

Policy 1.7 Workgroup Recommended Revisions, May 13, 2021 - May 17, 2021 SB Request for revisions

Original Text	Proposed Revisions	Comments
<p>School Board-Established Advisory Committees and Appointment of a School Board Member Representative(s) to Such Committee(s)</p>	<p><u>District Committees and their Membership</u></p>	<p>The Sunshine Law is equally applicable to elected and appointed boards or commissions. AGO 73-223. Special district boards (AGO 74-169) and boards created by interlocal agreement (AGO 84-16) are also included. And see Inf. Op. to Martelli, July 20, 2009 (State Fair Authority, created by statute as a public corporation, subject to Sunshine Law). Cf. Turner v. Wainwright, 379 So. 2d 148, 155 (Fla. 1st DCA 1980), affirmed and remanded, 389 So. 2d 1181 (Fla. 1980) (The legislative requirement that certain board meetings must be open to the public does not imply that the board could meet privately to discuss other matters.)</p>
<p>AUTHORITY: Sections 1001.32(2); 1001.41 (2) and (5); 1001.42(15, (17) and (27), Florida Statutes</p>	<p>AUTHORITY: Sections 1001.32(2); 1001.41 (2) and (5); 1001.42(15, (17) and (27), Florida Statutes</p>	
<p>Policy Adopted: 10/07/03 Policy Amended: 4/15/14</p>	<p>Policy Adopted: 10/07/03 Policy Amended: 4/15/14</p>	

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Original Text	Proposed Revisions	Comments
<p>Advisory committees are established by The School Board to provide recommendations to it on issues within certain standing areas of responsibility. Advisory committees are intended to provide recommendations from a community perspective on specific areas as directed by The School Board or Superintendent and may inform The School Board of issues that are brought to the attention of committees by members of the community. The recommendations and opinions of advisory committees are not binding upon The School Board and do not necessarily reflect the positions and opinions of The School Board or of individual School Board Members or the Superintendent. Except where expressly excluded herein, the provisions of this Policy shall apply to each School Board-Established Advisory Committee upon which School Board Members have appointed representatives. In the event of a conflict between the provisions of this Policy and those contained within any other policy or within any advisory committee bylaws, the provisions of this Policy shall govern. This Policy does not apply to any advisory committees that may be established by the Superintendent of Schools to advise the school district administration upon operational issues within the school district.</p>	<p>I. PURPOSE: Advisory committees are established by The School Board <u>or Superintendent</u> to provide recommendations to it on issues within certain standing areas of responsibility. <u>Advisory committee areas of responsibility, goals, and objectives shall be included in their individual policies or resolutions and reflected in the district’s strategic plan.</u> Advisory committees are intended to provide recommendations from a community perspective on specific areas as directed by The School Board or Superintendent and may inform The School Board of issues that are brought to the attention of committees by members of the community. The recommendations and opinions of advisory committees are not binding upon The School Board and do not necessarily reflect the positions and opinions of The School Board or of individual School Board members or the Superintendent. Except where expressly excluded herein, the provisions of this Policy shall apply to each School Board-Established Advisory Committee upon which School Board Members have appointed representatives. In the event of a conflict between the provisions of this Policy and those contained within any other policy or within any advisory committee by laws, the provisions of this Policy shall govern.</p>	<p>Advisory boards and committees created by public agencies may be subject to the Sunshine Law, even though their recommendations are not binding upon the entities that create them. The “dispositive question” is whether the committee has been delegated “decision-making authority,” as opposed to mere “information-gathering or fact-finding authority.” <i>Sarasota Citizens for Responsible Government v. City of Sarasota</i>, 48 So. 3d 755, 762 (Fla. 2010). “Where the committee has been delegated decision-making authority, the committee’s meetings must be open to public scrutiny, regardless of the review procedures eventually used by the traditional governmental body.” <i>Id.</i></p>
	<p>II. SCOPE A. Except where expressly excluded herein, the provisions of €<u>This policy shall apply to each School Board-Established advisory committee. upon which School Board Members have appointed representatives.</u> B. In the event of a conflict between the provisions of this policy and those contained within any other policy or within any advisory committee bylaws <u>or within any other document related to any advisory committee,</u> the provisions of this policy shall govern. <u>All provisions of this policy, any other policy, advisory committee bylaws, or any other document shall be applied consistently to all committees.</u> C. This policy does not apply to any advisory committees that may be established by the Superintendent of Schools to advise the school district administration upon operational issues within the school district <u>provided the committee is not in conflict with Section 286.011 F.S.</u></p>	<p>Separate language from above as this clause pertains to <u>ALL</u> committees covered by this policy. Give guidance to all committees and what their responsibility is regarding public meetings, public records, noticing meetings and recording minutes of meetings. AGO 84-70 RE: GOVERNMENT IN THE SUNSHINE LAW--Applicability to grievance committees composed of staff: “a member of the staff ceases to function in his capacity as a member of the staff and is appointed to a committee which is delegated authority normally within the governing body, he loses his identity as staff while operating on that committee and is accordingly included within the Sunshine Law.”</p>

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	<p>III. Definitions:</p> <p><u>A. Committee refers to</u></p> <p><u>a) Advisory committees, councils, task forces, workgroups (collectively "committees") created by policies, resolutions, departments as required.</u></p> <p><u>b) Any department that convenes to review a district policy or makes recommendations to The School Board (includes committees with staff and/or stakeholder participation).</u></p> <p><u>c) Committees may be identified as, but not limited to, the following descriptions.</u></p> <ul style="list-style-type: none"> <u>i. School Board Established Advisory committees with School Board appointees</u> <u>ii. School Board Advisory committees without School Board appointees</u> <u>iii. School Board Advisory committees established by resolution</u> <u>iv. Committees Identified within School Board established policies that make recommendations for policy changes including workgroups</u> <u>v. Board members, District leadership, or departments that may convene stakeholders and/or staff to review and make recommendations to their respective policy/policies, including workgroups</u> <u>vi. Refer to 286.011, F.S. Public meetings and records; public inspection; criminal and civil penalties and legal department if uncertain your committee needs to follow this policy.</u> 	<p>Committees meeting Sunshine requirements: 286.011, F.S. Public meetings and records; public inspection; criminal and civil penalties. —</p> <p>(1) All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of all such meetings.</p> <p>AGO 84-70 RE: GOVERNMENT IN THE SUNSHINE LAW--Applicability to grievance committees composed of staff</p> <p>See committee matrix and ID vs operational committees</p> <p>Workgroup: A group of people who work together on a particular piece of work.</p>
	<p><u>B. Committee member:</u></p> <p><u>a) Each member of a committee is a public officer as defined in Sections 112.313(1) and 112.3143(1), Florida Statutes, and is subject to state ethics requirements and The Sunshine Law.</u></p>	
	<p><u>C. School Board Appointee: A person who physically resides and maintains their prime residency in Broward County.</u></p>	<p>For a school board appointee residency rules apply. Broward County Commission has same rule.</p> <p>It does not apply if a parent wanting to volunteer lives outside of Broward County but works in the county and/or transfers their child to a BCPS school that has seats.</p>

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<p>A. Establishment, Operation and Dissolution of School Board-Established Advisory Committees The following procedures shall be used to establish, operate and dissolve a School Board-Established Advisory Committee:</p>	<p>A. IV Establishment, Operation and Dissolution of School Board-Established Advisory Committees and Committees Established by School Board Resolution The following procedures shall be used to establish, operate and dissolve a School Board-Established Advisory Committee:</p>	
<p>A 1. All School Board-Established Advisory Committees with School Board Member representatives shall be established by adoption of a School Board Policy. A School Board Member may place an item on the agenda of a regular School Board Meeting to request the establishment of a new School Board-Established Committee.</p>	<p>1. A. 1) All School Board-Established Advisory Committees with School Board Member representatives shall be established by adoption of a School Board Policy <u>or passage of a resolution</u>. A School Board member may place an item on the agenda of a Regular School Board meeting to request the establishment of a new School Board-Established Advisory Committee <u>in accordance with Policy 1001, (RULE ADOPTION AND RULEMAKING)</u>. The agenda item shall outline the intended purpose of said advisory committee.</p>	
<p>A 2. Subsequent to The School Board’s approval of an agenda item proposing a new School Board-Established Advisory Committee, the approved agenda item will be placed upon a School Board Workshop agenda in a timely manner for discussion about the advisory committee’s composition, function and other organizational features.</p>	<p><u>2)</u> Subsequent to The School Board’s approval of an agenda item proposing a new School Board-Established Advisory Committee <u>or resolution forming a committee</u>, the approved agenda item will be placed upon a School Board Workshop agenda in a timely manner for discussion about the advisory committee’s composition, function and other organizational features.</p>	
<p>A 3. A new School Board policy establishing the new School Board-Established Advisory Committee will thereafter be submitted to The School Board for adoption in accordance with its governing laws, rules and policies.</p>	<p><u>3)</u> A new School Board policy <u>or resolution</u> establishing the new School Board-Established Advisory Committee will thereafter be submitted to The School Board for adoption in accordance with its governing laws, rules and policies.</p>	
<p>A 10. The Superintendent shall place an item on the agenda of a regular School Board Meeting recommending the advisory committee’s dissolution if in her/his opinion the committee’s purpose has been satisfied or if its function is being accomplished through other means. If The School Board approves such a recommendation, it shall take any necessary action in accordance with School Board Policy 1001 and its governing laws and rules to repeal or amend any existing School Board policies concerning the advisory committee</p>	<p>B. Dissolution of an Advisory Committee: The Superintendent shall place an item on the agenda of a Regular School Board Meeting recommending the advisory committee’s dissolution if in her/his opinion the committee’s purpose has been satisfied or if its function is being accomplished through other means. If The School Board approves such a recommendation, it shall take any necessary action in accordance with School Board Policy 1001 and its governing laws and rules to repeal or amend any existing School Board policies concerning the advisory committee.</p>	
<p>A 11. Each School Board-Established Advisory Committee will establish by-laws utilizing the established template. Advisory committees may only modify those areas not governed by the provisions of this policy or the advisory committee’s establishing policy. All advisory committee by-laws, as well as any subsequent modifications, must be approved by The School Board.</p>	<p>C. Bylaws Each School Board-Established Advisory Committee will establish bylaws utilizing the established template. Advisory committees may only modify those areas not governed by the provisions of this policy or the advisory committee’s establishing policy. All <u>School Board-Established Advisory</u> Committee bylaws, as well as any subsequent modifications, must be approved by The School Board.</p>	

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<p>A 5. No term limits shall be imposed upon any individual's service as an appointee upon any School Board-Established Advisory Committee.</p>	<p>No term limits shall be imposed upon any individual's service as an appointee upon any School Board-Established Advisory Committee.</p>	<p>Delete because the term of office for a School Board Appointee is moot as section V, A (formerly B.1.) states: School Board Members shall designate their appointments and/or reappointments to School Board-Established Advisory Committees for the upcoming school/fiscal year prior to June 30th of the prior school/fiscal year or as soon as possible thereafter. <u>Each appointment and/or reappointment shall conclude at the end of the fiscal year (June 30th) for which the appointment was made unless the appointee is unable to complete the term of appointment for any reason or the appointment is concluded earlier in accordance with this policy.</u></p>
	<p><u>V. Membership</u> <u>The School Board is committed to reflecting the diversity and community at large within the membership of the district's committees.</u></p>	
<p>C 1. Each member of a School Board-Established Advisory Committee is a public officer as defined in Sections 112.313(1) and 112.3143(1), Florida Statutes, and is subject to state ethics requirements and The Sunshine Law. Accordingly, each member of an advisory committee is required to execute the school district's Conflict of Interest form for School Board-Established Advisory Committees prior to serving on any advisory committee.</p>	<p>± A. Each member of a School Board-Established Advisory Committee is a public officer as defined in Sections 112.313(1) and 112.3143(1), Florida Statutes, and is subject to state ethics requirements and The Sunshine Law. Accordingly, each member of an advisory committee is required to execute the school district's Conflict of Interest form for School Board-Established Advisory Committees prior to serving on any advisory committee.</p>	<p>Section 112.313(1) - Standards of conduct for public officers, employees of agencies, and local government attorneys.</p> <p>Section 112.3143(1), - Voting conflicts</p>

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<p>A 4. A finite and set number of advisory committee members must be specified in each School Board-Established advisory committee’s establishing policy. This number of advisory committee members shall include all School Board-appointed representatives to the advisory committee and shall include all individuals entitled to vote at any meeting of the advisory committee. If an advisory committee lacks an establishing policy, or has not initiated the Rule Development process that specifies a finite and set number of advisory committee members by December 31, 2014, that committee’s membership shall be limited in number to only School Board-appointed representatives</p>	<p><u>B. Composition of Committee</u> <u>a) A finite and set number of advisory committee members must be specified in each School Board-Established advisory committee’s establishing policy.</u> <u>b) This number of advisory committee members shall may include all School Board-appointed representatives to the advisory committee and shall include all individuals entitled to vote at any meeting of the advisory committee. *Section A 2 states: “...the approved agenda item will be placed upon a School Board Workshop agenda in a timely manner for discussion about the advisory committee’s composition, function and other organizational features.(286.011 F.S)” (*The purpose and composition of the committee is defined when the need for a committee is developed by The School Board.IV, A, (2))</u> If an advisory committee lacks an establishing policy, or has not initiated the Rule Development process that specifies a finite and set number of advisory committee t members by December 31, 2014, that committee’s membership shall be limited in number to only School Board-appointed representatives.</p>	<p>AGO 99-55 – Can an elected official appoint someone to the board and meet with them.</p> <p>Section A 2 already states: “...the approved agenda item will be placed upon a School Board Workshop agenda in a timely manner for discussion about the advisory <u>committee’s composition</u>, function and other organizational features.”</p>
	<p><u>C. Departments that convene to review</u> <u>a) a district policy or</u> <u>b) make recommendations to The School Board (includes committees with staff and/or stakeholder participation) shall identify in their bylaws the department, advisory committee members, teachers, outside agency and/or any other stakeholder(s), that are to participate on the committee.</u></p>	<p>Outside agencies may include, but are not limited to: United Way, BTU, Children’s Services Council, Memorial Health Services, etc. See AGO 84-70 – “when a member of the staff ceases to function in his capacity as a member of the staff and is appointed to a committee which is delegated authority normally within the governing body, he loses his identity as staff while operating on that committee and is accordingly included within the Sunshine Law.”</p>

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<p>C 2. Each member of a School Board-Based Advisory Committee is required to complete the school district’s annual training program for School Board-Established Advisory Committees prior to the second meeting following their appointment to any advisory committee. The training will cover the following topics: ethics standards for public officers, The Sunshine Law, public records laws and Robert Rules of Order. This does not preclude members of the public from attending School Board-Established Advisory Committee meetings.</p>	<p>2. <u>D. Annual Training</u></p> <p>a) Each member of a School Board-Based Advisory Committee is required to complete the school district’s annual training program for School Board-Established Advisory Committees prior to the second meeting following their appointment to any advisory committee. The training will cover the following topics: ethics standards for public officers, The Sunshine Law, public records laws and Robert Rules of Order. This does not preclude members of the public from attending School Board-Established Advisory Committee meetings.</p> <p>b) <u>Elected officials who have completed ethics training with their respective governmental agency are exempt, provided they have had training by the second meeting of the committee.</u></p> <p>c) <u>All staff liaisons and facilitators will complete the ethics training.</u></p>	<p>Encourage School Board Members appointments and Chairs are encouraged to designate committee members as designee</p> <p>5/17/21 - All participants identified in the committee are subject to sunshine</p> <p>Orientation – District should take the lead on this.</p>
<p>C 6. The appointment of any School Board-Established Advisory Committee appointee or member shall automatically conclude and a vacancy upon the advisory committee shall exist if that appointee or member is absent from three (3) consecutive meetings of her/his advisory committee or is absent from a total of four (4) meetings of her/his advisory committee during the school year of the appointment. Any such vacancy shall be filled in accordance with Rule C.5 of this policy.</p>	<p><u>E. Member(s) considered not in good standing</u></p> <p>6. The appointment of a School Board-Established advisory Committee appointee or member shall automatically conclude and a vacancy upon the advisory committee shall exist if that appointee or member is absent from three (3) consecutive meetings of her/his advisory committee or is absent from a total of four (4) meetings of her/his advisory committee during the school year of the appointment. Any such vacancy shall be filled in accordance with Rule of this Policy.</p> <p><u>Each committee’s membership fluctuates, and the number of meetings conducted varies during the year. Committees need to establish an attendance rule within their policy and bylaws to ensure that each meeting has a quorum, or minimum number of attendees to conduct official business. Committees must also set a minimum attendance standard. The number of absences would indicate if a member is in good standing or not, including if the member has not completed the district’s ethics training.</u></p>	<p>Strikethrough- as these referenced appointees and not general membership.</p> <p>For example: Financial Advisory Committee – 7 members, meets 4x/year</p> <p>Include options in bylaws</p> <p>a) percentage of meetings that can be missed</p> <p>b) a set number of meetings that can be missed (not to exceed 3 consecutive or 4 total)</p>

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	<p><u>F. Term of Membership</u> <u>Term of membership for all committees will be from July 1 to June 30, until the successor is elected/appointed/selected.</u></p>	<p>Robert’s Rules of Order: To ensure the continued services of members and officers in the event, for example, of public emergency or of difficulty in obtaining a nominee for an office, the unqualified wording “for a term of ... year(s)” should be avoided, because at the end of that time there would be no officers if new ones had not been elected.</p>
	<p><u>G. Vacancies</u> <u>Committee member vacancies will be filled per their bylaws.</u> <u>School Board appointees will be filled per Section IV B</u></p>	
<p>B 5. If an appointee or member of a School Board-Established Advisory Committee exhibits behavior or conduct in violation of School Board policy or applicable law, or for other reasons as determined by the appointing School Board Member or Superintendent as appropriate, her/his appointment may be rescinded at any time. An appointment may be rescinded by the appointing School Board Member (or by the Superintendent in the event of a vacancy in the office of the appointing School Board Member) and by the Superintendent for members not appointed by a Board Member. In such instances, the appointing School Board Member or Superintendent shall provide written notice to the advisory committee appointee or member of the last date of the appointee’s service. Copies of said notice shall be provided to the Chair, all School Board Members and to the Chief of Staff. In addition to the other appointee replacement procedures within this policy, a newly elected or newly appointed School Board Member may, upon assuming office, replace any appointments to advisory committee appointees made by the new School Board Member’s predecessor.</p>	<p><u>H. Removal of members from committees</u></p> <p><u>a) Removal of Board Appointees from Committees</u></p> <p>5. If an appointee or member of a School Board-Established Advisory Committee exhibits behavior or conduct in violation of School Board policy or applicable law, or for other reasons as determined by the appointing School Board member or Superintendent as appropriate, her/his appointment may be rescinded at any time. An appointment may be rescinded by the appointing School Board member (or by the Superintendent in the event of a vacancy in the office of the appointing School Board member) and by the Superintendent for members not appointed by a Board Member. In such instances, the appointing School Board member or Superintendent shall provide written notice to the advisory committee appointee or member of the last date of the appointee’s service. Copies of said notice shall be provided to the Chair, all School Board members and to the Chief of Staff. In addition to the other appointee replacement procedures within this policy, a newly elected or newly appointed School Board member may, upon assuming office, replace any appointments to advisory committee appointees made by the new School Board member’s predecessor.</p>	

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	<p><u>b) Removal of Elected/Appointed Committee Member- Non School Board appointees.</u></p> <p><u>The Superintendent may consult with the Chair, in written form, in the event a member’s action or circumstance is found to conflict with state laws, policies and/or bylaws of the district or any of its subordinate organization. The member may be removed from office for the current year and/or one additional year.</u></p> <p><u>Notice shall be sent to the member, the represented entity and The School Board with all grounds stated in writing, in the event of termination. All sides shall be heard. The committee, by affirmative vote of two thirds of all the members present may suspend or expel a member.</u></p>	
	<p><u>I. Committee Liaison and Facilitator(s)</u></p>	
<p>A 9. Each School Board-Established Advisory Committee will be assigned a staff liaison to facilitate the committee’s activities. The staff liaison will collaborate with the committee Chair to schedule and publicly notice all committee meetings and shall provide other similar administrative support. The Superintendent or her/his designee shall determine the appropriate amount of staff support to be provided to each individual School Board-Established Advisory Committee</p>	<p><u>a) Liaison:</u> Each School Board-Established Advisory Committee will be assigned a staff liaison to facilitate the committee’s activities. The staff liaison will collaborate with the committee Chair to schedule and publicly notice all committee meetings and shall provide other similar administrative support. The Superintendent or her/his designee shall determine the appropriate amount <u>number</u> of staff support to be provided to each individual School Board-Established Advisory Committee. <u>The liaison is not a member of a committee and shall not be counted as part of quorum.</u></p>	<p>The Sunshine law requires that <u>1) meetings of boards or commissions must be open to the public;</u> <u>2) reasonable notice of such meetings must be given, and 3) minutes of the meeting must be taken.</u></p>
<p>.</p>	<p><u>b) Facilitator: Each Department Director that assigns a Facilitator will ensure that meetings are publicly noticed and provide supporting materials seven days in advance of the scheduled meeting. Public notice should be submitted and placed on the district calendar.</u></p>	<p>The Sunshine law requires that 1) meetings of boards or commissions must be open to the public; 2) reasonable notice of such meetings must be given, and 3) minutes of the meeting must be taken.</p>
<p>B. School Board Member Appointments to School Board-Established Advisory Committees The following procedures shall be used by School Board Members when making appointments to any School Board-Established Advisory Committee:</p>	<p>VI. School Board Member Appointments to School Board-Established Advisory Committees</p> <p>The following procedures shall be used by School Board members when making appointments to any School Board-Established Advisory Committee:</p>	

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<p>B 1. School Board Members shall designate their appointments and/or reappointments to School Board-Established Advisory Committees for the upcoming school/fiscal year prior to June 30th of the prior school/fiscal year or as soon as possible thereafter. Each appointment and/or reappointment shall conclude at the end of the fiscal year (June 30th) for which the appointment was made unless the appointee is unable to complete the term of appointment for any reason or the appointment is concluded earlier in accordance with this Policy.</p>	<p><u>A.</u> School Board members shall designate their appointments and/or reappointments to School Board-Established Advisory Committees for the upcoming school/fiscal year prior to June 30th of the prior school/fiscal year or as soon as possible thereafter. Each appointment and/or reappointment shall conclude at the end of the fiscal year (June 30th) for which the appointment was made unless the appointee is unable to complete the term of appointment for any reason or the appointment is concluded earlier in accordance with this policy.</p>	
<p>B 2. School Board Members shall notify the Chief of Staff of any appointments to School Board-Established Advisory Committees and any reappointments filling any vacancies that occur during the school year. An appointing School Board Member may also officially recognize her/his new advisory committee appointee(s) during the Reports section of a regular School Board Meeting. If an advisory committee appointee does not complete the term of her/his appointment for any reason and that the appointing School Board Member's office is also vacant, a replacement appointee shall be named by the Superintendent. The Chief of Staff will maintain a record of the appointees to each advisory committee.</p>	<p><u>B.</u> School Board members shall notify the Chief Of Staff of any appointments to School Board-Established Advisory Committees and any reappointments filling any vacancies that occur during the school year. An appointing School Board member may also officially recognize her/his new advisory committee appointee(s) during the Reports section of a regular School Board meeting. If an advisory committee appointee does not complete the term of her/his appointment for any reason and that the appointing School Board member's office is also vacant, a replacement appointee shall be named by the Superintendent. The Chief Of Staff will maintain a record of the appointees to each advisory committee.</p>	
	<p><u>C.</u> <u>Sign in sheets will be forwarded to the office of Chief Of Staff/designee with The School Board appointees' attendance record.</u></p>	

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<p>B 3. When appointing an individual to serve on a School Board-Established Advisory Committee, a School Board Member shall select an individual who will serve in the best interests of the school district and its students and community. School Board Members are encouraged to appoint individuals residing within their representative district. However, a School Board Member may appoint individuals residing outside of her/his representative district to ensure that an advisory committee appointee possesses experience, qualifications and interests that are aligned with the nature and purpose of the particular advisory committee. Each advisory committee appointee shall maintain her/his primary residence within Broward County, Florida.</p>	<p><u>D.</u> When appointing an individual to serve on a School Board-Established Advisory Committee, a School Board member shall select an individual who will serve in the best interests of the school district and its students and community. <u>An appointee should possess experience, qualifications or interests that are aligned with the nature and purpose of the particular advisory committee.</u> School Board Members are encouraged to appoint individuals residing within their representative district. However, School Board Member may appoint individuals residing outside of her/his representative district to ensure that an advisory committee appointee possesses experience, qualifications and interests that are aligned with the nature and purpose of the particular advisory committee; School Board members are encouraged to appoint individuals residing within their representative district. However, School Board member may appoint individuals residing outside of her/his representative district. <u>School Board appointees not in good standing may not be reappointed.</u></p>	
	<p><u>E.</u> Each advisory committee appointee shall <u>be a resident and</u> maintain her/his primary residence within Broward County, Florida</p>	
<p>C. Duties and Responsibilities of Appointees and Other Members of School Board-Established Advisory Committees</p> <p>The following responsibilities and duties shall govern appointees and other members of a School Board-Established Advisory Committee:</p>	<p>To Each <u>Each</u> School Board-Established Advisory Committee appointee shall <u>must</u> regularly communicate with her/his appointing School Board member to provide updates about advisory committee activities and to exchange views upon relevant issues.</p>	<p>C3. Each School Board-Established Advisory Committee appointee shall regularly communicate with her/his appointing School Board member to provide updates about advisory committee activities and to exchange views upon relevant issues.</p>
<p>C 6 The appointment of any School Board-Established Advisory Committee appointee or member shall automatically conclude and a vacancy upon the advisory committee shall exist if that appointee or member is absent from three (3) consecutive meetings of her/his advisory committee or is absent from a total of four (4) meetings of her/his advisory committee during the school year of the appointment. Any such vacancy shall be filled in accordance with Rule <u>C.5 VI. B.</u> of this policy.</p>	<p>C6. The appointment of any School Board-Established Advisory Committee appointee or member shall automatically conclude and a vacancy upon the advisory committee shall exist if that appointee or member is absent from three (3) consecutive meetings of her/his advisory committee or is absent from a total of four (4) meetings of her/his advisory committee during the school year of the appointment. Any such vacancy shall be filled in accordance with Rule C.5 VI. B. of this Policy.</p>	

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	<p><u>G. In the event a School Board member is unable to fill a vacancy within a committee, the advisory committee may submit a name(s) for their consideration. The names are to be forwarded to The School Board member and Chief Of Staff/designee.</u></p>	
<p>B 4. Appointees to the Audit Committee shall be independent* of Broward County Public Schools. * Not receiving any compensation, including any consulting, advisory, or other compensatory fee.</p>	<p><u>H. Appointees to the Audit Committee shall be independent* of Broward County Public Schools. * Not receiving any compensation, including any consulting, advisory, or other compensatory fee.</u></p>	
<p>C 5. If an appointee or member of a School Board-Established Advisory Committee exhibits behavior or conduct in violation of School Board policy or applicable law, or for other reasons as determined by the appointing School Board Member or Superintendent as appropriate, her/his appointment may be rescinded at any time. An appointment may be rescinded by the appointing School Board Member (or by the Superintendent in the event of a vacancy in the office of the appointing School Board Member) and by the Superintendent for members not appointed by a Board Member. In such instances, the appointing School Board Member or Superintendent shall provide written notice to the advisory committee appointee or member of the last date of the appointee's service. Copies of said notice shall be provided to the Chair, all School Board Members and to the Chief of Staff. In addition to the other appointee replacement procedures within this Policy, a newly elected or newly appointed School Board Member may, upon assuming office, replace any appointments to advisory committee appointees made by the new School Board Member's predecessor.</p>	<p>5. If an appointee or member of a School Board-Established Advisory Committee exhibits behavior or conduct in violation of School Board policy or applicable law, or for other reasons as determined by the appointing School Board Member or Superintendent as appropriate, her/his appointment may be rescinded at any time. An appointment may be rescinded by the appointing School Board Member (or by the Superintendent in the event of a vacancy in the office of the appointing School Board Member) and by the Superintendent for members not appointed by a Board Member. In such instances, the appointing School Board Member or Superintendent shall provide written notice to the advisory committee appointee or member of the last date of the appointee's service. Copies of said notice shall be provided to the Chair, all School Board Members and to the Chief of Staff. In addition to the other appointee replacement procedures within this Policy, a newly elected or newly appointed School Board Member may, upon assuming office, replace any appointments to advisory committee appointees made by the new School Board Member's predecessor.</p>	

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	<p>VII. Meetings</p> <p><u>All meetings are open to the public and shall be conducted in accordance with Robert's Rules of Order, newly revised, Current Edition and in accordance with an appropriate adaptation and operate pursuant to Florida Sunshine Law 286.014.</u></p> <p><u>The schedule of meetings for the year will be determined and published on the district calendar and may be published in the newspaper the current school year. Notification of all regular meeting places will be included in the minutes.</u></p>	<p>286.014 (2) Members of the public shall be given a reasonable opportunity to be heard on a proposition before a board or commission. The opportunity to be heard need not occur at the same meeting at which the board or commission takes official action on the proposition if the opportunity occurs at a meeting that is during the decision-making process and is within reasonable proximity in time before the meeting at which the board or commission takes the official action. This section does not prohibit a board or commission from maintaining orderly conduct or proper decorum in a public meeting. The opportunity to be heard is subject to rules or policies adopted by the board or commission, as provided in subsection (4).</p>
<p>A 6. School Board-Established Advisory Committees shall not conduct any meetings in July without receiving prior approval from the Superintendent, as public participation and staff support for committee meetings in July will be limited in availability. Unless the Superintendent authorizes an earlier meeting, each School Board-Established Advisory Committee's first meeting of each school year shall be conducted as early as August, and no later than September.</p>	<p><u>A.</u> School Board-Established Advisory Committees shall <u>may</u> not conduct any meetings in July without receiving prior approval from the Superintendent, as public participation and staff support for committee meetings in July will <u>may</u> be limited in availability.</p> <p>1) School Board-Established Advisory Committees shall <u>may</u> not conduct any meetings in July <u>unless one of the following conditions are met:</u></p> <p>a) <u>the need for the committee to meet as described in the advisory committees governing policy,</u> Unless the Superintendent authorizes an earlier meeting, <u>OR</u></p> <p>b) without receiving a request from the committee's Chair for prior approval from the Superintendent/<u>designee</u></p> <p>Attendance requirements are exempt from July special meetings provided that committee members notify the chair of their ability to attend the special meeting.</p> <p><u>E</u>ach School Board-Established Advisory Committee's first meeting of each school year shall be conducted as early as August, and no later than September.</p> <p><u>g)</u> The Audit Committee's areas of focus for the school year shall be The School Board-approved audit plan.</p>	

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	<p><u>B. Minutes of meetings must be taken.</u> The minutes of a meeting of any such board or commission of any such state agency or authority shall be promptly recorded, and such records shall be open to public inspection. Sunshine Law;</p>	<p>(2) The minutes of a meeting of any such board or commission of any such state agency or authority shall be promptly recorded, and such records shall be open to public inspection. The circuit courts of this state shall have jurisdiction to issue injunctions to enforce the purposes of this section upon application by any citizen of this state.</p>
	<p><u>C. Transmission of Motions</u> <u>Motions requiring a response by assigned staff/department(s) are to be sent to the liaison/facilitator and Chief Of Staff/designee in writing, by the Chair of each committee to be catalogued and responded to in writing within 21 business days after receipt by appropriate staff. Staff will provide School Board members with a quarterly update.</u></p>	
	<p><u>D. Custodian of Records</u> <u>All agenda's, minutes, information and transmission of emails, be transmitted to the liaison.</u></p>	<p>ss. 119.021 Custodial requirements; maintenance, preservation, and retention of public records. -- (1) Public records shall be maintained and preserved as follows: (a) All public records should be kept in the buildings in which they are ordinarily used. (b) Insofar as practicable, a custodian of public records of vital, permanent, or archival records shall keep them in fireproof and waterproof safes, vaults, or rooms fitted with noncombustible materials and in such arrangement as to be easily accessible for convenient use.</p>
<p>A 7. Officers of each School Board-Established Advisory Committee shall be elected by the membership described in Rule A.4. At a minimum, each such advisory committee shall annually elect a Chair and Vice Chair. Neither of those offices may be held by an advisory committee appointee or member for more than two (2) consecutive years. After serving as its Chair for two years, an advisory committee appointee or member may not serve as an officer of that advisory committee for a period of at least two (2) years</p>	<p>VIII. Election of Officers</p> <p><u>A. Officers of each School Board-Established Advisory Committee shall be elected by the membership described in Rule A.4.</u> <u>a) At a minimum, each such advisory committee shall annually elect a Chair, and Vice Chair and Recording Secretary, or someone designated to record minutes.</u> <u>All officer positions shall be defined in each School Board-Established Advisory Committee's establishing policy.</u> Neither of those offices may be held by an advisory committee appointee or member for more than two (2) consecutive years. After serving as its Chair for two <u>three consecutive</u> years, an advisory committee appointee or member may not serve as an officer <u>Chair</u> of that advisory committee for a period of two (2) years.</p>	<p>The Sunshine law requires that 1) meetings of boards or commissions must be open to the public; 2) reasonable notice of such meetings must be given, and 3) <u>minutes of the meeting must be taken.</u> <u>286.011 (2)</u> The minutes of a meeting of any such board or commission of any such state agency or authority shall be promptly recorded, and such records shall be open to public inspection. The circuit courts of this state shall have jurisdiction to issue injunctions to enforce the purposes of this section upon application by any citizen of this state.</p> <p>Legal Dept. agreed with Recording Secretary</p>

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	<p><u>b) In the absence of any other committee participant willing to serve in this role a Chair may be re-elected. A two-thirds majority vote of the members in good standing is required to extend any Chair's term beyond those described in Section VIII, A (a).</u></p>	
	<p><u>Term of Membership</u> <u>Term of membership for all committees will be from July 1 to June 30, until the successor is elected/appointed/selected.</u></p> <p><u>a) Officer(s) may be removed from office at the pleasure of the membership.</u></p>	
	<p><u>B. Duties of Officer</u></p>	
<p>A 8. The Chair of each School Board-Established Advisory Committee will meet annually with the Superintendent or her/his designee to collaborate on the goals and objectives for the school year. Each such advisory committee will finalize its goals and objectives for the school year by its second meeting of the school year. Subsequently, each advisory committee's goals and objectives will be provided to The School Board through the Superintendent. The Audit Committee's areas of focus for the school year shall be The School Board-approved audit plan.</p>	<p>The Chair of each School Board-Established Advisory Committee will <u>may</u> meet annually with the Superintendent or her/his designee to collaborate on the <u>additional issues and concerns not outlined in their respective policy,</u> for the school year. Each such advisory committee will finalize its goals and objectives for the school year by its second meeting of the school year. Subsequently, eEach advisory committee's goals and objectives will <u>then</u> be provided to The School Board through the Superintendent.</p>	
	<p><u>IX. Quorum</u></p> <p><u>A. A majority of the number of members in good standing, fixed by, or in the manner provided in, the policies/bylaws shall constitute a quorum for the transaction of business; provided, however, that whenever for any reason a vacancy occurs in the membership, a quorum shall consist of a majority of the remaining members until the vacancy has been filled. A physical quorum must be present. (For example: School Advisory Forum, ESE, Gifted are exceptions).</u></p>	<p>Language approved by Legal Dept.</p>
	<p><u>X. Use of Technology</u></p>	

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	<p><u>A. When the bylaws provide for meetings by video conference, teleconference or audio conference, the meeting must be conducted by a technology that allows all participating members to hear each other, at the same time. Provision may also be made for the use of additional collaborative technology to aid in the conduct of a meeting. A physical quorum must be present.</u></p>	<p><i>Language approved by Legal Dept. 9.11.2020</i></p> <p>As to <i>local</i> boards, the Attorney General's Office has noted that the authorization in s.120.54(5)(b)2., to conduct meetings entirely through the use of electronic media technology applies only to <i>state</i> agencies. AGO 98-28.</p> <p>The Attorney General's Office has observed that a local board's use of electronic media technology to increase public participation in meetings and the use of such media to allow members of a board or commission to participate in a duly noticed public meeting does not necessarily raise Sunshine Law issues, "but rather implicates the ability of a board or commission to conduct public business with a quorum." See Inf. Op. to Stebbins, December 1, 2015.</p>
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	<p><u>XI. Public Comment</u></p> <p><u>A. The public may participate during Committee meetings, as follow:</u></p> <p><u>1. At the discretion of the Chair. The public may speak at total of fifteen (15) minutes during any single meeting.</u></p> <p><u>2. The Chair/facilitator may reduce the amount of time if it is determined that such reduction is required due to the total number of persons desiring to speak or the time limit of when a committee meets, regarding agenda items, the remaining time, and the agenda items remaining to be considered by the committee.</u></p> <p><u>Public Speaking at a Committee Meeting during general business:</u></p> <p><u>3. A member of the public who has registered to speak is allowed, and not to exceed, a total of three (3) minutes to speak to non-agenda item issues that pertain to the general business or operations of committee. The process will be defined in the committees' bylaws along with information identifying where people can communicate via an email. Speakers are asked to demonstrate proper decorum and model the district's eight-character traits: cooperation, responsibility, citizenship, kindness, respect, honesty, self-control, and tolerance. Speakers shall refrain from obscene or vulgar conduct, slanderous remarks, or statements that tend to incite violence or a breach of the peace.</u></p>	<p>Members of the public shall be given a reasonable opportunity to be heard on a proposition before a board or commission. The opportunity to be heard need not occur at the same meeting at which the board or commission takes official action on the proposition if the opportunity occurs at a meeting that is during the decision-making process and is within reasonable proximity in time before the meeting at which the board or commission takes the official action. This section does not prohibit a board or commission from maintaining orderly conduct or proper decorum in a public meeting. The opportunity to be heard is subject to rules or policies adopted by the board or commission, as provided in subsection (4). FS286.0114(2)</p>
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<p>C 4. All public documentation, electronic and social media containing the opinions and recommendations of School Board-Established Advisory Committees shall include a statement that the opinions of the advisory committee are not binding and do not necessarily represent the views and opinions of The School Board or those of any individual School Board Members or of the Superintendent. An individual committee member may not represent her/his personal positions as those of the advisory committee upon which she/he serves unless a majority vote of the advisory committee has approved that position during a public meeting. Additionally, an advisory committee member may not distribute or disseminate any information received in the performance of her/his official duties if that information is exempt from public inspection or is otherwise confidential or privileged pursuant to applicable law.</p>	<p><u>XII. Statement that the opinions of the advisory committee are not binding</u> All public documentation, electronic and social media containing the opinions and recommendations of School Board-Established Advisory Committees shall include a statement that the opinions of the advisory committee are not binding and do not necessarily represent the views and opinions of The School Board or those of any individual School Board members or of the Superintendent. An individual committee member may not represent her/his personal positions as those of the advisory committee upon which she/he serves unless a majority vote of the advisory committee has approved that position during a public meeting. Additionally, an advisory committee member may not distribute or disseminate any information received in the performance of her/his official duties if that information is exempt from public inspection or is otherwise confidential or privileged pursuant to applicable law.</p>	
	<p><u>XIII. Policy and Bylaws Review</u></p>	
	<p><u>a) Policies and bylaws must be reviewed every two years and conform to State of Florida Statutes and School Board policy with an effective date.</u></p>	
	<p><u>b) School Board-Established Committees must have their policies and bylaws approved by The School Board.</u></p>	
	<p><u>c) Departments that convene committees to review and make recommendations to policies must have their bylaws approved by two-thirds of the membership.</u></p>	
	<p><u>Policy Custodian: Chief Of Staff</u></p>	
	<p><u>AUTHORITY: Sections 1001.32(2); 1001.41 (2) and (5); 1001.42(15, (17) and (27), Florida Statutes</u></p>	
	<p><u>Policy Adopted: 10/7/2003</u> <u>Policy Amended: 4/15/2014</u> <u>Policy Amended: xx/xx/xxxx</u></p>	
	<p><u>District Initiatives: Align with District Goals and Strategic Plan</u></p>	
	<p><u>Inclusive of Policy 5.9, 1007, 1164, 1400.1</u></p>	

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	<p><u>Addendum</u> <u>Align with District Strategic Goals:</u> <u>High-Quality Instruction, Safe & Supportive Environment, and Effective Communication.</u></p>	<p>Intent is to incorporate The School Board members and Superintendent’s goals and embed them in a policy that helps committees align their goals.</p> <p>Sup. Runcie’s opening letter for the Strategic Plan: “Together with our dedicated educators and staff, <u>an engaged community</u>, School Board members, and our unwavering resolve towards providing a well-rounded education to our students, I am confident we can achieve the goals set forth in this 2024 Strategic Plan.”</p>
	<p><u>The district's six campaigns:</u> <u>1. Student Experience</u> <u>2. Support Services for All</u> <u>3. Retain, Develop, & Recruit</u> <u>4. Refresh, Redesign, & Reduce Risk</u> <u>5. Let's Connect</u> <u>6. Our Data, Our Tools</u> <u>These are only a subset of the full list of leading activities and tasks identified, which can be found within the detailed Project Plans housed separately.</u></p>	<p>Ensuring that the Strategic goal is also communicated with stakeholders.</p> <p>From Strategic Plan 2019-2024: “The Key Tactics included for each Initiative in this document are only a subset of the full list of leading activities and tasks identified, which can be found within the detailed Project Plans housed separately.”</p>