

**District Board of Trustees Policy
(BOT)**



Policy Title: Board Agendas
Policy Number: 6Hx6:1.04

Specific Authority:

Florida Statute 286.0114, 1001.61; 1001.64
Florida Administrative Code

Policy Approved: 4/23/92; 08/23/05; 06/28/11; 02/28/12; 09/24/13;
04/06/2021

Policy:

1. The President of the College in consultation with the Chair of the District Board of Trustees shall prepare the agenda for all District Board of Trustees meetings in the following order:
 - a. Call to order
 - b. Pledge of Allegiance to the flag
 - c. Introduction of Guests and Public Comment
 - d. Reports to the District Board of Trustees
 - e. Old Business
 - f. New Business
 - g. Other Business
 - h. Adjournment
2. The agenda for all regular meetings of the District Board of Trustees shall be electronically posted and available to all District Board of Trustees members at least seven (7) calendar days prior to the District Board of Trustees meeting. The agenda shall list the specific items to be considered.
3. It is the intent of the District Board of Trustees to allow sufficient time at regularly scheduled Board meetings for strategic discussions on academic and administrative direction of the College. Therefore, the Board directs the use of the Consent Agenda for routine items requiring Board approval in accordance with this policy. Procedures shall be established that comply with this policy.

The consent agenda should consist of routine and noncontroversial items pertaining to academic, financial, legal and administrative matters that require Board approval, including but not limited to:

- a. Routine academic matters.
- b. Routine curriculum or program changes.
- c. Approval of grants or donations.
- d. Articulation or affiliation agreements in support of approved academic curriculum or programs.
- e. Disposal of surplus property.
- f. Human resource recommendations, including employment and separation of personnel.
- g. Contracts for goods and services required to implement approved budgeted expenditures with annual value not to exceed \$1,000,000.
- h. Bad debt charge off for which Board approval is required pursuant to
- i. Additional items as may be deemed appropriate by the Chair of the Board.

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The consent agenda generally is voted on in a single majority vote, but it may be divided into several, separate items. The Chair will ask if any member wishes to remove an item from the consent agenda for separate consideration. Any Trustees may request that a consent agenda item be considered separately and it shall be pulled from the consent agenda for separate consideration.

- 4. Agenda items having a direct fiscal impact in excess of fifteen thousand dollars (\$15,000) shall include on the agenda cover page a concise identification of the dollar amount of the impact and an identification of the fund from which the amount will be paid.
- 5. Once the agenda is published, changes in the agenda shall only be made for good cause as determined by the President in consultation with the Chair of the District Board of Trustees.
- 6. The meeting and workshop agendas and available backup materials shall be posted on the College's website and shall also be available to the public in the libraries located on the Charlotte County, Collier County, and Lee County Campuses as well as the Henry/Glades Center. In addition, the approved minutes of all workshop and regular meetings of the District Board of Trustees shall be posted on the College's website and shall also be available to the public in the College's libraries located on the Charlotte County, Collier County and Lee County Campuses as well as the Henry/Glades Center within fifteen calendar days of their approval by the District Board of Trustees
- 7. Pursuant to Section 286.0114, Florida Statutes, members of the public shall be given a reasonable opportunity to be heard on any proposition coming before the District Board of Trustees. In order to maintain orderly conduct and proper decorum during Board meetings, the Board adopts the following guidelines to accommodate speakers.
 - i. SIGN-IN SHEETS. Any member of the public who desires to be heard on a proposition coming before the Board shall complete a form to be provided by the College and made available prior to the beginning of the

meeting at a table designated for that purpose. The speaker will provide his or her name, the name of any person, group or entity on whose behalf the speaker is speaking, the specific proposition the speaker intends to address, and whether the speaker supports, opposes or is neutral regarding the proposition.

- ii. **PUBLIC COMMENT TIME; ORDER OF SPEAKERS.** A time for public comment will be placed on the Board's agenda at the beginning of every meeting. The forms submitted by speakers will be collected prior to the beginning of each meeting and be given to the Board Chair. Speakers will generally be heard in the order the forms are collected, but the Board Chair shall have the authority to arrange the order of speakers in any manner deemed appropriate for the orderly conduct of the meeting. Speakers will be limited to the public comment time specified on the Board's agenda, and extemporaneous comments by the public shall not be permitted during other portions of the meeting.
- iii. **MULTIPLE SPEAKERS.** In the event that multiple representatives of a group or faction desire to address the board on the same topic at a meeting where a large number of individuals wish to be heard, the Board Chair may ask the primary representative of the group or faction to designate a maximum of three individuals to speak on behalf of all members. In the event there is no primary representative and the members of the group or faction cannot agree among themselves who shall be the designated speakers, the Board Chair shall select three members at random and limit comment by the members of the group or faction to the three individuals selected.
- iv. **TIME LIMIT.** Speakers during the public comment portion of the Board meeting shall be limited to a maximum time of two minutes each. The Board Chair may serve as timekeeper or designate another person to do so.
- v. **EXCEPTIONS.** The Board may take action without allowing public comment for related to:
 - (a) An emergency situation affecting the public health, welfare, or safety, if allowing public comment would cause an unreasonable delay in the ability of the Board to act;
 - (b) An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;

- (c) A meeting that is exempt from Section 286.011, Florida Statutes; or
- (d) A meeting during which the Board is acting in a quasi-judicial capacity.