

# Policy Manual



<b>Title:</b> Meetings of the Board	<b>Number:</b> 6Hx2-1.09
<b>Legal Authority:</b> Fla. Statutes 286.011; 286.26; 120.54 (3)(a)(1)	<b>Page:</b> Page 1 of 2

The Board of Trustees shall have the authority to convene regular meetings, special meetings, emergency meeting, executive sessions, workshops, and information sessions.

**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 the 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 affected by the proposed requests for advance notice and to organizations representing persons affected by the proposed rule, and (3) by posting in appropriate places so that the persons to whom the intended action is directed may be duly notified. Such publications, mailing, and posting of notice will comply with statutory notice requirements.

**Regular Meetings.** At its first regular meeting after July 1 of each year, the Board of Trustees shall organize pursuant to the law, and Broward College Policy 6Hx2-1.05, *Organization, Officers, and Duties of Officers*.

**Special Meetings.** Special meetings of the Board of Trustees may be called by the chair, by the President when requested by a majority of the Board, or by the majority of the Board itself.

**Emergency Meetings.** Emergency meetings may be called by the chair, by the President when requested by a majority of the Board of Trustees, or by a majority of the Board itself when a situation arises which requires the immediate action of the Board. The chairperson shall stipulate at the beginning of the meeting the nature of the emergency that required waiving the notification requirements as set forth in Broward College Policy 6Hx2-1.10, *Preparation and Delivery of the Agenda*.

**Collective Bargaining Sessions.** All discussions between the chief executive officer of the public employer, or his representative, and the legislative body or the public employer relative to collective bargaining shall be closed and exempt from disclosure, as are all work products developed by the public employer in preparation for and during negotiations.

**Workshops or Information Sessions.** Workshops or information sessions may be held when necessary to discuss matters of Board interest, including those of a confidential and/or personal nature. No action, including preliminary agreements, may be taken at such meetings.

Actions taken at special meetings and emergency meetings have the same force and effect as actions taken at regular meetings. All meetings and workshops shall be open to the public, and all actions of the Board shall be in an official, open public meeting except as provided by law.

Meetings of the Board of Trustees generally shall be governed by *Robert's Rules of Order* except where the Board has established its own rules of conduct. A majority of the Board membership shall constitute a

**History:** : Revised on January 17, 1978; revised on July 18, 1978; revised on September 18, 1979; revised on September 21, 1982; revised on March 19, 1991; revised on December 1, 1993; revised on April 16, 1997; revised June 6, 2008; revised June 2011; revised February 26, 2013.

<b>Approved by the Board of Trustees</b>	<b>Date</b> 2/26/2013	<b>President's Signature</b> 	<b>Date</b> 2/26/2013
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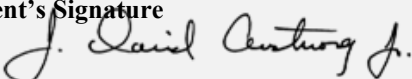
quorum for a meeting of the Board. No business may be transacted unless a quorum is present. The following rules are to be observed at meetings:

- The chair shall recognize trustees to speak on issues before the Board except for informal discussions on informational presentations to the Board.
- Trustees may make motions and address the Board while seated and may address the Board more than once on the same issue. Motions to close or limit debate generally should not be used.
- On an action item before the Board, a motion should be made and seconded prior to discussion of the item. The chair will take a voice vote after discussion is concluded.
- The chair may participate in all discussions and vote on all issues before the Board without having to leave the chair.
- When there is consensus on a request for information or a direction to be given to the President, the chair may give such direction without a motion or other action by the trustees.

**Minutes and Other Records.** The Board of Trustees shall require minutes and other records to be kept to set forth clearly all actions and proceedings of the Board. Minutes of Board meetings shall be signed by the chairperson and the President immediately after approval by the Board and shall be kept as a public record in a permanently bound book in the custody of the President. Minutes shall show the vote of the Board on all matters on which the Board takes action. It is the duty of each member to see that each motion and the vote thereon are properly recorded in the minutes. Unless otherwise shown in the minutes, it is presumed that the vote of each member present supported action by the Board in either the exercise, violation, or neglect of the powers and duties imposed on the Board of Trustees by law or rule, whether such action is recorded in the minutes or otherwise established. It is presumed that policies, appointments, programs, and expenditures not recorded in the minutes but made and actually in effect were made and put into effect according to rules of the Board of Trustees. The President shall obtain Board approval for exceptions to rules of the Board.

**Access.** All meetings shall be held at a facility or location which provides full access without regard to race, color, age, national origin, religion, gender, marital status, or disability or which does not operate in such a manner as to restrict public access unreasonably. The Board of Trustees shall provide any person with disabilities who notifies the Board at least 48 hours prior to its scheduled meeting a manner by which such person may attend the meeting at a scheduled site or the Board shall move the meeting to a site which would be accessible to that person.

**History:** : *Revised on January 17, 1978; revised on July 18, 1978; revised on September 18, 1979; revised on September 21, 1982; revised on March 19, 1991; revised on December 1, 1993; revised on April 16, 1997; revised June 6, 2008; revised June 2011; revised February 26, 2013.*

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