

Related Entries: (Not identified at this time)

Board Meetings

The School Board of Lee County shall hold regular meetings to discuss educational topics and take action for efficient and effective operation of the School District.

(1) Meeting Time

- (a) Regular meetings of The School Board of Lee County shall be held at least once each month, as determined by the School Board. All meetings of the School Board which continue past 11:00 p.m. will be continued to a time certain.
- (b) Special meetings may be held at any time as requested by the Superintendent, the Chairperson, or by the majority of the School Board. Reasonable notice of such a meeting shall be provided at least 2 business days prior to the meeting date.
- (c) On occasions other than regular School Board meetings, the members of the School Board shall conduct briefing meetings at designated times to consider and discuss information which shall assist the School Board in the decision-making process. The School Board shall also periodically meet in workshops.
- (d) All School Board meetings shall be advertised appropriately and are open to the public.

(2) Meeting Place

- (a) All regular or special meetings of the School Board shall be held in the Board Room of the District Office in Fort Myers, Florida, unless otherwise advertised.
- (b) Members may attend and participate in School Board action meetings, through the use of an interactive video and/or telephone system as long as a quorum of Board Members are present at the action meeting. School Board Members may participate in non-action meetings in this manner, whether or not a quorum is present at the meeting.
- (c) Members may participate and vote by use of an interactive video and/or telephone system to allow a physically absent member of the Board to attend the meeting in those instances where the Board Member is confined to home or hospital due to illness or accident, in those situations when the Board Member's absence is due to the death or serious illness of a family member,

- 45 and in those situations where the Board Member is required to be out of county
46 due to business commitments.
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- 48 (3) Rules of Order
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- 50 (a) All School Board meetings shall be conducted in accordance with Robert's
51 Rules of Order.
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- 53 (b) Formal action shall be taken by the School Board only at regular or special
54 meetings and public hearings.
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- 56 (c) The School Board Attorney shall serve as the School Board Parliamentarian.
- 57
- 58 (4) Agenda
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- 60 (a) Any item to be considered for action by the School Board on the agenda of a
61 regular meeting, shall be submitted in writing to the Superintendent no later
62 than 14 days prior to the date of the meeting. Thereafter, the staff shall
63 organize and distribute the agenda to the School Board, staff and make
64 available to the public no later than seven days prior to the date of the meeting.
65 All backup material for regular Board meetings will be provided to the Board at
66 least seven days prior to the date of the meeting. Agendas shall be prepared
67 for special meetings, briefing meetings and workshops. The agendas and all
68 backup material for special meetings shall be provided to the School Board no
69 later than two (2) business days prior to the meeting. The agendas and all
70 back-up material for briefing meetings, workshops and budget hearings shall
71 be provided to the School Board no later than four (4) business days prior to
72 the meeting. All agenda items presented to the School Board for action at a
73 regular or special meeting shall contain information with respect to fiscal
74 impact of the proposed action by the School Board. Supplemental information
75 determined by the Superintendent to be vital to the discussion of an item on
76 the Briefing agenda which was not available four (4) business days before the
77 briefing meeting shall be provided to the Board as promptly as possible. All
78 agendas and back-up material shall be made available to the public and
79 posted on the District website when provided to the School Board.
- 80
- 81 (b) No business shall be conducted at any regular or special meeting which does
82 not come within the purposes set forth in the agenda or the reason for the
83 convening of the meeting, unless changed for "good cause" or addressed
84 during the "Board Member Comments" portion of the meeting.
- 85
- 86 (c) The agenda for action meetings shall include a consent agenda component
87 used to take expeditious action on routine matters. A member of the Board
88 may request at the meeting, that any item be removed from the consent
89 agenda and addressed during the unfinished business portion of the agenda.
90 No vote is required to pull an item from the consent agenda. The request of a
91 single Board Member shall cause such to occur.

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93 (5) Public Comment
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95 (a) Action Meeting Comment
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97 1. Any individual who desires to address the School Board, at the
98 beginning of the meeting, concerning an item on the agenda of a regular
99 or special meeting, or any other matter relevant to the operation of the
100 School District may file a written request prior to the start of the meeting
101 by giving the parliamentarian a card on which is written the speaker's
102 name and the subject the speaker wishes to address.
103
104 2. Rules Concerning Public Comment
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106 a. Speakers shall be called to address the School Board in the
107 order in which each has submitted a card.
108
109 b. At the beginning of the first public comment portion of the
110 agenda, the Board Chair will invite other members of the
111 audience to indicate their desire to make comment to the Board.
112 Anyone requesting to address the Board will be required to
113 identify whether he or she wishes to address an agenda or non-
114 agenda subject and identify the specific agenda item if the desire
115 is to address an agenda subject.
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117 c. Each speaker shall have one opportunity to address the School
118 Board for a maximum of three minutes.
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120 d. Only the individual submitting the card is allowed to address the
121 School Board with respect to the maximum amount of time
122 allotted. Time may not be "yielded" to other speakers.
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124 e. Inappropriate or irrelevant remarks shall be ruled "out of order"
125 by the Parliamentarian or Chairperson. Any speaker continuing
126 with such remarks shall be required to relinquish the lectern.
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128 f. If a speaker is advocating a certain action be taken by the Board
129 which requires the expenditure of funds, the speaker shall reveal
130 any financial interest in the Board taking such action. If the
131 speaker is an employee, owner, or has a financial interest in or
132 is related to an individual who is an employee, owner or has a
133 financial interest in an entity which provides the product or
134 service being advocated, the speaker must reveal such interest.
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136 3. To ensure that the School Board has the time necessary to consider
137 the issues the public comment portion of the meeting shall be limited to
138 one hour. If there are more than 20 individuals desiring to speak, the

- 139 maximum amount of time each individual is allowed to speak shall be
140 reduced to two minutes. If there are more than 30 individuals desiring
141 to speak, the maximum amount of time each individual is allotted to
142 speak shall be reduced to one minute. No more than 60 individuals will
143 be allowed to address the School Board during the public comment
144 portion of the meeting.
- 145
- 146 4. Requests to address the School Board for more than three minutes
147 shall invoke the procedures governing special request presentations
148 described in paragraph (6) below.
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- 150 5. If multiple members of a group wish to address the School Board on the
151 same issue, the School Board may request the group to select one or
152 more representatives, to present comment to the Board on behalf of all
153 members concerning the relevant issue for a period of time determined
154 by the chair, based on the number of individuals represented, to a
155 maximum of five (5) minutes per speaker.
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- 157 (b) Comment on Board Member Motion
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- 159 1. If a motion is made by a Board Member and seconded to take an action
160 not in response to a recommendation of the Superintendent or Board
161 Attorney, an opportunity will be provided for individuals to comment on
162 the subject of the motion alone after discussion of the motion by the
163 School Board and before the vote is taken. This opportunity will not be
164 required if the matter addressed in the motion will be placed on a
165 subsequent agenda before final action is taken.
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- 167 2. The rules stated in subsection (5)(a), subparts 2.c., 2.d., 2.e., 2.f., 3, 4
168 and 5 apply.
- 169
- 170 (c) Briefing Meeting Comment
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- 172 1. Any individual who desires to address the School Board during a
173 briefing meeting may do so at the end of the meeting during public
174 comment. Speakers may only address an item on the briefing meeting
175 agenda.
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- 177 2. The rules stated in subsection (5)(a), subparts 2.c., 2.d., 2.e., 2.f., 3, 4
178 and 5 apply.
- 179
- 180 (d) Public hearings conducted pursuant to the rule-making requirements of
181 Chapter 120, Florida Statutes.
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- 183 1. When it is necessary for the School Board to conduct a public hearing
184 pursuant to Chapter 120, Florida Statutes, individuals may address the
185 School Board concerning the issue(s) to be addressed at the hearing.

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2. If an individual desires to address the School Board concerning a matter being considered at a public hearing scheduled during a School Board meeting, the individual shall be allowed to address the School Board only during the public hearing.
 3. The rules stated in subsection (5)(a), subparts 2.c., 2.d., 2.e., 2.f., 3, 4 and 5, apply.
- (e) Quasi-Judicial Hearings. The School Board shall not receive public comment concerning quasi-judicial actions including, but not limited to; imposing employee discipline after reviewing a recommended order and ruling on formal bid protests, charter school terminations, and collective bargaining impasse. Only the parties and their representatives shall be allowed to address the School Board as provided in the relevant School Board policy or Florida Statute.
- (f) Workshops. The School Board shall not receive public comment during workshop meetings.
- (6) Special Request Presentations
- (a) An individual or group desiring to make a formal presentation to the School Board at a regular meeting, special meeting or public hearing, shall submit the request to the Superintendent for consideration.
1. The request must be submitted to the Superintendent 12 days before the meeting at which the requester wishes to make the presentation. The written request shall contain, at a minimum, the following information:
 - a. The name and address of the requester.
 - b. The nature of the information to be presented.
 - c. The maximum length of time requested to make the presentation.
 - d. The specific action desired by the School Board.
 2. If the requester desires to circulate written material to the School Board as part of the presentation, a copy of such material shall accompany the written request. Upon receipt of a request, the requester shall be sent a copy of this policy.
 3. Presentations shall not exceed 15 minutes in length. Only one presentation may be made at any time with respect to a particular issue.

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234 4. Sections (5)(a)2.e. and f. shall apply.
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236 (b) If the requester desires to make a charge or allegation against any individual,
237 they must first do so by presenting an affidavit (a written document signed
238 under oath). The requester shall also indicate, in writing, that a copy of the
239 charges or allegations has been furnished to the named individual at or before
240 the time the written request is submitted to the Superintendent and the same
241 shall accompany the request. Presentations containing charges or allegations
242 shall be ruled “out of order” by the Parliamentarian if this procedure has not
243 been followed. Charges and allegations having no relevance to educational
244 issues shall also be ruled “out of order.”
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246 (7) Decorum
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248 (a) Improper conduct at School Board meetings, including booing, hissing,
249 clapping, shouting, cursing, or disrespectful comments to School Board
250 members, school administrators or other individuals shall not be tolerated; nor
251 shall the School Board tolerate other behavior which the Parliamentarian or
252 Chairperson considers disruptive or improper, including the use of placards or
253 signs. Applause is acceptable only when an award is being presented.
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255 (b) Presenters shall confine their remarks to educationally relevant issues.
256 Attacks on individuals and abusive comments shall not be allowed. Speakers
257 who fail to follow this rule shall be ruled “out of order” by the Parliamentarian
258 or Chairperson. Any speaker continuing with such remarks shall be required
259 to relinquish the lectern.
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261 (c) If an individual continues to violate these rules at School Board meetings, the
262 Chairperson may issue a warning that continued violation will result in removal
263 from the meeting. If the individual continues to violate rules after being warned,
264 the Chairperson may order the individual removed from the meeting. It is
265 unlawful and a second degree misdemeanor to knowingly disrupt or interfere
266 with a School Board meeting.
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268 (8) Minutes
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270 (a) The official minutes of School Board meetings shall be created and maintained
271 as prescribed by law. The minutes shall be kept in a secure area by the
272 Superintendent and shall be made available to any individual desiring to
273 examine the same when the District Office is open.
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275 (b) The following shall be recorded by the School Board Secretary to be included
276 within the minutes of a meeting:
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278 1. Motions
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