

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

2.20

PROCEDURES FOR MAKING PRESENTATION TO BOARD

POLICY:

- (1) Any person or group desiring to address the Board shall file with the Superintendent, at least eight (8) working days prior to a meeting, a written request to be placed on the agenda. Such request shall contain the following information:
 - (a) The name and address of the person making the request.
 - (b) The organization or group, if any, represented.
 - (c) Content of the information to be presented. If written material is to be passed out, a copy of such material shall accompany the request.
 - (d) Specific questions to be asked or the specific action desired of the Board.
 - (e) Any charges to be made against the individual shall be made in affidavit form. If any information is to be presented that is in the form of a statement or charges that might be considered derogatory or of a serious nature, such shall be presented in writing and shall specifically state the charges in the form of an affidavit.
- (2) The Superintendent shall respond verbally or in writing to any person or group request to be placed on the agenda. In the event that the agenda for the next ensuing meeting is unduly long, the Superintendent shall place the presentation request on the agenda for the next regular meeting. If a question should arise in regard to the granting of a request, the Superintendent and Chairperson shall confer and make a decision.
- (3) The Superintendent shall furnish an exact copy of the request to each Board Member in time to permit him to study the matter prior to the Board meetings.

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- (4) The Superintendent shall promptly investigate the subject matter of the request and shall furnish such Board Member with a report of his findings and recommendations in time to allow the Board Member ample time to review the matter prior to the Board meeting.

- (5) No subject shall be allotted more than thirty (30) minutes time at any board meeting. Ten (10) minutes shall be allocated to the proponent of the request and ten (10) minutes shall be allocated to an opponent, if any. The remaining ten (10) minutes shall be for questions by the Superintendent and Board. At the discretion of the Board these limits may be extended.

- (6) Any person or representative of any organization or group not having made arrangements as herein before prescribed may be heard, at the discretion of the Board, at the end of the regular agenda of a Board meeting; provided, that the information prescribed in subsections (1), (3) and (4) have been furnished the Chairperson in writing prior to or during the meeting.

STATUTORY AUTHORITY: 1001.41(2), 1001.42, F.S.

LAWS IMPLEMENTED: 120.53, F.S.

History:

Adopted: January 14, 1999 Revision Date(s): Formerly:
