



Policy 1020

SCHOOL BOARD MEETINGS AND RULES OF ORDER

STATEMENT OF PURPOSE

The School Board of Broward County (the "School Board"); serves as the corporate body of the School District, conducting board meetings only within the confines of the laws of Florida, including the Florida Sunshine Law (Chapter 286) and the public meetings and records laws (Section 447.605, Florida Statutes). As a corporate body, the School Board may transact business at official meetings of the School Board. An individual School Board member has no authority to act in an official capacity absent the delegation of authority by the School Board at an official meeting. It is the policy of the School Board that this Policy shall govern all official meetings of the School Board.

I. GENERAL RULES

- A. All official actions by the School Board shall be taken only at Regular or Special meetings of the School Board and these meetings shall be open to the public.
- B. The School Board shall hold not less than one (1) Regular meeting each month for the transaction of business according to a schedule arranged by the School Board.
- C. School Board Workshops and Retreats shall be held publicly, in accordance with the School Board's governing laws, at a time and place open to the public.
- D. Regular and Special School Board meetings shall be held at the Kathleen C. Wright Board Room, 600 Southeast Third Avenue, Fort Lauderdale, Florida., However, Regular, and Special meetings of the School Board may also be held at any appropriate public place in Broward County with proper public notice.
- E. All School Board meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, and School Board policies. If any conflict arises between Robert's Rules of Order, Newly Revised, and a School Board policy, the policy shall supersede.
- F. Five (5) School Board members physically present at the meeting constitutes a quorum.
- G. Regular and Special meetings shall have a maximum duration of eight (8) hours and may only be extended with a simple majority vote. A School Board

Workshop is limited to eight (8) hours unless a consensus is reached to extend.

- H. If the School Board Chair is absent, the Vice Chair will commence the meeting or workshop. If both the Chair and Vice Chair are absent, then the Superintendent of Schools shall preside over the process for selecting a Chair Pro Tempore by a majority vote of the School Board members.

II. TYPES OF MEETINGS DEFINED

- A. Regular School Board Meetings (RSBM) are official business meetings of the School Board. The purpose of which is to advance the official business of the School District. During RSBM, the School Board will dedicate its focus to-the operational agenda, including committee reports.
- B. Special School Board Meetings (SSBM) are emergency or special sessions of the School Board, which can be called by the District School Superintendent; or by the District School Superintendent on request of the Chair of the School Board; or by a majority of the School Board Members, provided written notice of the time and purpose of the meeting was publicized two (2) days in advance. The scheduling and agenda for these sessions shall be approved by the Chair. There are no committee reports given at these meetings and speakers may only address the agenda items.
- C. School Board Workshops (SBW) are explorations of matters concerning the business of the School District. Workshops are for the sole purposes of communicating information and engaging in general discussion on operational and policy topics. A majority of the Workshop agenda will focus on students, progressive monitoring, and learning-centered topics. The School Board will take no official action in a workshop. The chair will seek input from fellow School Board members regarding future agenda items. If consensus is gained, then the topic shall be scheduled for a future workshop. At the conclusion of each workshop, the agenda topics for the next two scheduled workshops will be presented to the Board Members, this would allow for collaborative input on the topics to be addressed in those sessions.
- D. Closed Door Sessions are sessions of the School Board that are generally scheduled as needed or requested by staff and are closed due the exempt status of the subject matter, pursuant to the Sunshine Law. School Board members will be notified no later than 48 hours prior to the session. These general types of Sunshine Law-exempt meetings include collective bargaining discussions between the Superintendent and the School Board (Section 447.605, Florida Statutes); cybersecurity information meetings (Section 119.0725, Florida Statutes); security or fire safety system plan meetings; competitive solicitation negotiations with a vendor; oral presentations by a vendor during a competitive solicitation, vendor answers to questions during a competitive solicitation; and discussions of negotiation

strategies for a competitive solicitation. Public officers or employees are prohibited from disclosing any information not available to members of the general public and gained by reason of the officer's or employee's official duties. Any such disclosure may subject the officer or employee to penalties pursuant to Sections 112.313 (8), 112.317, and 839.26, Florida Statutes

Attorney Client Session is a meeting, regarding pending litigation, requested pursuant to Section 286.011 of the Florida Statutes, by legal counsel employed or retained by the School Board. Public officers or employees are prohibited from disclosing information related to an Attorney Client Session that is not available to members of the general public and gained by reason of the officer's or employee's official duties. Any such disclosure may subject the officer or employee to penalties pursuant to Sections 112.313 (8), 112.317, and 839.26, Florida Statutes.

III. AGENDAS

- A. School Board meeting agendas shall be publicly released at least seven (7) days in advance of each RSBM. The agenda for a SSBM conducted under authority of Section 1001.372(1) of the Florida Statutes shall be publicly released not less than forty- eight (48) hours preceding the meeting.
- B. School Board agendas shall be prepared with an itemized list to be considered in order of presentation. After the distribution of the agenda, no changes, deletions, or additions shall be made except for good cause as permitted by Section 120.525(2), Florida Statutes. Good cause is determined by the Board Chair and stated on the record.
- C. RSBM agendas will be divided into two sections: the Consent items and the Open items. The Chair shall move on the "Consent" items which permits all consent items to be moved and voted upon together except for those consent items that are pulled as set forth herein, starting with non-instructional appointments and leaves. All items with a financial impact, policies, resolutions, proclamation, all items for reduction of retainage, and for receipt of audits shall be placed as Open items. Consent items will be noted by a single letter, and Open items will be noted by double letters. Open items will be organized together.
- D. A roll call upon a matter may be made at any time during a RSBM or SSBM upon request of any School Board member. The call of the roll shall be made alphabetically by the Supervisor of Official School Board Records or the Supervisor's designee. At the request of a School Board member, the Chair shall rotate alphabetically the order of the roll call vote.
- E. School Board Reports shall be part of the RSBM agenda and may be made at the request of School Board members.

- F. After receipt of a meeting or workshop agenda, School Board members shall review all agenda items and submit any inquiries to the Office of Communications and Legislative Affairs for follow-up by first business day of the following week. Board members shall identify the agenda item number for each inquiry and forward all requests to the BCPSBoardMemberRequest mailbox. To assist the Board with meeting preparation, the Office of Communications and Legislative Affairs shall poll the Board of any agenda item they wish to address in advance of the meeting. Board members will be asked to identify any agenda items they would like to pull for discussion and forward their requests to the same electronic mailbox for processing no later than 10 a.m. the day prior to the meeting. All completed follow-up responses and the complete list of pulled agenda items will be sent to the Board as one complete packet within 24 hours of the meeting. While staff will make every attempt to respond fully and accurately in advance to requests received after the deadlines mentioned in this section; these answers may be provided to the Board during the School Board meeting. Completed responses will also be attached to the appropriate agenda item and published online for public view.
- G. To reduce workshop-type discussions and expedite the conducting of business at Regular/Special School Board Meetings and Public Hearings, School Board members shall take full advantage of the BCPSBoardMemberRequest mailbox and schedule direct meetings with the Superintendent and appropriate Executive Leaders to ensure that their inquiries and comments are shared in advance of the meetings.

IV. SUBMISSION OF MEETING AGENDA ITEMS BY SCHOOL BOARD MEMBERS

- A. The Superintendent shall establish the agenda for School Board meetings.
- B. A School Board member may add agenda items for action according to the provisions set forth in the sections below. However, the agenda item cannot recommend actions, duties or responsibilities reserved solely for the Superintendent.
- C. Items submitted by Board members may include:
 - 1. Electing School Board Officers (§ Section 1001.371, Florida Statutes);
 - 2. Setting boundaries of any School Board member residence area (Section, 1001.36 (2), Florida Statutes);
 - 3. Proposing single-member representation for each member residence area covering the entire district before the voters (Section 1001.362 (3)(a), Florida Statutes);
 - 4. Setting School Board member compensation and being reimbursed for official travel expenses (Sections 1001.395 and 1001.39, Florida Statutes);
 - 5. Making alternate employment selections under the strict provisions of (Section 1012.22 (1)(a)3, Florida Statutes);

6. Selecting, evaluating, and directing the School Board's direct reports and positions that are established by statute or School Board rules for those reporting directly to the School Board, such as an appointed Superintendent, Chief Auditor, and General Counsel (Sections 1001.50 and 112.313, Florida Statutes);
 7. Establishing and disestablishing advisory committees to the School Board Sections 1001.371 and 1001.43(10), Florida Statutes).;
 8. Initiating the rulemaking process by bringing forth agenda items for the establishment of School Board policy (Chapter 120 and Section 1001.43, Florida Statutes.); and
 9. Proposing budgetary items regarding the School District's annual budget (Section 1001.42(12)(b), Florida Statutes
 10. Any other matters related to statutory responsibility of Florida school board members.
- D. For the purposes of proper notice and public access to the agenda, School Board members will adhere to the Superintendent's Planning Calendar when adding items to the agenda. School Board items are to be set as Board items on the agenda by collaboration with the Superintendent or designee for placement on the agenda. Items submitted by the School Board member will be addressed during a RSBM or SSBM.
- E. For School Board agenda items addressed in subsection "B and C" above, these items, inclusive of attachments, should be brought at least seven (7) days in advance for the purposes of proper notice and public access to the agenda item. Prior to adding the item to the agenda, all B/BB items must go through the legal counsel for review and consultation.
- F. Individual School Board members may also request that items related to any School Board business be presented for discussion during formalized Board Reports, Workshops or School Board Meetings.
- G. Individual School Board members may propose a rule by contacting the Office of Communications and Legislative Affairs and following the procedure pursuant to School Board Policy 1000(1)(A).
- H. Co-sponsoring of agenda items- After reviewing the agenda items, the School Board member will send a notification by email to the Office of Communications and Legislative Affairs and copy Official School Board Records, indicating their sponsorship for the respective agenda item(s) within five (5) business days of receiving the agenda delivery.
1. The Office of Communications and Legislative Affairs will make the appropriate notations on the respective agenda item(s) and deliver a revised agenda to the School Board within seven (7) days of the scheduled meeting/workshop. The District website will be updated simultaneously with the revised agenda to inform the public of the co-sponsorships.

V. RULES GOVERNING DEBATE

- A. If an agenda item has been acted upon by the School Board during a meeting, at that same meeting, new information or a changed situation makes it appear that a different result might reflect the true will of the assembly, a motion for reconsideration of the agenda item may only be made by a School Board member who voted on the prevailing side when the School Board originally acted upon the agenda item. Although this motion must be seconded, the seconding can be done by any Board member regardless of how he/she originally voted on the motion to be reconsidered. Reconsideration of an agenda item acted upon at an adjourned or past meeting may be brought to the Board as a new agenda item for reconsideration.
- B. A School Board member having obtained the floor while debating a motion at a School Board Meeting or Public Hearing can speak no longer than an initial five (5) minutes and three (3) minutes for rebuttal per motion. For School Board Workshops, a School Board member having obtained the floor while debating an agenda item can speak no longer than an initial ten (10) minutes and three (3) minutes for each additional round of discussion. The Office of Communications and Legislative Affairs shall oversee the timing of the discussion and inform the Chair when a School Board member's allotted time has expired. The understanding of the agenda item is essential, thus the response time from staff of all questions posed by a Board member shall not be deducted from the Board member's debate time. School Board members shall not speak again until the other School Board members have had the opportunity to be heard. The Office of Communications and Legislative Affairs shall oversee the timing of the discussion and inform the Chair when a School Board member's allotted time has expired.
- C. A School Board member reading a report is not considered debating, but the member is bound by the time limitations when speaking in support or against the motion.
- D. A School Board member cannot yield any unexpired portion of their time to another member. No member can speak more than twice on any agenda item on the same day. Contingent upon the sum of business before the Board or subject matter of the agenda item, the number of speaking rounds may be extended at the discretion of the Chair or majority of the School Board. If the agenda item is discussed again on another day, all School Board members have a right to debate again. Merely asking a question or making a secondary motion is not considered debate.
- E. Each debatable motion is a separate question with respect to a School Board member's right to speak. Thus, the member can speak for five (5) minutes on the main motion and any subsequent motion based on the same agenda item.

- F. All matters not covered by School Board Policies, Florida Statutes, or other governing documents, shall be governed by the current edition of Robert's Rules of Order, Newly Revised.

VI. SCHOOL BOARD'S ROLE IN PERSONNEL NOMINATIONS

- A. The School Board may reject employment nominations of the Superintendent only for good cause, pursuant to Section 1012.229(1)(a)(2), Florida Statutes.
- B. In the event a School Board Member rejects a Superintendent's nomination, the name of the individual and specific facts that would constitute good cause must be clearly expressed during the School Board meeting and made part of the record.

VII. PUBLIC PARTICIPATION

- A. The public may participate during School Board meetings and workshops, as follows:
 - 1. A single speaker may not exceed twelve (12) minutes in total per meeting or workshop, not including their general-public speaking comment. If any motion is introduced, the speaker is allowed one (1) additional minute to speak on that motion. Time spent delivering committee reports does not count towards the 12-minute total.
 - 2. General Rules Governing Public Speaking at Regular School Board Meetings
 - a) There shall be a maximum of ten (10) speakers, or a total of 30 minutes reserved on each RSBM agenda for public speakers. This time shall be known as the General Public Speakers section. This section of the agenda may be split between A.M and P.M. sessions and shall provide an opportunity for any member of the public to reserve time to address the School Board regarding matters of relevance to public education. Members of the public who would like to speak prior to the start of the meeting must register to speak in-person and the Board Chair will only recognize registered participants. Speakers should not engage in discussion regarding issues that are currently in litigation or a quasi-judicial action. Persons desiring to make a presentation as a general public speaker shall register electronically, via an online portal on the School District's website at least five (5) calendar days prior to the School Board meeting. Access to the platform is incorporated herein by reference as part of this Policy and can be found at: browardschools.com/publicparticipation. This will enable the

School District to place the public speaker on the School Board agenda to conduct an administrative review of the topic in advance of the meeting. Those persons not registered at least five (5) calendar days in advance of the meeting, but who wish to address the School Board on topics pertaining to the School District, shall contact Official School Board Records to be placed on a waiting list to be heard if time permits during the thirty (30) minute -time period reserved for public speakers; or at the discretion of the Chair, to be heard at the end of the School Board meeting. School Board members will not engage in dialogue with the public speakers. No action shall be taken on a speaker's topic unless otherwise included on the meeting's agenda.

- b) During the General Public Speakers segment of a meeting, a member of the public who has registered to speak shall be allowed, and not to exceed, a total of three (3) minutes (or the time remaining pursuant to subsection VII(A)(1) of this policy) to speak on non-agenda items that pertain to the general business or operations of the School Board or School District.

3. General Rules Governing Committee Reports

- a) Committee representatives may present committee reports at the first School Board Workshop (SBW) of each month, during the time designated by the School Board Chair. Presenting committee reports during SBW will significantly enhance collaboration and foster open dialogue by providing a flexible platform for shared insights, encouraging diverse perspectives, and facilitating constructive discussions. Committee report agenda items at SBW shall comprise of a verbal (or written) presentation of the committee reports, a collaborative exchange of ideas, a joint discussion that promotes collective problem-solving and innovation among participants, and a means for the members of the School Board to provide guidance, through consensus, to their direct reports. In the event the committee representative is not available to give a report at the designated time, they may ask the Chair to allow a designated committee member to read the report into the record.
- b) All verbal committee reports shall represent an account of the committee's respective meeting minutes and should include the specifications referenced in **Attachment A**, which is included at the end of this policy and incorporated herein by reference. The committee's verbal report shall be limited to five (5) minutes unless extended at the Chair's discretion. Committees may give reports via media technology.
- c) The representative shall refrain from making any personal observations or comments during this time. Any such personal

- remarks shall only be made by the speaker during the opportunity for general public comments.
- d) The written reports of the committee should be typed to include the specifications referenced in **ATTACHMENT B**, which is included at the end of this policy, and incorporated herein by reference.
 - e) Three (3) business days prior to the scheduled SBW, each advisory committee shall electronically submit their written committee reports if they will not be present at the School Board workshop and associated formal recommendations to the Office of Communications and Legislative Affairs electronically, by attaching and emailing the following email: **ADVISORY.COMMIITEECORRESPONDENT@BROWARDSCHOOLS.COM**.
 - f) Written committee reports will be shared with the School Board three (3) business day prior to the scheduled SBW and published for public view.
 - g) Advisory committee groups are intended to provide recommendations from a community perspective on pre-specified areas as directed by their founding policy or directed by resolution to the Superintendent of Schools and the School Board. Committees will ensure that the business of the committee, the recommendations, and the committee reports are in direct connection with the scope of review as established by policy or resolution.
4. Public Agenda Comments on Items at Regular or Special School Board Meetings, Public Hearings or School Board Workshops:
- a) An electronic portal shall be developed at <https://www.browardschools.com/publicparticipation> for the public to register to provide in-person comments to any of the agenda items. Registration for in-person comments on any agenda item may be submitted no later than 1:00 p.m. the day before the published date of the School Board Meeting or Workshop. Members of the public must access the portal to register to speak. Anonymous or guest profiles are not an option. The speaker's name, city, and email must be included in the profile to register to speak. Any person who failed to pre-register by 1:00 p.m. the day before, may present public comments by appearing at the meeting location and completing the Comment Request Card before the scheduled time of the School Board Meeting. Once a motion to place the consent agenda on the floor is made by the School Board, the submission of any additional comment cards will be closed by the Board Chair. As to comment cards for the open agenda, the motion to place an individual item from the open agenda on the

floor will mark the end of the submission period for any further comment cards related all open items on the agenda.

- b) A member of the public shall be allotted up to three (3) minutes to speak on any agenda item at any RSBM, SSBM, Public Hearings or School Board Workshop. Public comments may also be received on motions and amendments relating to agenda items for a time up to one (1) minute. A speaker's total time to speak shall not exceed the total time pursuant to subsection VII(A)(1) of this policy in a single meeting.
- c) Designated Spokesperson for Several Speakers – When a large number of individuals have signed up to speak according to this policy at a regular or special Board meeting or at a workshop, the Board encourages groups or factions with a shared position on a proposition or item to designate a spokesperson. This approach facilitates a comprehensive and organized presentation of the groups' or faction's position on the issue while minimizing repetitive comments. Any one speaker or spokesperson for a group shall be permitted to speak no more than five (5) minutes on any one agenda item, nor more than a total of ten (10) minutes during the Board meeting, including speaking time during the public hearing. Additional comments may be submitted in writing.
- d) Comments by the public on an agenda item must pertain to the specifics of the topic. Speakers on agenda items may not use their time to speak on issues that are tangential or only slightly connected to the agenda item.
- e) The Chair may interrupt, notify, and warn a speaker at such time that the speakers' comments: (1) have gone beyond the subject matter of the agenda item; (2) addressing matters that are unrelated to the business of the School Board; (3) are obscene, personally directed, or abusive; or (4) that otherwise violate this policy. Defamatory remarks or personal insults against individuals are not permitted. Speakers are asked to demonstrate proper decorum and model the District's eight-character traits: cooperation, responsibility, citizenship, kindness, respect, honesty, self-control, and tolerance. Speakers shall refrain from obscene or vulgar conduct, slanderous remarks, or statements that tend to incite violence or the breach of the peace. Persons in the audience may also be notified and warned that their conduct violates this policy.

B. Written Agenda Comments:

1. In lieu of presenting in-person comments, members of the public may provide written agenda comments to any of the agenda items. An electronic portal shall be developed on the district website at

<https://www.browardschools.com/publicparticipation> to assist the public in providing such written agenda comments. Public Written Agenda Comments must be submitted no later than 1:00 p.m. the day before the published date of the School Board meeting or workshop. Anonymous comments or guest profiles will not be accepted. The submitting person's name, city of residence, and email fields must be provided and made available for public inspection. Written agenda comments should be a maximum of 2250.

2. If an item is added to the agenda within twenty-four (24) hours of the published time of the School Board meeting, Workshop, or Public Hearing, the public must submit any written agenda comments on such added agenda item no later than two (2) hours prior to the start of the meeting or workshop.
 3. All submitted written agenda public comments will be distributed to all School Board members and shall be attached to the meeting and workshop minutes.
 4. Public written comments shall be limited to one comment, per person, per agenda item.
 5. Members of the public are encouraged to use the School District's good character traits when submitting comments. If any inappropriate language is expressed, the submitters account will be notated with a warning and will be disabled for one (1) month. If these offenses occur a second time, the system will disable the person's account permanently.
- C. If ten (10) or more public speakers register to speak on any single agenda item or speaking session, the Chair has the discretion to separate that agenda item or speaking session and reduce each individual speaker's allotted time limit or set a maximum collective speaking time that will be made available for all public speakers upon the agenda item. This discretion does not include the ability to remove the names of speakers from the list and each speaker shall be afforded the opportunity to present comments. Following each public speaker's allotted time, the podium and microphone will be reset for the next public speaker.
- D. No public comments will be permitted when the School Board is participating in a Board Training or when the School Board is acting in its quasi-judicial function during bid protests, employee discipline proceedings, or other administrative proceeding being conducted pursuant to Chapters 120 and 447, Florida Statutes.
- E. Public speakers shall not engage in political campaigning during their public speaking time, including making statements regarding any candidacy. Public speakers shall not wear any buttons, caps, shirts, or items of clothing that could constitute political activity.
- F. Public speakers shall not engage in solicitation or discussion on pending litigation, or any pending administrative proceedings being conducted

pursuant to Chapter 120, Florida Statutes. Any lobbying must comply with the rules set forth in School Board Policy 1100B and the Purchasing Policy.

- G. Public speakers shall identify themselves by stating their name, city of residence, and if they are a lobbyist. If they fail to do so, the Chair shall request that the speaker states these items for the record.
- H. Speakers' remarks should be directed to the Chair or the School Board as whole, and not to individual School Board members. Any speaker violating this prohibition may be ruled out of order by the Chair and be directed to yield the podium. School Board members will not engage in dialogue with speakers.
- I. Public speakers may not refuse to yield the podium when the Chair has advised that their time has expired.

VIII. DECORUM

- A. In advance of receiving comments from public speakers, the Chair shall read, the rules for expected decorum which are as follows:
 - 1. The audience may not make any verbal outburst or engage in other disruptive behavior during a meeting.
 - 2. Heckling, shouting, or making comments from the audience shall not be permitted.
 - 3. No signs or placards shall be allowed in the School Board meeting.
 - 4. Personal accusatory, slanderous, or defamatory comments, made against individual Board members, the Superintendent, or District staff are prohibited as unrelated to Board business.
 - 5. To maintain order and ensure that each meeting is accessible and appropriate for its intended audience, including students in grades K-12, speakers and audience members may not use any form of profanity, engage in disorderly behavior, or make abusive comments or threats. Comments that are pornographic in nature or otherwise depict or describe sexual conduct are also prohibited. For purposes of this policy:
 - a. abusive comments include, but are not limited to, those that a reasonable person would determine: (i) are intended to cause intimidation, humiliation, or distress; (ii) would result in substantial physical harm or substantial psychological harm as a result of intimidation, humiliation, or distress; or (iii) exploit someone's known physical or psychological disability; and
 - b. threats include, but are not limited to, comments meant to frighten or intimidate one or more specified persons into believing they will be harmed by the speaker or someone acting at the speaker's behest

6. Persons exiting the School Board meeting shall do so quietly and in an orderly fashion without disrupting the function of the meeting.
- B. The Chair may turn off the microphone or recess the meeting if any person persists in interfering with the expeditious or orderly process of leaving the meeting or fails to conform their remarks to the requirements of this policy after being duly warned that said behavior would result in removal. Alternatively, after a warning, the Chair may direct any law enforcement official or sergeant-at-arms to remove the speaker or audience member from the meeting room and restricted access from further appearance before the School Board for the balance of the meeting. (Section 1001.372(3), Florida Statutes.
- C. Any conversations including on cell phones are not permitted while in the room where the School Board meeting is being conducted. Such personal conversations within the meeting room are only permitted during meeting breaks or periods of recess called by the Chair. Cellular telephones or other portable electronic devices must be set to silent mode to avoid disruption of the meeting. All individuals must quietly exit the meeting room to answer incoming phone calls.

IX. PUBLIC RECORDS REQUEST

- A. Any member of the public who desires to review or inspect public records that are maintained by the School District shall be permitted to do so within a reasonable time period and under reasonable conditions, and under the supervision of the custodian of the public record or their designee pursuant to the requirements of Section 119.07, Florida Statutes, subject to any applicable exemptions including those contained in Section 119.071, Florida Statutes, and any other applicable state and federal laws. Although a request is not required to be in writing, it is recommended that all public records requests be sent to recordrequests@browardschools.com to ensure the request is logged in, acknowledged, expressly conveyed, and responded to in an appropriate manner.
- B. Any member of the public who desires to obtain a copy of a public record will be provided with an estimate of the cost of locating and copying the document. Payment for the expense shall be provided by the requesting party prior to receiving the requested documents.

X. USE OF COMMUNICATIONS MEDIA TECHNOLOGY

- A. If a quorum of the School Board members is physically present at the location of a RSBM, SSBM, or School Board Workshop exists, a School Board member may attend and participate such meetings through the use of communications media technology and must verbally announce each of their comments and votes.

- B. School Board members are not permitted to attend Closed Door Meetings or Attorney Client Sessions through the use of communications media technology.

XI. ADA ACCOMMODATIONS FOR MEETINGS

- A. The School Board complies with the Americans with Disabilities Act of 1990 (ADA) in the conduct of its meetings and workshops. Any person requiring an accommodation to attend a School Board Meeting or Workshop should contact Equal Educational Opportunities / ADA Compliance, 600 SE Third Avenue, Fort Lauderdale, Florida 33301; Phone: 754-321-2150; Fax: 754-321-2714; TTL: 754-321-2158.

Policy Custodian: Office of Communications and Legislative Affairs

Previous Policy Number: 1100A

Policy Status: Active

Authority Chapters 112, 120 and 447, Florida Statutes; Sections § 119.07, 286.011, 447.605, 839.26; 1001.36, 1001.371, 1001.372, 1001.395, 1001.42, 1001.43, 1001.50; 1012.22, Florida Statutes

History: Policy Adopted: 8/15/74 **Policy Amended:** 1/6/77; 5/1/80; 2/18/82; 1/24/85; 3/14/89; 5/17/94; 4/7/98, 5/19/98, 10/16/01; 8/20/02; 2/3/04; 8/3/04; 4/12/05; 8/2/05; 9/27/05; 05/03/11; 12/04/12, 7/23/19; 8/20/19, 4/20/2021, 5/29/2024, 2/19/2025

VERBAL COMMITTEE REPORT ORDER OF SPECIFICATION

Committee representatives may present a verbal committee report at School Board Workshops, during the time designated by the School Board Chair. In the event the committee representative is not available to give a report at the designated time, they may ask the Chair to allow a designated committee member to read the report into the record. The committee's verbal report shall be limited to five (5) minutes unless extended at the Chair's discretion. Committees may give reports via media technology under extraordinary circumstances as determined to exist by the Chair.

All verbal committee reports should include specifications of the following information when applicable, when presented to the members of the School Board.

1. Committee Name
2. Committee Chair Name
3. Committee Meeting Date(s)
4. Meeting(s) Attendance
5. Brief Synopsis of Meeting Highlights
6. Details of Site Visits
7. Committee Meeting Special Guests/Presentations
8. Areas of Interest and/or Concern
9. Official Recommendations to the School Board, including a one-page summary (per recommendation)

Advisory committee groups are intended to provide recommendations from a community perspective on pre-specified areas as directed by their founding policy or directed by resolution to the Superintendent of Schools and the School Board. Committees will ensure that the business of the committee, the motions recommendations, and the committee reports are in direct connection with the scope of review as established by policy or resolution.




OPTIONAL SPECIFICATIONS FOR WRITTEN COMMITTEE MEETING SUMMARY REPORTS

*Three (3) business days prior to the scheduled school board workshop, each advisory committee shall electronically submit this written committee report, if they will not be present at the School Board workshop, to the Office of Communications and Legislative Affairs electronically, by attaching and emailing the following school district email inbox: **ADVISORY.COMMIITEECORRESPONDENT@BROWARDSCHOOLS.COM**.*

Committee Information

Chair		SBBC Division Dept Support	
Liaison		Report Date	

Brief Synopsis of Meeting Highlights

I.	Enter Highlight Item 1
II.	Enter Highlight Item 2
III.	Enter Highlight Item 3
IV.	Enter Highlight Item 4
V.	Enter Highlight Item 5

Attendance History

Present Committee Members:	
Absent Committee Members:	
Quorum Meeting in accordance with School Board Policy 1070 (Yes/No)	

***Recommendations to the School Board**

**Including one page summary*

Recommendation 1 (including vote results):
Recommendation 2 (including vote results):
Recommendation 3 (including vote results):

Committee Minutes

Pursuant to School Board Policy 1070- the minutes of each committee meeting shall be recorded, and open to public inspection. All such agendas, minutes, correspondence, documents, information, and emails regarding the conduct of the committee's business shall be transmitted to the committee's school district/facilitator for purposes of record retention.

Directions: For every committee meeting, minutes must be captured. Fill out each section below. Be as detailed and concise as possible. If you need further direction, contact the committee liaison assigned to the Committee.

Actions Taken on Agenda Items

- I. Call to order (Include Time)
- II. Roll Call
- III. Approval of minutes from last meeting (ie: as is, with revisions, with amendments, etc.)

Meeting Date	Approval Status

- IV. Old Business & Actions

Meeting Date

- V. New Business

- a.
- b.
- c.

- VI. Adjournment (Include Time 00:00 AM/PM)

Next Meeting: Date – Time – Location

Advisory committee groups are intended to provide recommendations from a community perspective on pre-specified areas as directed by their founding policy or directed by resolution to the Superintendent of Schools and the School Board. Committees will ensure that the business of the committee, the motions recommendations, and the committee reports are in direct connection with the scope of review as established by policy or resolution.