

**SCHOOL BOARD MEETINGS AND RULES OF ORDER**

The School Board of Broward County (SBBC) 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 Board may transact business only at official meetings of the Board. An individual Board member has no authority to act in an official capacity absent the delegation of authority by the Board at an official meeting.

1. 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.
2. 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.
3. Upon two-days written notice of the time and purpose of the meeting, Special meetings may be held by the Board when called by the Superintendent, or by the Superintendent on request of the Chair of The School Board, or by request of a majority of The School Board.
4. Board workshops and retreats may be held, and the time and place shall be publicized and open to the public.
5. All Regular and Special Board meetings shall be held at the KCW Board Room, 600 Southeast Third Avenue, Fort Lauderdale, Florida, except that upon giving due public notice, Regular or Special meetings of The School Board may be held at any appropriate public place in the county.
6. 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.
7. Five (5) Board Members physically present is considered a quorum.

**I. TYPES OF MEETINGS DEFINED**

- A. Regular School Board Meetings (RSBM) – Conduct official business meeting that is largely dedicated to community engagement and features: special presentations, committee reports, general speakers, and a small agenda component (if needed).
  1. School Board Operational Meetings (SBOM) – A type of Regular meeting, the purpose of which is to advance the official business of the District whereby the Board will dedicate its sole focus to the operational agenda.
- 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 district school board or a majority of the 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. Board Workshops (BW) – Explore 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 Board will take no official action in a workshop. The Chair will seek input from fellow 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 Board Workshops to facilitate an effective and efficient operational meeting (SBOM) by providing Board Members the opportunity to dialogue and offer critical feedback to the Superintendent and Chief of Staff on agenda content prior to the actual operations meeting, where Board Members will take official action on the issues. The 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 it is 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 requested by legal counsel employed or retained by the Board as needed regarding pending litigation. 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.

## II. AGENDAS

- A. Board meeting agendas shall be released at least seven days in advance of each Regular Board meeting. The agenda for a Special meeting of the Board under authority F.S. 1001.372 shall be released upon the calling of the meeting but not less than 48 hours prior to such meeting.
- B. 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 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 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. 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 Board during that same meeting only by a Board member who was on the prevailing side.
- E. A roll call vote will be made at any time upon request of any member of the Board. The call of the roll shall be made alphabetically by the supervisor of Official School Board records or his/her designee. The Chair of the Board shall, at the request of a Board member, rotate alphabetically the order of the roll call vote.

### **III. SUBMISSION OF AGENDA ITEMS BY 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 Board Officers (Florida Statute § 1001.371);
  - 2. Setting member residence area boundaries (Florida Statute § 1001.36 (2));
  - 3. Placing a proposition for single-member representation (or for returning to at-large representation) before the voters (Florida Statute § 1001.362 (3)(a), (9));
  - 4. Setting Board Member compensation and being reimbursed for official travel expenses (Florida Statute § 1001.395 and 1001.39);
  - 5. Making alternate employment selections under the strict provisions of Florida Statute § 1012.22 (1)(a)3;
  - 6. Selecting, evaluating, and directing the Board's direct reports and positions established by statute or Board rules as reported directly to the Board, such as an appointed Superintendent and General Counsel (Florida Statute § 1001.50); and
  - 7. Establishing advisory committees to the Board (Florida Statute § 1001.371).
- C. 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 board items addressed in subsection "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 may be scheduled to be addressed during School Board Operational Meetings and Regular School Board Meetings.

- E. Individual School Board Members may place “B” items for discussion only on the agenda pertaining to School Board business by advising the Superintendent of their desire to do so.
- F. During formalized School Board Member Reports, individual School Board Members may request that items related to any School Board business be brought for discussion for a Workshop.

#### **IV. SCHOOL BOARD ROLE IN PERSONNEL NOMINATIONS**

- A. The 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 are incompetency, conviction of a crime involving moral turpitude, misconduct in office in a prior position.
- B. In the event, a Board Member rejects a Superintendent’s nomination, the specific facts that would constitute good cause must be clearly expressed during the Board meeting so as to be made part of the record.

#### **V. PUBLIC PARTICIPATION**

- A. There shall be three opportunities for the public to address The School Board during any given meeting: Public Speakers during General Business, Public Hearings and Public Comment on Agenda Items.
  - 1. Public Speakers during General Business:
    - a. At this time, a member of the public who has registered to speak is allowed a total not to exceed three (3) minutes to speak to non-agenda item issues that pertain to the general business or operations of the 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 on opportunity to speak during this time.
    - b. There shall be a maximum of ten (10) speakers or 30 minutes reserved on each Regular 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. Persons desiring to make a presentation as a public speaker shall contact the Superintendent’s office at least five (5) days prior to the Board meeting. This will enable the school district to place the public speaker and her/his topic on the 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) days in advance but who wish to address the 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 School Board Chair. 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.

## 2. Public Hearings:

- a. At this time, a member of the public is allowed to speak for three (3) minutes to any public hearings. For example, if there are two policy second readings, the same person can sign up to speak twice- three (3) minutes to each of the two second readings and will speak at the time the item is presented.
- 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.

## 3. Public Comments and Agenda Items:

- a. At this time, a member of the public is allowed a total not to exceed three (3) minutes to speak to the agenda item that is on the floor.
  - b. Speakers may request that they be permitted to yield their time to a designated 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. In order to address items on the consent portion of a Regular Meeting agenda, a member of the public may simply ask to address the 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. Speakers at Workshops 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 the individual speakers time limit or set the maximum time available for all speakers.
- C. No public comment will be permitted to when the Board acts in its quasi-judicial function, such as during bid protests, or employee discipline proceedings pursuant to Florida Statute,

Chapter 120.

- D. Public Speakers shall not engage in political campaigning, including making statements regarding their candidacy, wearing of buttons, or items of clothing that could constitute political activity.
- E. Public Speakers shall not engage in solicitation, discussion on pending litigation. Lobbying must comport with the rules set forth in School Board Policy 1100B.
- F. Speakers shall identify themselves by stating their name or the Chair shall request that each member of the public addressing the Board to first state his/her name and address, if at a Boundary Hearing, for the record.
- G. District committee reports will be placed on the agenda at an appropriate time, prior to the public speakers. In the event the speaker 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 his/her 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.
- H. Speakers' remarks should be directed to the presiding officer or the Board as whole and not to individual Board members, otherwise the speaker may be ruled out of order, and asked to yield the podium. Board Members will not engage in dialogue with speakers.
- I. Speakers may not refuse to yield the podium when the Chair has advised that their time has expired.
- J. The Chair may notify and warn speakers that their comments have gone beyond the subject matter for which they had signed up to address, address matters that are not related to the business of The School Board, or otherwise violate this policy. Speakers are advised to refrain from obscene or vulgar conduct, or slanderous remarks, or statements that tend to incite violence or the breach of the peace. Speakers are reminded to demonstrate proper decorum, and model the District's eight character traits: cooperation, responsibility, citizenship, kindness, respect, honesty, self-control, and tolerance.
- K. 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 Board for the balance of the meeting.
- L. In the event a large group of individuals (more than twenty (20)) sign-up to speak on one agenda item, the School Board has the authority to adjust the time limit for each speaker to less than the three (3) minutes usually permitted and/or limit the overall time speakers will

be heard on that item.

**VII. DECORUM**

- a. The Board Chair shall read in advance of public speakers the rules for the following expected decorum: No heckling, shouting comments from the audience, verbal outbursts or any other disruptive behavior shall be permitted. No signs or placards shall be allowed in the Board meeting. No derogatory comments using the person's proper name shall be permitted. Persons exiting the Board meeting shall do so quietly.
- b. Personal cellular telephone conversations while in the room where the 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, at 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](mailto:recordrequests@browardschools.com) so that 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 provide prior to receiving the requested documents.

**IX. USE OF COMMUNICATIONS MEDIA TECHNOLOGY**

- a. Board members may attend and participate at Regular, Special Meetings and Workshops through the use of communications media technology.
- b. An absentee 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 Board Member appearing at a meeting via telephone pursuant to this section shall be sure to announce each of their votes verbally.
- c. Board Members shall not attend Closed Door Meetings or Attorney Client Sessions through the use of communication media technology.

**AUTHORITY:** F. S. § 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)3; .372; F.S.  
Chapter 120

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

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10/16/01; 8/20/02; 2/3/04; 8/3/04; 4/12/05; 8/2/05; 9/27/05; 05/03/11;  
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