

# Procedure Manual



<b>Title: Notice or Meetings, Hearings and Workshops and Preparation and Delivery of Agenda</b>	<b>Number:</b> A6Hx2-1.10
<b>Policy Number:</b> 6Hx2-1.10	<b>Page:</b> 1 of 1

**Agenda.** In accordance with *Florida Statutes*, Chapter 120.525, the agenda for forthcoming Board of Trustees' meetings, public meetings, and workshops will be available at least 7 days prior to the event on the College's website. The agenda should be sufficiently detailed so that a member of the public can reasonably determine from reading the agenda if he/she has a substantial interest in a specific item to be considered by the Board. 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.

The Paralegal to the General Counsel will assemble all items submitted for the agenda. Any persons wishing to have an item placed on the agenda for the regular meeting of the Board of Trustees shall prepare an executive summary and forward the item through normal institutional channels so that it reaches the General Counsel's office not later than the deadline established. The General Counsel must be notified regarding the existence of any legal disputes (including but not limited to complaints and grievances) relating to items proposed for the agenda in advance of the deadline established.

For other public meetings and workshops, the Paralegal to the General Counsel will assemble all items submitted for the agenda.

**Public Notice.** The Paralegal to the General Counsel is responsible for Notice for meetings of the Board of Trustees.

For other public meetings and workshops requiring public notice, the person in charge of the event is responsible for Notice.

For emergency meetings necessary to adopt, amend or repeal a Rule, as defined by the Administrative Procedures Act (Chapter 120, Florida Statutes), the General Counsel will determine the procedure for providing Notice so as to insure compliance with section 120.525(3), Florida Statutes.

<b>Recommending Officer's Signature:</b> 	<b>Date:</b> 02/11/19	<b>President's Signature:</b> 	<b>Date:</b> 02/11/19
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