
**LAKE-SUMTER STATE
COLLEGE BOARD RULE**

TITLE: Meetings of the District Board of Trustees

NUMBER: 1.02

AUTHORITY: Florida Statutes 1001.61; 286

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- a. The District Board shall meet on regular meeting dates it schedules. The time and dates of the meetings shall be determined at the District Board's organizational meeting that takes place at its first regular meeting after July 1 of each year. The District Board may reschedule regular meetings as needed.
 1. Regular meetings, special meetings and workshops of the District Board shall be held in the Board Room on the Leesburg Campus, unless the District Board designates another location;
 2. Public notice of meetings shall be given at least seven days prior to the time of the meetings, unless an emergency situation arises that requires immediate attention;
 3. At the discretion of the District Board, items of an emergency nature may be acted upon at a regular or special meeting;
 4. Meetings of the District Board shall comply with the relevant portions of Florida Statutes 286.
- b. All regular and special meetings of the District Board shall be open to the public. No formal action shall be taken by the District Board at other than regular or special meetings.
- c. The board is comprised of no less than five members nor more than seven members. When the board consists of five members, three members shall constitute a quorum for any meeting of the District Board. When the board consist of more than five members, a simple majority shall constitute a quorum. No business may be transacted at a meeting unless a quorum is present. A majority of the quorum is sufficient to carry a vote.
 1. Voting shall be by voice;
 2. Robert's Rules of Order, Newly Revised shall constitute the parliamentary authority of the District Board, except as it may be in conflict with District Board rules, State Board of Education rules, or Florida Statutes.
- d. At its organizational meeting, the District Board shall elect a Chairman whose duty it is to preside at all meetings of the District Board, and a Vice-Chairman whose duty it is to act as Chairman during the absence or disability of the Chairman. The President shall act as Secretary of the District Board.

- e. The President, in consultation with the Chairman, shall prepare an agenda for all meetings of the District Board and shall insure that a copy of the agenda with supporting documentation is completed and available at least seven days before the event to the District Board members and by any person in the state who requests a copy of the agenda. Items which are time sensitive and not requiring advance notice or advertising may be added to the agenda with approval by the District Board at the meeting.
- f. Members of the public shall be given a reasonable opportunity to be heard on matters before the District Board except as otherwise provided by Florida Statutes. The time of this opportunity to be heard is determined by the nature of the public comment.
 - 1. Persons desiring to provide public comment on Board agenda items (not pertaining to Board rules) will be permitted to speak at a meeting during which the item is presented to the District Board for action, or during a meeting that is during the decision-making process and within a reasonable proximity before the meeting at which the District Board takes official action. A person wishing to speak on a particular item must complete a request form provided by the President and available at the meeting and submit it to the President or President's designee no later than ten minutes prior to the beginning of the scheduled meeting of the District Board;
 - 2. Persons desiring to provide public comment on proposed additions, modifications, and deletions of District Board Rules will be permitted to speak at the time of the Public Hearing on the District Board Rule being considered;
 - 3. Persons desiring to provide public comment on matters not part of the agenda may do so following the consideration of all agenda items during the time designated on the agenda for public comment. A person wishing to speak on a particular item must complete a request form provided by the President and available at the meeting and submit it to the President or President's designee no later than ten minutes prior to the beginning of the scheduled meeting of the District Board;
 - 4. Each person providing public comment will be limited to three minutes. If an organization, committee, delegation or other group desires to provide public comment, the organization, committee, delegation or group shall be represented by one spokesperson who may speak for five minutes. Other members of the organization, committee, delegation or group may then be given an opportunity to amplify the spokesperson's comments for up to two minutes each to a total of ten minutes. Additional time may be granted by unanimous consent of the District Board.
- g. The President, as Secretary of the District Board, shall keep and disseminate official copies of the minutes from each District Board meeting in accordance with the provisions of the State Board of Education Rules.

HISTORY: New - 8/1/68

AMENDED - 09/12/73, 10/16/80, 06/19/96, 04/20/04, 9/17/13,
02/17/2021, 02/23/2022, 11/15/2023