conduct an administrative review of the topic in advance of the meeting. Those persons who have not contacted the Superintendent at least five (5) calendar days in advance but who wish to address The School Board on topics pertaining to the School District shall be placed on a waiting list if time permits during the 30 minute-time period or may be heard at the end of the School Board meeting at the discretion of the Chair. School Board Members

will not engage in dialogue with the speakers. No action shall be taken on a speaker's topic unless otherwise indicated on the agenda.

- b. At this time, a member of the public who has registered to speak is allowed, and not to exceed, a total of three (3) minutes to speak to non-agenda item issues that pertain to the general business or operations of The School Board or District. However, a registered speaker may request that they be permitted to yield their time to a designated registered speaker. Speakers must be present at the meeting at the time of the request to yield their time. The yielded time will be pooled for a maximum of six (6) minutes for the designated speaker. The speaker is allocated only one opportunity to speak during this time.
3. Public Comments on Agenda Items at Regular School Board Meetings; Public Hearings or School Board Workshops:
 - a. A member of the public is allowed to speak for three (3) minutes on any agenda item that is on the floor at any RSBM, Public Hearings or School Board Workshop.
 - b. Speakers may request that they be permitted to yield their time to a designated registered speaker. Speakers must be present at the meeting at the time of the request to yield their time. The yielded time will be pooled for a maximum of six (6) minutes for the designated speaker. Speakers may not split their time and only yield a portion of it to a designated speaker. The speaker is allocated only one opportunity to speak during this time.
 - c. Comments by the public on an agenda item that is on the floor must pertain to the specific topic and/or issue contained in the agenda item. Speakers on agenda items may not use their time to speak on issues that are tangential or only slightly connected to the agenda item.
 - d. The School Board Chair, at their discretion, may notify and warn speakers at such time the speakers comments: have gone beyond the subject matter of the agenda item on the floor and for which they had signed up to address; are addressing matters that are not related to the business of The School Board; or otherwise violate this policy. Speakers are asked to demonstrate proper decorum and model the District's eight-character traits: cooperation, responsibility, citizenship, kindness, respect, honesty, self-control, and tolerance. Speakers shall refrain from obscene or vulgar conduct, slanderous remarks, or statements that tend to incite violence or the breach of the peace.
 - e. In order to address items on the consent portion of a RSBM agenda, a member of the public may simply ask to address The School Board prior to the vote being taken on the consent agenda or they may request that such item be pulled and placed on the open agenda when the Chair is entertaining pulls from the consent agenda.

B. Written Comments:

1. For RSBM and SSBM, the public may submit written comments to the Supervisor of the Office of Official School Board Records, 600 Southeast Third Avenue, Fort Lauderdale, Florida 33301 or by email to Publiccomment@browardschools.com not later than two (2) hours in advance of the published time of the School Board meeting for both agenda items and general matters. Anonymous comments will not be accepted; therefore, written comments must include the person's name and address. Written comments should be a maximum of 400 words, which is approximately three (3) minutes when read aloud.
 2. For Board Workshops, the public may submit written comments by going to The School Board's website, www.browardschools.com, and on the home page click on the labeled icon for the workshop in "Headlines and Happenings."
 3. All written comments will be attached to meeting minutes or workshop summaries.
- C. Speakers at Workshops, Regular and Special School Board meetings are allowed to speak only on items on the agenda either before or after each item at the discretion of the Chair. In the event that twenty (20) or more speakers express a desire to speak on any given agenda item, the Chair may reduce each individual speaker's time limit or set the maximum time available for all speakers.
- D. No public comments will be permitted when The School Board is participating in a Board Training or acts in its quasi-judicial function, such as during bid protests, or employee discipline proceedings pursuant to Florida Statute, Chapter 120.
- E. Speakers shall not engage in political campaigning, including making statements regarding any candidacy, wearing of buttons, or items of clothing that could constitute political activity.
- F. Public Speakers shall not engage in solicitation or discussion on pending litigation. Lobbying must comport with the rules set forth in School Board Policy 1100B.
- G. Speakers shall identify themselves by stating their name, otherwise the Chair shall request that each member of the public addressing The School Board first state their name and include their address, if at a Boundary Hearing, for the record.
- H. District committee reports will be placed on the agenda at an appropriate time, prior to the public speakers. In the event the committee representative is not available to give a morning report, they shall ask the Chair to allow them to speak in the afternoon. Committee Chairs may give reports via media technology under extraordinary circumstance. The committee representative giving the report shall limit their remarks to the official position of the committee as set forth in the report and shall be limited to five (5) minutes in duration unless extended at the Chair's discretion. The representative shall refrain from making any personal observations or comments during this time. Any such personal remarks would have to be made by the speaker

during an opportunity for public comment.

- I. Speakers' remarks should be directed to the presiding officer or The School Board as whole and not to individual School Board Members. Otherwise, the speaker may be ruled out of order and asked to yield the podium. School Board Members will not engage in dialogue with speakers.
- J. Speakers may not refuse to yield the podium when the Chair has advised that their time has expired.

VII. DECORUM

- A. The Board Chair shall read, in advance of public speakers, rules for expected decorum: No heckling, shouting or making comments from the audience, verbal outbursts or any other disruptive behavior shall be permitted. No signs or placards shall be allowed in the School Board meeting. No personal accusatory, slanderous, or derogatory comments, which identifies an individual by position or proper name shall be permitted. Persons exiting the School Board meeting shall do so quietly.
- B. The Chair may turn off the microphone or recess the meeting if any person persists in interfering with the expeditious or orderly process of the meeting, or fails to conform their remarks to the requirements of this policy after being duly warned to do so. Alternatively, after a warning, the Chair will have the speaker or audience member removed from the meeting and barred from further appearance before The School Board for the balance of the meeting.
- C. Personal cellular telephone conversations while in the room where The School Board meeting is being conducted are not permitted. Such conversations are permitted only during meeting breaks or recess. Ringers or any portable electronic device must be set to silent mode to avoid disruption of the proceedings. All individuals must exit the meeting room to answer incoming cell phone calls.

VIII. PUBLIC INFORMATION

- A. Any member of the public who desires to review and/or inspect public records that are maintained by the District shall be permitted to do so within a reasonable time period and under reasonable conditions, and under the supervision of the custodian of the public record or their designee pursuant to the requirements and exemptions contained in F.S. 119.07, and 119.071, and any other applicable state and federal laws. Although a request is not required to be in writing, it is suggested that all public records requests be sent to recordrequests@browardschools.com so the request is logged in, acknowledged and responded to in an appropriate manner.
- B. Any member of the public who desires to obtain a copy of a public record will be provided an estimate of the cost of locating and copying the document. Payment for the expense shall be provided prior to receiving the requested documents.

IX. USE OF COMMUNICATIONS MEDIA TECHNOLOGY

- A. School Board Members may attend and participate at Regular, Special Meetings and Workshops through the use of communications media technology.

- B. An absentee School Board Member may request of the Chair, or in the Chair's absence, the Vice Chair, permission to participate in Regular, Special Meetings, or Workshops via communications media technology only as long as a quorum of School Board Members are physically present at the meeting. A School Board Member appearing at a meeting via telephone pursuant to this section shall be sure to announce each of their votes verbally.

- C. School Board Members shall not attend Closed Door Meetings or Attorney Client Sessions through the use of communication media technology.

Policy Custodian: Chief of Staff

Authority: Fla. Stat. § 112.313 (8); § 119.07; § 120.53 (1) (A); § 839.26; § 1001.36 (2)); § 1001.39; § 1001.41; § 1001.42, § 1001.49; § 1001.50; § 1001.362 (3)(a)(9); § 1001.371; § 1001.372; § 1001.395; § 1012.22 (1)(a)2; § 1012.22 (1)(a)3; and F.S. Chapter 120

Policy Adopted: 8/15/74; 7/23/19

Policy Amended: 1/6/77; 5/1/80; 2/18/82; 1/24/85; 3/14/89; 5/17/94; 4/7/98, 5/19/98, 10/16/01; 8/20/02; 2/3/04; 8/3/04; 4/12/05; 8/2/05; 9/27/05; 05/03/11; 12/04/12, 8/20/19, 4/20/2021