

GOVERNING BOARD MEETINGS

1. All meetings of the Board shall be open to the public except those meetings exempted under the Florida Sunshine Statutes and the Public Employees Relations Act. The Governing Board of South Tech Charter Academy, Inc. invites the advice and counsel of the people within the geographical area it serves, including by means of public comment at the Board's regular, special, and workshop meetings which are open to the public.
2. All regular Board meetings shall begin at 7:00PM. The date and time of regular meetings will be determined at its organizational meeting in July. Special meetings may be called for any location as provided by Florida statutes, within the County by the Academy President or Management Company Representative upon forty-eight (48) hours notice. Special meetings may be called by: the Academy President or Management Company Representative, Board Chair, or Board, pursuant to the procedure set forth in 230.16 Fla. Stat.
3. Workshop and special meetings conducted by the Board shall begin at times designated by the Board, Board Chair, or President or Management Company Representative or Management Company Representative. The purpose of the workshop meeting shall be to acquaint the Board with background information prior to regular and special Board meetings. No Board votes will be taken at a workshop. The purpose of special meetings includes dealing with:
 - a. Important matters arising between regular meetings, which require urgent action;
 - b. Specific matters of business not being raised at the Board's regular meeting;
 - c. Emergencies; or
 - d. Other matters as decided by the President or Management Company Representative, or as decided by Board Chair, or majority of the Board, in the event the President or Management Company Representative should decline to call a special meeting when requested to do so by the Chair or majority of the Board pursuant to 230.16 FS.
4. All Governing Board meetings shall be conducted in accordance with Robert's Rules of Order, the Governing Board's special rules of order, this policy, and the Florida statutes, including the Florida Administrative Procedure Act. Where there is a conflict, this policy or the Board's special rules shall apply. The Board may suspend the rules within this policy for a particular meeting by a two-thirds (2/3) vote of those members present.
5. All items to be considered at regular Governing Board meetings shall be submitted to the President or Management Company Representative's office for inclusion on the agenda not later than 2:00PM nine (9) working days prior to the meeting at which consideration is desired. After the agenda has been published and distributed pursuant to law, items may only be added for good cause, which may be reflected in the Board report and/or discussion at the meeting, and notification of such change shall be at the earliest practicable time.
6. Persons desiring to speak before the Board may call or write to the President or Management Company Representative's office prior to 12:00PM the day of the Board meeting to advise of their intent to address the Board, and, if applicable, the particular agenda item to which they wish to speak. The President or Management Company Representative shall provide a list of persons who called or wrote to address the Board, as well as, if applicable, the particular agenda item they wish to address. Anyone else who desires to speak before the Board shall complete a card and provide the card to the Secretary before the meeting begins. Speakers may address the Board no longer than three (3) minutes on agenda or non-agenda items at the appropriate time. Public comments at special meetings and workshops shall be limited to agenda items for that meeting. The Board may vote to limit time to a lesser amount due to the volume of speakers.
7. If a Governing Board member requests that a member of the audience address the Board, the Chairman will poll the Board and consensus will prevail.

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8. A unanimous vote will be considered if all members audibly vote “yes” or if they remain silent, it will mean consent. However if a member votes “no”, it will then be considered a split vote, and the minutes will record the name of each member and how he/she voted on the question.
9. The official minutes of the Governing Board shall be taken and recorded as required by Florida’s public meetings and public records statutes and FS 230.23(1)(a)&(b), and shall be kept in a safe place by the President or Management Company Representative and made available to any citizen desiring to examine the minutes during hours the office is open.
 - a. Minutes of regular and special Board meetings shall record only the date, starting and ending times, Board members in attendance, presenters, conclusion of discussion items, motions, resolutions, and necessary information related thereto, the name of any person making a motion, or submitting a resolution, and the vote thereon. If any member of the Governing Board or President or Management Company Representative wishes any of that person’s statements recorded, the Board member or President or Management Company Representative may request during the meeting that such statement become part of the official minutes.
 - b. Minutes of Governing Board workshop sessions shall indicate the date, starting and ending time, attending participants, and subject(s) presented and discussed. These minutes shall clearly indicate that no official actions were taken by the Board during this session, and that audio tapes are maintained by the Board office for the official record of these proceedings.
10. The order of regular and special meetings shall follow the format shown below:

MEETING AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call - Board Secretary – Confirm Quorum Present
4. Open Meeting Act Statement

The Governing Board will provide reasonable public notice of the date, time, and place of its meetings and will maintain detailed minutes of its meetings that shall be regularly scheduled. Such meetings will be open to the public, and the minutes shall be available for public review. Meetings of the Governing Board shall be open to the media and public and comply with Fla. Stat. 286.011, unless the law requires confidentiality.

5. Public Presentation
6. Approval of Minutes of Last Meeting
7. Treasurer’s/Financial Report – Current Monthly Bank Reconciliation and Disbursement Report
8. Reports
 - a. Academy President or Management Company Representative
 - b. Committees

Policy Personnel, Business Partners/Government, SAC, Building Fund,

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Public Relations

9. Public Comments on Agenda Items – Five (5) Minutes Maximum Each Person

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10. Introduction of Consent Agenda – President or Management Company Representative

Old Business Administrative Items (A) Personnel Items (B)

Financial Items (C) Emergency Items (E)

11. Poll Board for Items to be Pulled for Comment or Questions

12. Approval of Consent Agenda Except for Items Pulled

13. Approval of Each Pulled Item (Item-by Item) – Introduction by President or Management Company Representative

14. Public Comments on non Agenda Items – Five (5) Minutes Maximum Each Person

15. Board Comments

- 16 Motion to Adjourn

11. In both regular and special meetings, the Board may utilize a consent agenda to increase the efficiency of approving large numbers of routine or non-controversial items. Except for any item that a Governing Board member pulls from the consent agenda, all items on the consent agenda may be approved in gross and without debate and amendment. Any consent agenda item containing expenditures must be voted by roll call vote.
12. The order of special meetings shall be as required by Florida law and, if specified on the agenda, may include a consent agenda, which shall be called up and later approved before any consent agenda items are discussed.
13. The consent agenda of either a regular or special meeting may include proposed policy development items unless, after publication of the adoption notice, an affected person has specifically requested public discussion of the proposed rule pursuant to the hearing request provisions of FS 120.54(3).
14. Meetings on expulsions are exempted from Florida's Government in the Sunshine Law, unless properly waived. Such recommendations for expulsion are done at special meetings of the Board, which are not open to the public.
15. Board members may participate and vote by the use of electronic media technology to allow an absent member of the Board to attend the meeting in those instances where a Board member is confined to home or hospital due to illness or accident, or when an immediate member of the family is seriously ill or has died, or when work related schedule conflicts prevent Board member meeting attendance. Board members on vacation may not vote. Any absence will require a vote by the majority of the Board to allow the member to vote. Board Members with three (3) UNEXCUSED absences per year (July 1 to June 30) from REGULAR BOARD MEETINGS shall be subject to removal from the Board upon a vote of the majority of Board members.
- a. Board members wishing to vote in absentia as a result of an excused absence, must notify the President or Management Company Representative's office by 2:00PM of the day of the Board meeting stating the reason for their absence.
- b. Board members voting via e-mail or fax must certify they have read the agenda item(s) on which they are voting, and have a knowledgeable understanding of the item(s). The e-mail or fax will be included in Board minutes

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- c. Board members voting by telephone or cell phone must certify in writing, via letter e-mail or fax, within seventy-two (72) hours that they have read the agenda item(s) and have a knowledgeable understanding of the item(s). This document will be included in the Board minutes.

Authority: FS 230.17; 230.22(1); 230.23(22); 230.23005(10)

Implemented: FS 120.525; 120.569; 120.57; 120.81(1)(f)(i); 230.15; 230.16; 230.23005(6)(10); 230.23(1)(a)(b); 230.23(6)(c); 230.33(2)

Attorney General Opinion: 93.03

Reference: Palm Beach School District Policy 1.03

History: New: 5/20/2004

Revised: 6/17/2004, 7/01/2004, 3/03/2005, 4/14/05, 7/07/2005, 03/11/2010