

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.

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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, including budget hearings, shall be
69 provided to the School Board no later than two (2) business days prior to the
70 meeting. The agendas and all back-up material for briefing meetings and
71 workshops shall be provided to the School Board no later than four (4)
72 business days prior to the meeting. All agenda items presented to the School
73 Board 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 four (4)
77 business days before the briefing meeting shall be provided to the Board as
78 promptly as possible. All agendas and back-up material shall be made
79 available to the public and posted on the District website when provided to the
80 School Board.

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

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87 (c) The agenda for action meetings shall include a consent agenda component
88 used to take expeditious action on routine matters. A member of the Board
89 may request at the meeting, that any item be removed from the consent
90 agenda and addressed during the unfinished business portion of the agenda.

91 No vote is required to pull an item from the consent agenda. The request of a
92 single Board Member shall cause such to occur.

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94 (5) Public Comment

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96 (a) Action Meeting Comment

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98 1. Any individual who desires to address the School Board, at the
99 beginning of the meeting, concerning an item on the agenda of a regular
100 or special meeting, or any other matter relevant to the operation of the
101 School District may file a written request prior to the start of the meeting
102 by giving the parliamentarian a card on which is written the speaker's
103 name and the subject the speaker wishes to address.

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105 2. Rules Concerning Public Comment

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107 a. Speakers shall be called to address the School Board in the
108 order in which each has submitted a card.

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110 b. At the beginning of the first public comment portion of the
111 agenda, the Board Chair will invite other members of the
112 audience to indicate their desire to make comment to the Board.
113 Anyone requesting to address the Board will be required to
114 identify whether he or she wishes to address an agenda or non-
115 agenda subject and identify the specific agenda item if the desire
116 is to address an agenda subject.

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118 c. Each speaker shall have one opportunity to address the School
119 Board for a maximum of three minutes.

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121 d. Only the individual submitting the card is allowed to address the
122 School Board with respect to the maximum amount of time
123 allotted. Time may not be "yielded" to other speakers.

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125 e. Inappropriate or irrelevant remarks shall be ruled "out of order"
126 by the Parliamentarian or Chairperson. Any speaker continuing
127 with such remarks shall be required to relinquish the lectern.

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129 f. If a speaker is advocating a certain action be taken by the Board
130 which requires the expenditure of funds, the speaker shall reveal
131 any financial interest in the Board taking such action. If the
132 speaker is an employee, owner, or has a financial interest in or
133 is related to an individual who is an employee, owner or has a
134 financial interest in an entity which provides the product or
135 service being advocated, the speaker must reveal such interest.

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3. To ensure that the School Board has the time necessary to consider the issues the public comment portion of the meeting shall be limited to one hour. If there are more than 20 individuals desiring to speak, the maximum amount of time each individual is allowed to speak shall be reduced to two minutes. If there are more than 30 individuals desiring to speak, the maximum amount of time each individual is allotted to speak shall be reduced to one minute. No more than 60 individuals will be allowed to address the School Board during the public comment portion of the meeting.
 4. Requests to address the School Board for more than three minutes shall invoke the procedures governing special request presentations described in paragraph (6) below.
 5. If multiple members of a group wish to address the School Board on the same issue, the School Board may request the group to select one or more representatives, to present comment to the Board on behalf of all members concerning the relevant issue for a period of time determined by the chair, based on the number of individuals represented, to a maximum of five (5) minutes per speaker.
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158 (b) Comment on Board Member Motion
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1. If a motion is made by a Board Member and seconded to take an action not in response to a recommendation of the Superintendent or Board Attorney, an opportunity will be provided for individuals to comment on the subject of the motion alone after discussion of the motion by the School Board and before the vote is taken. This opportunity will not be required if the matter addressed in the motion will be placed on a subsequent agenda before final action is taken.
 2. The rules stated in subsection (5)(a), subparts 2.c., 2.d., 2.e., 2.f., 3, 4 and 5 apply.
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171 (c) Briefing Meeting Comment
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1. Any individual who desires to address the School Board during a briefing meeting may do so at the end of the meeting during public comment. Speakers may only address an item on the briefing meeting agenda.
 2. The rules stated in subsection (5)(a), subparts 2.c., 2.d., 2.e., 2.f., 3, 4 and 5 apply.
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181 (d) Public hearings conducted pursuant to the rule-making requirements of
182 Chapter 120, Florida Statutes.
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- 184 1. When it is necessary for the School Board to conduct a public hearing
185 pursuant to Chapter 120, Florida Statutes, individuals may address the
186 School Board concerning the issue(s) to be addressed at the hearing.
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- 188 2. If an individual desires to address the School Board concerning a matter
189 being considered at a public hearing scheduled during a School Board
190 meeting, the individual shall be allowed to address the School Board
191 only during the public hearing.
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- 193 3. The rules stated in subsection (5)(a), subparts 2.c., 2.d., 2.e., 2.f., 3, 4
194 and 5, apply.
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- 196 (e) Quasi-Judicial Hearings. The School Board shall not receive public comment
197 concerning quasi-judicial actions including, but not limited to; imposing
198 employee discipline after reviewing a recommended order and ruling on formal
199 bid protests, charter school terminations, and collective bargaining impasse.
200 Only the parties and their representatives shall be allowed to address the
201 School Board as provided in the relevant School Board policy or Florida
202 Statute.
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- 204 (f) Workshops. The School Board shall not receive public comment during
205 workshop meetings.
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- 207 (6) Special Request Presentations
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- 209 (a) An individual or group desiring to make a formal presentation to the School
210 Board at a regular meeting, special meeting or public hearing, shall submit the
211 request to the Superintendent for consideration.
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- 213 1. The request must be submitted to the Superintendent 12 days before
214 the meeting at which the requester wishes to make the presentation.
215 The written request shall contain, at a minimum, the following
216 information:
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- 218 a. The name and address of the requester.
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- 220 b. The nature of the information to be presented.
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- 222 c. The maximum length of time requested to make the
223 presentation.
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- 225 d. The specific action desired by the School Board.
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- 227 2. If the requester desires to circulate written material to the School Board
228 as part of the presentation, a copy of such material shall accompany
229 the written request. Upon receipt of a request, the requester shall be
230 sent a copy of this policy.

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3. Presentations shall not exceed 15 minutes in length. Only one presentation may be made at any time with respect to a particular issue.
4. Sections (5)(a)2.e. and f. shall apply.
- (b) If the requester desires to make a charge or allegation against any individual, they must first do so by presenting an affidavit (a written document signed under oath). The requester shall also indicate, in writing, that a copy of the charges or allegations has been furnished to the named individual at or before the time the written request is submitted to the Superintendent and the same shall accompany the request. Presentations containing charges or allegations shall be ruled “out of order” by the Parliamentarian if this procedure has not been followed. Charges and allegations having no relevance to educational issues shall also be ruled “out of order.”
- 247 (7) Decorum
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- (a) Improper conduct at School Board meetings, including booing, hissing, clapping, shouting, cursing, or disrespectful comments to School Board members, school administrators or other individuals shall not be tolerated; nor shall the School Board tolerate other behavior which the Parliamentarian or Chairperson considers disruptive or improper, including the use of placards or signs. Applause is acceptable only when an award is being presented.
- (b) Presenters shall confine their remarks to educationally relevant issues. Attacks on individuals and abusive comments shall not be allowed. Speakers who fail to follow this rule shall be ruled “out of order” by the Parliamentarian or Chairperson. Any speaker continuing with such remarks shall be required to relinquish the lectern.
- (c) If an individual continues to violate these rules at School Board meetings, the Chairperson may issue a warning that continued violation will result in removal from the meeting. If the individual continues to violate rules after being warned, the Chairperson may order the individual removed from the meeting. It is unlawful and a second degree misdemeanor to knowingly disrupt or interfere with a School Board meeting.
- 269 (8) Minutes
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- (a) The official minutes of School Board meetings shall be created and maintained as prescribed by law. The minutes shall be kept in a secure area by the Superintendent and shall be made available to any individual desiring to examine the same when the District Office is open.
- (b) The following shall be recorded by the School Board Secretary to be included within the minutes of a meeting:

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1. Motions
 2. Resolutions
 3. The movant
 4. The School Board Member who seconds the motion
 5. The action taken
 6. Other necessary or appropriate information
- (c) Any member of the School Board or the Superintendent may request that one's own statement be recorded as a part of the official minutes. Any other matter may be made a part of the official minutes by direction of the Chairperson or by a majority vote of the School Board.
- (9) The Chairperson shall authorize deviations from the above rules if necessary to accommodate reasonably an individual with a disability.
- (10) Copies of this policy shall be maintained in the Communications Office for public review, and public comment request cards shall be made available in the Board Room.
- STATUTORY AUTHORITY:** 120.525, 120.54, 120.81(1), 286.011, 286.0114, 1001.372, 1001.41, 1001.42, 1001.43, F.S.
- Adopted: 2/27/07 (Formerly: Policy 1.31)
Revised: 7/31/07
Revised: 9/24/13
Revised: 1/13/15
Revised: 7/28/15 (Formerly: Policy 1.09)
Revised: 11/14/17