

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. may 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 48 hours 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 meetings, briefing meetings and workshops through the use of an interactive video and/or telephone system as long as a quorum of Board Members are present at the Board Meeting, briefing meeting or workshop.
- (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

46 Member's absence is due to the death or serious illness of a family member,
47 and in those situations where the Board Member is required to be out of
48 county due to business commitments.

49

50 (3) Rules of Order

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52 (a) All School Board meetings shall be conducted in accordance with Robert's
53 Rules of Order.

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55 (b) Formal action shall be taken by the School Board only at regular or special
56 meetings.

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58 (c) The School Board Attorney shall serve as the School Board Parliamentarian.

59

60 (4) Agenda

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62 (a) Any item to be considered for action by the School Board on the agenda of a
63 regular meeting, other than public comment, shall be submitted in writing to
64 the Superintendent no later than 14 days prior to the date of the meeting.
65 Thereafter, the staff shall organize and distribute the agenda to the School
66 Board, staff and make available to the public no later than seven days prior
67 to the date of the meeting. All backup material for regular Board meetings
68 will be provided to the Board at least seven days prior to the date of the
69 meeting. Agendas shall be prepared for special meetings and briefing
70 meetings. The agendas and all backup material for special meetings and
71 briefing meetings shall be provided to the School Board no later than 48
72 hours prior to the meeting. All agenda items presented to the School Board
73 for action at a regular or special meeting shall contain information with
74 respect to fiscal impact of the proposed action by the School Board.
75 Supplemental information determined by the Superintendent to be vital to the
76 discussion of an item on the Briefing agenda which was not available 48
77 hours before the briefing meeting shall be provided to the Board as promptly
78 as possible.

79

80 (b) No business shall be conducted at any regular or special meeting which does
81 not come within the purposes set forth in the agenda or the reason for the
82 convening of the meeting, unless changed for "good cause" or addressed
83 during the "Board Member Comments" portion of the meeting.

84

85 (5) Public Comment

86

87 (a) Action Meeting Comment

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89 1. Any individual who desires to address the School Board, at the
90 beginning of the meeting, concerning an item on the agenda of a
91 regular or special meeting or any other matter relevant to the
92 operation of the School District, may file a written request prior to the

- 93 start of the meeting by giving the parliamentarian a card on which is
94 written the speaker's name and the subject the speaker wishes to
95 address.
96
- 97 a. Speakers shall be called to address the School Board in the
98 order in which each has submitted a card.
99
- 100 b. At the beginning of the public comment portion of the agenda,
101 the Board Chair will invite other members of the audience to
102 make comment to the Board.
103
- 104 c. Each speaker shall have one opportunity to address the School
105 Board for a maximum of three minutes.
106
- 107 d. Only the individual submitting the card is allowed to address the
108 School Board with respect to the maximum amount of time
109 allotted. Time may not be "yielded" to other speakers.
110
- 111 e. Inappropriate or irrelevant remarks shall be ruled "out of order"
112 by the Parliamentarian. Any speaker continuing with such
113 remarks shall be required to relinquish the lectern.
114
- 115 f. If a speaker is advocating a certain action be taken by the
116 Board which requires the expenditure of funds, the speaker
117 shall reveal any financial interest in the Board taking such
118 action. If the speaker is an employee, owner, or has a financial
119 interest in or is related to an individual who is an employee,
120 owner or has a financial interest in an entity which provides the
121 product or service being advocated, the speaker must reveal
122 such interest.
123
- 124 2. To ensure that the School Board has the time necessary to consider
125 the issues, the School Board desires that this portion of the meeting
126 be limited to one hour. Therefore, there are more than 20 individuals
127 desiring to speak, the maximum amount of time each individual is
128 allowed to speak shall be reduced to two minutes. If there are more
129 than 30 individuals desiring to speak, the maximum amount of time
130 each individual is allotted to speak shall be reduced to one minute.
131
- 132 3. Requests to address the School Board for more than three minutes
133 shall invoke the procedures governing special request presentations
134 described in paragraph (6) below.

- 135 (b) Briefing Meeting Comment
136
137 1. Any individual who desires to address the School Board during a
138 briefing meeting may do so at the end of the meeting during public
139 comment. Speakers may address an item on the briefing meeting
140 agenda.
141
142 2. The rules stated in subsection (a), subparts 1.c., 1.d., 1.e., 1.f., 2 and
143 3 above apply.
144
- 145 (c) Public hearings conducted pursuant to the rule-making requirements of
146 Chapter 120, Florida Statutes.
147
148 1. When it is necessary for the School Board to conduct a public hearing
149 pursuant to Chapter 120, Florida Statutes, individuals may address
150 the School Board concerning the issue(s) to be addressed at the
151 hearing.
152
153 2. If an individual desires to address the School Board concerning a
154 matter being considered at a public hearing scheduled during a
155 School Board meeting, the individual shall be allowed to address the
156 School Board only during the public hearing.
157
158 3. The rules stated in subsection (a), subparts 1.c., 1.d., 1.e., 1.f., 2 and
159 3 above, apply.
160
- 161 (6) Special Request Presentations
162
- 163 (a) An individual or group desiring to make a formal presentation to the School
164 Board at a regular meeting, special meeting or public hearing, shall submit
165 the request to the Superintendent for consideration.
166
167 1. The request must be submitted to the Superintendent 12 days before
168 the meeting at which the requester wishes to make the presentation.
169 The written request shall contain, at a minimum, the following
170 information:
171
172 a. The name and address of the requester.
173
174 b. The nature of the information to be presented.
175
176 c. The maximum length of time requested to make the
177 presentation.
178
179 d. The specific action desired by the School Board.

- 180 2. If the requester desires to circulate written material to the School
181 Board as part of the presentation, a copy of such material shall
182 accompany the written request. Upon receipt of a request, the
183 requester shall be sent a copy of this policy.
184
- 185 3. Presentations shall not exceed 15 minutes in length. Only one
186 presentation may be made at any time with respect to a particular
187 issue.
188
- 189 4. Sections (5)(a)1.e. and f. shall apply.
190
- 191 (b) If the requester desires to make a charge or allegation against any individual,
192 they must first do so by presenting an affidavit (a written document signed
193 under oath). The requester shall also indicate, in writing, that a copy of the
194 charges or allegations has been furnished to the named individual at or
195 before the time the written request is submitted to the Superintendent and
196 the same shall accompany the request. Presentations containing charges or
197 allegations shall be ruled “out of order” by the Parliamentarian if this
198 procedure has not been followed. Charges and allegations having no
199 relevance to educational issues shall also be ruled “out of order.”
200
- 201 (7) Decorum
202
- 203 (a) Improper conduct at School Board meetings, including booing, hissing,
204 clapping, shouting, cursing, or disrespectful comments to School Board
205 members, school administrators or other individuals shall not be tolerated;
206 nor shall the School Board tolerate other behavior which the Parliamentarian
207 considers disruptive or improper, including the use of placards or signs.
208 Applause is acceptable only when an award is being presented.
209
- 210 (b) Presenters shall confine their remarks to educationally relevant issues.
211 Attacks on individuals and abusive comments shall not be allowed.
212 Speakers who fail to follow this rule shall be ruled “out of order” by the
213 Parliamentarian. Any speaker continuing with such remarks shall be
214 required to relinquish the lectern.
215
- 216 (c) If an individual continues to violate these rules at School Board meetings, the
217 Chairperson may issue a warning that continued violation will result in
218 removal from the meeting. If the individual continues to violate rules after
219 being warned, the Chairperson may order the individual removed from the
220 meeting. It is unlawful and a second degree misdemeanor to knowingly
221 disrupt or interfere with a School Board meeting.

- 222 (8) Minutes
223
224 (a) The official minutes of School Board meetings shall be created and
225 maintained as prescribed by law. The minutes shall be kept in a secure area
226 by the Superintendent and shall be made available to any individual desiring
227 to examine the same when the District Office is open.
228
229 (b) The following shall be recorded by the School Board Secretary to be included
230 within the minutes of a meeting:
231
232 1. Motions
233
234 2. Resolutions
235
236 3. The movant
237
238 4. The School Board Member who seconds the motion
239
240 5. The action taken
241
242 6. Other necessary or appropriate information
243
244 (c) Any member of the School Board or the Superintendent may request that
245 one's own statement be recorded as a part of the official minutes. Any other
246 matter may be made a part of the official minutes by direction of the
247 Chairperson or by a majority vote of the School Board.
248
249 (9) The Chairperson shall authorize deviations from the above rules if necessary to
250 accommodate reasonably an individual with a disability.
251
252 (10) Copies of this policy shall be maintained in the Communications Office for public
253 review, and request cards shall be made available in the Board Room.
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256 **STATUTORY AUTHORITY:** 120.525, 120.54, 120.81(1), 286.011, 1001.372,
257 1001.41, 1001.42, 1001.43, F.S.
258
259 Adopted: 2/27/07 (Formerly: Policy 1.31)
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