

# Policy Manual



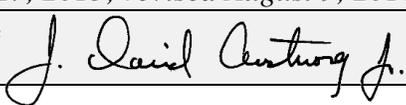
<b>Title: Notice of Meetings, Hearings, and Workshops and Preparation and Delivery of the Agenda</b>	<b>Number:</b> 6Hx2-1.10
<b>Legal Authority: Fla. Statutes 120.525, 120.81(d), 286.011</b>	<b>Page:</b> 1 of 1

**Agenda.** The President shall be responsible for the preparation and delivery of the Board agenda. The agenda shall be prepared in time to insure that a copy of the agenda may be received at least 7 days before the event by any person in the State who requests a copy and who pays the reasonable cost of the copy. The agenda, along with any meeting materials available in electronic form excluding confidential and exempt information, shall be published on the College's website. The agenda shall contain the items to be considered in order of presentation. After the agenda has been made available, change shall be made only for good cause as determined by the person designated to preside, and stated in the record. Notification of such change shall be made at the earliest practicable time.

**Notice.** The College shall give notice of meetings, hearings, and workshops in the same manner as that prescribed for the adoption, amendment, or repeal of College rules, except that this notice requirement shall not apply to emergency meetings. Such notice shall be given (1) by publication in a newspaper of general circulation in Broward County, (2) by mail to persons who have made requests for advance notice and to organizations representing persons affected by the proposed rule, (3) on the College's website not less than seven (7) days before the event, and (4) by posting in appropriate places so that the persons to whom the intended action is directed may be duly notified. Such publication, mailing, and posting of notice will comply with statutory notice requirements.

**Notice for Emergency Meetings.** If the Board finds that an immediate danger to the public health, safety, or welfare requires emergency action, the Board may hold an emergency public meeting and give notice of such meeting by any procedure that is fair under the circumstances and necessary to protect the public interest, provided that:

- The procedure provides at least the procedural protection given by other statutes, the Florida Constitution, or the United States Constitution.
- The Board takes only that action necessary to protect the public interest under the emergency procedure.
- The Board publishes in writing at the time of, or prior to, its action the specific facts and reasons for finding an immediate danger to the public health, safety, or welfare and its reasons for concluding that the procedure used is fair under the circumstances.

<b>History:</b> Revised on January 17, 1978; revised on June 20, 1978; revised on March 19, 1991; revised on April 16, 1997; revised February 26, 2013; revised January 27, 2015; revised August 9, 2016			
<b>Approved by the Board of Trustees</b>	<b>Date:</b> 08/09/16	<b>President's Signature</b> 	<b>Date:</b> 08/09/16