

Polk State College

District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
6Hx21 1.02	Board Meetings	FS 1001.61-65	FS 1004.70		6/24/19

The District Board of Trustees has adopted the following policy regarding Board meetings:

1. **Regular Meetings** — The Board shall meet on the regular meeting dates scheduled by the Board in their organizational meeting held after July 1 of each year. The Board will review the meeting agenda prepared by the President and approve changes if appropriate. Attached is a sample agenda.

2. **Special Meetings** — The Board shall convene in special meetings called by the Chair, by the President when requested by the Chairperson or the majority of the Board, or by the majority of the Board itself. If the President shall fail to call the special meeting when requested to do so, such meeting may be called by the Chair of the Board or by a majority of the members of the Board by giving two (2) days' written notice of the time and purpose of the meeting to all members and to the President.
 - a. In the event a special meeting is called, the Board shall notify one newspaper of general circulation in the District and the major media wire services of the time, date, place, and purpose of the meeting at the earliest possible time.

3. **Minutes** — The Board of Trustees shall require minutes and other records to be kept setting forth clearly all actions and proceedings of the Board. Minutes of Board meetings shall be signed by the Chair and the President immediately after approval by the Board and shall be kept as a public record in the Office of the President. Minutes shall show the vote of the Board on all matters on which the Board acts. 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 Board in either the exercise, violation, or neglect of the powers and duties imposed on the Board of Trustees by law or rule, whether such action is recorded in the minutes or otherwise established. It is presumed that policies, appointments, programs, and expenditures not recorded in the minutes but made and in effect were made and put into effect according to rules of the Board of Trustees. The President shall obtain Board approval for exception to rules of the Board.

4. **Meeting Locations** — All regular and special meetings of the Board shall be held at one of the College campuses unless the Board designates another location. If another location is designated, public notice shall be given at least

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ten (10) days prior to the time of the regular or special meeting unless an emergency arises which requires immediate attention.

5. **Communications Media Technology** — Communications media technology may be used as a means for conducting meetings, hearings, and workshops and for taking evidence, testimony, and arguments at such meetings, hearings, and workshops. All evidence, testimony, and arguments presented shall be afforded equal consideration, regardless of the method of communications media technology, or if attendance may be provided by such means, the notice shall so state. The notice shall state how persons interested in attendance may do so and shall name locations, if any, where communications media technology facilities will be available.
6. **Quorum** — A majority shall constitute a quorum for any meeting of the Board. No official business may be transacted at any meeting unless a quorum is present.
7. At the request of the President or a majority of the Board, the Chair of the Board may appoint special committees to investigate various matters and report their findings and recommendations to the Board. All committees serve in an advisory capacity to the Board.
8. Meetings of the Board of Trustees shall be governed by *Robert's Rules of Order*.
9. Voting shall be by voice unless the Chair of the Board requests a written ballot. All trustees present must vote on every issue before the Board unless a conflict of interest is publicly announced and filed. If the Chair wishes to make a motion or wishes to participate in the discussion on a question before the Board, the gavel may be relinquished to the Vice Chair or to any other Board member when the Vice Chair is absent to act as the temporary presiding officer.
10. It shall be the policy of the Board to encourage the attendance of interested citizens at Board meetings, including representatives of the press.
11. At every regular meeting of the Board and at any meeting at which official action of the Board is to be taken, and prior to any official action being considered by the Board, members of the public shall be given an opportunity to address the Board regarding any issue on the Board agenda for that meeting. Presentations by an individual shall be limited to three (3) minutes. For meetings to proceed in an efficient and orderly process, the Board Chair may announce special rules to limit the number of speakers, shorten or lengthen the time allowed to speakers, designate representatives to speak on behalf of a group, or other conditions consistent with the requirements of Section 286.0114, *Florida Statutes*.

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At the discretion of the Chair and within limits established by the Chair, individuals requesting the opportunity to address the Board on an issue not on the agenda of the current Board meeting may be allowed to speak at the end of the meeting prior to adjournment. Student appeals for grades or discipline issues are not heard by the District Board of Trustees. Students wishing to file an appeal are referred to Polk State College Procedure 1018.

12. Hearings held on the adoption, modification, or repeal of a rule and hearings held on an administrative determination relative to a rule shall follow procedures applicable to state colleges as set forth in the Administrative Procedures Act, Chapter 120.525, *Florida Statutes*. Emergency hearings shall follow the procedures set forth in Chapter 120.525, *Florida Statutes*.

Attachment: Board Meeting Format

History:

Adopted: December 23, 1974

Revised: July 28, 1976; September 23, 1991; April 25, 1994; January 22, 2007; December 8, 2008; February 25, 2013; September 23, 2013 and June 24, 2019