

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD MEETINGS

2.22

All official School Board meetings shall be open to the public and all informal meetings and conferences involving School Board members shall be conducted as public meetings unless specifically exempted by Florida Statutes. No official action may be taken by the School Board at any time other than an official meeting.

- I. All meetings, including Annual, Regular and Special meetings shall be held and governed according to the Bylaws of MAS, Inc. Changes in meeting dates and places shall be governed by the Bylaws, if applicable, provided however that the Secretary shall take appropriate action to inform the public. If the time and manner in which notice must be given is not addressed by the Bylaws, the Secretary shall give reasonable public notice of all meetings not less than forty-eight (48) hours prior to any meeting or workshop.
- II. The School Board shall endeavor to conduct all meetings in accordance with Robert's Rules of Order, newly revised.
- III. Agendas at Special meetings and Emergency meetings.
 - A. The Secretary or Board Chair shall prepare and distribute an agenda prior to any special or emergency meeting.
 - B. Copies of the agenda for a special meeting shall be prepared at least forty-eight (48) hours prior to such meeting.
 - C. The agenda, the need for the emergency meeting, and the results of the emergency meeting shall be available to the public within twenty-four (24) business hours of said meeting.
- IV. Agenda of a Regular School Board Meeting
 - A. Any item to be placed on the agenda of a regular School Board meeting shall be submitted, in writing, to the Principal's office no later than five o'clock (5:00 p.m.), seven (7) days prior to the meeting at which consideration is desired. Any items submitted shall be forwarded to the Secretary of the School Board. This rule shall not preclude the right of any parent or interested person to address the School Board; however, except for good cause as provided herein, the School Board shall not take action on any substantive proposal until such matter has been formally placed on the School Board agenda. Copies of the agenda for regular meetings shall be made available at least five (5) days prior to the scheduled meeting date to the public or other parties who have expressed a desire for such copy of the agenda.

- B. Any person or group desiring to be placed on the agenda shall file with the Principal, by twelve o'clock (12:00) noon at least seven (7) days prior to a meeting, a request to be placed thereon. Such request shall contain the following information:
1. The name and address of the person making the request.
 2. The organization or group, if any, represented.
 3. Content of the information to be presented - if written material is to be passed out, a copy of such material shall accompany the request.
 4. An estimate of the time necessary for such a discussion.
 5. Specific action desired of the Board.
 6. Any charges to be made against an individual shall be in affidavit form. If any information is to be presented that is in the form of a statement or charges that might be considered derogatory or of a serious nature, such shall be presented in writing and shall specifically state the charges in the form of an affidavit.
- C. The Secretary (or his/her Designee) shall respond verbally or in writing to any person or group requesting to be placed on the agenda. In the event the agenda for the next regular meeting is unduly long, the Secretary shall place the presentation request on the agenda for the following regular meeting. If a question should arise in regard to the granting of a request, the Board Chair shall make a decision.
- D. At any School Board meeting, unless otherwise ordered by majority consent of the Board members present, each speaker shall be allowed a maximum of five (5) minutes on a topic unless time is extended by the Board.
- E. For each major agenda item, the person submitting the item is asked to provide the Principal (who shall forward the item to the Secretary) with a clearly written summary that describes how the item supports the School's goals and objectives, and other specific information that may include any of the following items deemed necessary by the board:
- The reason for recommended action on the item;
 - How the action will be accomplished;
 - What the desired results are;
 - What alternatives have been considered;
 - What resources will be needed;
 - Who will be affected and whether they have been advised of and given opportunity for input on the proposed action;
 - How the proposed action will affect students and parents;
 - What policy or law may apply to the item;
 - Whether the item complies with, duplicates, modifies, or affects existing policies or procedures;
 - Whether a new policy is needed to implement the proposed action;
 - What the time frame is for implementing and completing the proposed action; and
 - Who will evaluate the proposed action and how it will be evaluated.

- V. The determination of what constitutes a quorum and a voting majority shall be as provided by MAS, Inc.'s Bylaws.
- VI. 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 School Board, unless there is or appears to be a conflict of interest under the provisions of Florida Statutes or the Bylaws. In such cases the member may abstain, but shall file a memorandum pursuant to the requirements of the Bylaws or applicable Florida Statutes.
- VII. The official minutes of the School Board shall be kept as prescribed below. The minutes shall be kept in a safe place by the Principal and shall be made available by the Principal during the time the office is open to any citizen desiring to examine the minutes.
- (a) Minutes, recording. --The minutes of each meeting shall be reviewed, corrected if necessary, and approved at the next regular meeting, provided that this action may be taken at an intervening special meeting if the School Board desires. The minutes shall be kept as a public record in a permanent location.
- (b) Minutes, contents. --The minutes shall show the vote of each member present on all matters on which the School Board takes action. It shall be the duty of each member to see to it that both the matter and his or her vote thereon are properly recorded in the minutes.
- (c) 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 thereon shall be recorded.
- (d) Any School Board member or Principal who wishes any of his/her statements to be recorded may request during the meeting that such become a part of the official minutes.
- (e) Any other matter may be made part of the official minutes by direction of the Chair or by a majority of the School Board.
- (f) Lengthy material such as, but not limited to, student assignments may be maintained in record books which are separate from, but supplemental to the basic record of minutes.
- VIII. The public shall be informed that it is unlawful to knowingly disrupt or interfere with a School 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 or School Board employees on techniques for disrupting a School Board meeting.
- IX. Workshops may be scheduled by the School Board as deemed appropriate, with appropriate notice being provided to the public as set forth in this policy. No formal action may be taken by the School Board during such workshops.

- X. Whenever any provision of the Bylaws of MAS, Inc. is in conflict with any provision herein, the provisions of the Bylaws control unless superseded by the School's Charter, state law or regulations governing charter schools.

STATUTORY AUTHORITY (if applicable):

1002.33, F.S.

HISTORY:

ADOPTED: _____