

POLICY: 6Hx28:1-03



Responsible Executive:

Vice President, Policy and General Counsel

Policy Contacts: Vice President, Policy and General Counsel

Specific Authority: 1001.61-65, 1004.70, F.S.

Law Implemented: 1001.61-65, 1004.70, F.S.

Effective Date: 11-20-2001

Date of Last Policy Review:
11-20-2001

Meetings of the District Board of Trustees

Policy Statement:

I. Regular Meetings

Regular meetings of a District Board of Trustees shall follow a regular schedule adopted by the District Board of Trustees. The place of the meeting may be rotated among the campuses and centers of the College, or other locations, as the District Board of Trustees may deem appropriate. The location of the meeting shall be contained on each agenda.

II. Special Meetings

Special meetings of a District Board of Trustees can be called by the Chairperson, by the President when requested by a majority of the District Board of Trustees, or by the majority of the District Board of Trustees itself. Actions at special meetings, including emergency meetings, have the same force and effect as actions at regular meetings.

III. Notice

Notice of meetings and workshops shall follow the requirements of Florida law.

IV. Quorum

A majority of the District Board of Trustees membership shall constitute a quorum for the transaction of business. The action of a majority of the members of the District Board of

Trustees present at any meeting shall be the action of the District Board of Trustees, except as may be otherwise provided by this Policy.

V. Order of Business

- A. The Chair, in consultation with the District Board of Trustees and the President, shall determine the order of business at regular meetings of the District Board of Trustees. The order of business should include:

Call to Order

- B. Invocation

- C. Pledge of Allegiance to the Flag

- D. Approval of Minutes

- E. Reports

1. Report of the President

2. Report of the Faculty Association

- F. New Business

- G. Other Business

VI. Minutes

The President shall cause minutes and other records to be kept to set forth clearly all actions and proceedings of the District Board of Trustees. Minutes of District Board of Trustees meetings shall be signed by the Chairperson and the President immediately after approval by the District Board of Trustees and shall be kept as a public record in a permanently bound book in the custody of the President. Minutes shall show the vote of each member present on all matters on which the District Board of Trustees takes action. It is the duty of each member to see that each motion and the vote thereon are properly recorded in the minutes. Unless otherwise shown in the minutes, it is presumed that the vote of each member present supported action by the District Board of Trustees in either the exercise, violation, or neglect of the powers and duties imposed upon the District Board of Trustees by law or rule, whether such action is recorded in the minutes or otherwise established. It is presumed that the policies, appointments, programs, and expenditures not recorded in the minutes but made and actually in effect were made and put into effect according to rules of the District Board of Trustees. The President shall obtain District Board of Trustees approval for exceptions to rules of the District Board of Trustees.

VII. Agenda

- A. The President shall prepare, advertise, and distribute in accordance with law an agenda at least seven (7) days prior to each regular meeting of the District Board of Trustees. The agenda shall be reviewed and approved in advance by the Chair, in a manner determined by the Chair. Any member of the District Board of Trustees may call the President and request an item to be placed on the agenda no later than two weeks before the meeting of the District Board of Trustees. The District Board of Trustees may address the future consideration of items not placed on the agenda as requested during the Other Business section of the meeting. Only those items appearing on the prepared and advertised agenda will be considered by the District Board of Trustees, except as otherwise provided in law.
- B. The agenda for each regularly scheduled meeting of the District Board of Trustees shall be available to all parties of interest after 1:00 p.m. seven calendar days in advance of the meeting. The agenda shall contain the items to be considered in the order of presentation. After the agenda has been made available, change may be only for cause in accordance with law.

VIII. Attendance

Attendance of members at regular and special meetings of the District Board of Trustees is expected. In accordance with section 240.313, F.S., it is the duty of the Chair of the District Board of Trustees to notify the Governor, in writing, whenever a District Board of Trustees member fails to attend three consecutive regular District Board of Trustees meetings in any one fiscal year, which absences may be grounds for removal.

Policy

History:

Amended 11-20-01; Replaced former Policies 6Hx28:01-00, 6Hx28:02-00, 6Hx28:02-01, 6Hx28:02-02, 6Hx28:02-03, 6Hx28:02-05, 6Hx28:04-01 and 6H28:04-02
