



Policy: 1-04

Authority: 1001.61 - 65, 1004.70, F.S.

Law: 1001.61 - 65, 1004.70, F.S.

Responsible Party: Vice President, Policy and General Counsel

Effective Date: 11/20/2001

Volume 1 - Governance

Rules of Procedure for Meetings of The District Board of Trustees

Policy Statement:

A. The Chair, or the Vice Chair in the absence of the Chair, shall preside at all meetings of the District Board of Trustees. In the absence of the Vice Chair, or for other good reason, the Chair may appoint or designate a member of the District Board of Trustees to preside. The Chair, or the presiding member in the absence of the Chair, shall conduct all business according to parliamentary rules *Robert's Rules of Order Newly Revised* (or the latest revision or amendment thereto), unless modified by standing or special rules of the District Board of Trustees. The District Board of Trustees may observe special procedures to be followed by small boards, in light of the intent of using parliamentary procedures to maintain order in the decision making process, not to limit or stifle open discussion. The District Board of Trustees shall strive for consensus, and will work as a responsible corporate body taking into consideration individual interests and concerns. District Board of Trustees decisions and position statements will reflect the position of the District Board of Trustees and not any one individual. The Chair shall have the right to vote upon all questions, motions or recommendations submitted to the District Board of Trustees.

B. Appearances Before the District Board of Trustees

1. Those applying to appear before the District Board of Trustees or to have items placed on the agenda for consideration at a specific meeting shall submit a request in writing to the President. The written request shall be submitted at least two (2) weeks prior to the meeting of the District Board of Trustees. The nature of the request shall be stated in detail. When deemed proper, the Chair or a majority of the District Board of Trustees may waive these rules and hear any person on any subject. Such a request should be submitted to the President, or designee, and should provide the following information:
 - a. Name
 - b. Business or residential address
 - c. Relationship to the college
 - d. Topic upon which the person wishes to address the District Board of Trustees
 - e. Statement of position, relevant facts and any appropriate written material
2. At the discretion of the Chair, persons wishing to speak on agenda items, who have properly completed and submitted the required materials, may be heard before a vote is taken on relevant action item. Individual audience presentations on any agenda action item will be limited to five (5) minutes. The total time for audience presentation on any single agenda action item will be limited to fifteen (15) minutes unless the Chair approves an extension of time. If more than three persons wish to speak on any single agenda action item, the amount of time devoted to audience presentation will be divided equally among all those who wish to speak on the item. If large numbers of persons wish to speak on any single agenda action item, it is recommended they choose one or more persons to speak for them.

C. Protocol for Meetings Of The District Board of Trustees

1. All those in attendance at meetings of the District Board of Trustees may be asked to identify themselves to the Secretary or a designee upon entry to the meeting.
2. Only members of the District Board of Trustees, the President, and those recognized by the Chair may address the District Board of Trustees.
3. If space is limited in the meeting room, those with business before the District Board of Trustees and the members of the press shall have priority over those who are visitors.
4. No person shall cause any disturbance, delay, or interference, or cause any threats thereof at any meeting of the

District Board of Trustees. Further, no person shall intentionally or through coercion, force, or intimidation, deny or interfere with the right of another to free access or egress from any meeting.

5. Visitors to meetings of the District Board of Trustees shall observe the reasonable requests of the Chair.

Related Items

There are no related items for this Policy

