

SCHOOL BOARD MEETINGS

FILE: BE

TITLE: Board Meetings

POLICY:

(1) Dates and Times of Meetings.

The regular meeting of the School Board of Orange County, Florida (Board) shall be held on the dates adopted by the Board at its annual organizational meeting, by the Board at a subsequent meeting, or by the Chair and the Superintendent to ensure the needs of the district are met. The regular meeting dates may be changed by action of the Board at any previous meeting provided that each member is notified by letter, email, or by distribution of the minutes showing a record of the change. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public. In order to ensure that decisions are made efficiently and effectively, meetings shall end no later than 10:00 p.m., unless otherwise agreed to by consensus of the Board. In the event a meeting is ended prior to the Board addressing the items on the agenda, the meeting shall continue the next business day or to such day and time as soon as practical as designated by the Board at the time of adjournment.

(a) Special meetings (including emergency meetings) shall be held at the time designated by the Superintendent, Board Chair, and/or upon the direction of five (5) Board members who notify the Superintendent and General Counsel individually.

(b) All official meetings of the Board shall be open to the public, except when meetings may or must be closed in accordance with the law, and any other meeting or conference shall be conducted as a public meeting. Any individual shall be given an opportunity to address the Board during its meetings in accordance with Board policy and Section 286.0114, Florida Statutes.

(2) Place of Meetings.

All regular and special meetings of the Board shall be in the Board's Educational Leadership Center, except when the Board determines that the public interest is better served by holding the meeting elsewhere. When such a determination is made, the meeting shall be held at some other appropriate public place within the district as determined by the Board, provided that due prior public notice of at least forty-eight (48) hours is given. When a Board meeting is to be held at any place other than the Educational Leadership Center, the Superintendent shall take such action to give due public notice as required by the Florida Statutes.

(3) Rules of Order.

All Board meetings shall be conducted in accordance with Robert's Rules of Order, Revised.

(4) Copies of Agenda.

Copies of the agenda for regular meetings shall be made available at least seven

(7) days before the event by any person in the state who requests a copy and who pays the reasonable cost of the copy. Copies of the agenda for a special meeting shall be prepared at least forty-eight (48) hours prior to such meeting. Agendas shall be posted to the district website.

(5) Proposed Agenda.

The Superintendent, in cooperation with the Chair, shall prepare the proposed agenda listing seven (7) days before a regularly scheduled meeting of the Board. This agenda listing shall be distributed to each Board member. An extended agenda including proposed resolutions for Board adoption shall be distributed, with supporting information, to Board members so that they will have these materials at least seventy-two (72) hours prior to the meeting where practical. Special called meetings may be exempt from this requirement.

(6) Quorum.

A majority shall constitute a quorum for any Board meeting. Unless permitted by law, no business shall be transacted unless a quorum is physically present, except a minority may adjourn the meeting until a quorum is present.

(7) Voting Interpretation.

The vote shall be unanimous if all members audibly vote "yes" or otherwise indicate an affirmative vote. When a split vote occurs, the minutes shall show the vote of each member on the question. Each member who is present shall vote on each decision, ruling, or official act which is taken or adopted by the Board, unless there is or appears to be a conflict of interest under the provisions of Chapter 112, Florida Statutes. In such cases, the member may abstain but shall file a memorandum pursuant to requirements of Section 112.3143, Florida Statutes.

(8) Tie Votes.

Unless otherwise provided by law, in the event of a tie vote of the district Board Chair and district Board members acting in any capacity, the side on which the district Board Chair voted shall be deemed to prevail. For purposes of any vote of the district Board Chair and district Board members acting in any capacity, action taken pursuant to that side of a tie vote on which the district Board Chair voted satisfies the requirement that action taken by a "majority" vote or a "simple majority" vote.

(9) Minutes.

The official minutes of the Board shall be kept as prescribed by Florida Statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available by the Superintendent during the time the office is open to any individual desiring to examine the minutes.

- (a) Only motions, resolutions, and the necessary information related thereto; the name of the person making the motion or submitting the resolution; the name of the person who seconds the motion; and the vote or action thereof shall be recorded.

- (b) Board members or the Superintendent desiring any of their statements to be recorded may request that such become a part of the official minutes.
 - (c) Any other matter may be made part of the official minutes by direction of the Chair or by a majority of the Board.
- (10) Notification of Conduct at Meeting.

In the event of a disruption, prior to removal from the meeting, the public shall be informed that it is unlawful to knowingly disrupt or interfere with a Board meeting and that any such action may result in a misdemeanor offense of the second degree. This includes individuals who advise, counsel, or instruct students, members of the public, or Board employees on techniques for disrupting a Board meeting. See also Board Policy KFA.

SPECIFIC AUTHORITY:

Sections 120.53; 125.25; 286.0105; 286.011; 286.0111; 286.012; 447.605; 877.13; 1001.365; 1001.372; 1001.41; 1001.42, Florida Statutes

ADOPTED: 12/14/2010
REVISED: 4/12/2022