

## 2003 - MEETINGS OF THE BOARD OF DIRECTORS

- A. **Meeting Schedule.** Regular Board meetings shall be held a minimum of four (4) regular meetings in each calendar year, unless circumstances dictate otherwise. Board meeting dates, times and agendas are posted in the front office of the School.
- B. **Open to the Public.** In accordance with Florida law, all Board meetings shall be open to the public unless specifically exempted by Florida Statutes. No official action may be taken by the Board at any time other than a public meeting.
- C. **Order of Business.** The President of the Board shall establish the agenda for the Board in conjunction with the Board Liaison and with input from Board members. The agenda for each Board meeting shall be prepared in a timely manner and the Board shall make every effort to make the agenda available to the public at least twenty-four hours prior to the meeting. After the agenda has been made available to the public, the Board President or designee may change the agenda at the Board meeting. The order in which agenda items are addressed may be changed by the Board at any time at a Board meeting.
- D. **Minutes.** Minutes of all Board meetings shall be promptly recorded by the Secretary or the Secretary's designee. All motions, resolutions and necessary information related thereto shall be recorded. The minutes shall also reflect the name of the person making the motion or submitting the resolution, the name of the person who seconds the motion, and the vote or action taken. All minutes shall be kept on file at the School.
- E. **Public Participation**
  - 1. Any person wishing to address the Board during public comment should arrive prior to the commencement of the meeting and must complete a request form provided at each Board meeting. Each speaker will be permitted three minutes.
  - 2. Persons addressing the Board must state their name and address and direct their remarks to the Board. Persons will be recognized in the order in which requests are received.
  - 3. The Board shall have the right to remove any person who is disruptive to or interferes with the meeting.
  - 4. Sensory or mobility impaired persons seeking assistance for participation in any Board meeting should contact the Board Liaison prior to the meeting.