

Policy 1.7 Workgroup Recommendations for Communication and Public Engagement (Policy 1164) 5.15.2021

Policy 1.7 is being looped for input into the recommended changes being made.

1. The policy has been changed from being a policy for School Board Member Advisory Committees and Appointments to District Committees and their Membership.

The change to include ALL district committees was to ensure that ALL committees were aware of Sunshine Law. There are three basic requirements of section 286.011, Florida Statutes:

- (1) meetings of public boards or commissions must be open to the public;
- (2) reasonable notice of such meetings must be given; and
- (3) minutes of the meetings must be taken and promptly recorded.

2. Committee Recommendation: Allowing each committee's policy to determine the number of allowable absences either by

- a) percentage of meetings that can be missed
- b) a set number of meetings that can be missed (not to exceed 3 consecutive or 4 total)

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.

3. Committee Recommendation: To allow committees to meet in July if two options are addressed:

Currently committees are not permitted to conduct meeting in July without receiving prior approval from the Superintendent, as public participation and staff support for committee meetings in July will ~~will~~ may be limited in availability.

Committee Recommendation: Recommendation is to allow under these circumstances:

- a) the need for the committee to meet as described in the advisory committees governing policy,
- b) without receiving a request from the committee's Chair for prior approval from the Superintendent/designee

With the caveat that:

Attendance requirements are exempt from July special meetings provided that committee members notify the chair of their ability to attend the special meeting.

4. Committee Recommendation: A process for Motions and responses is recommended (Motions are to be tracked and a response given):

C. Transmission of Motions

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.

5 a. Committee Recommendation: Officers of a committee are to include, at a minimum, a Chair, Vice Chair and Recording Secretary with other officer positions defined in the Committees Policy.

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.

All officer positions shall be defined in each School Board-Established Advisory Committee's establishing policy.

5 b. Committee Recommendation is for term of office to be a maximum of three consecutive years. School Board is recommending only 2 years.

After serving as its Chair for ~~two~~ three consecutive years, an advisory committee appointee or member may not serve as an officer Chair of that advisory committee for a period of two (2) years.

5 c. Additionally, Committee Recommendation is to allow an additional term if no one is willing to accept the Chair position.

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).

6. Committee Recommendation is if a position on the committee is not filled it does not count against quorum which still must meet the 50% +1 rule.

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).

Each committee may want to review their own policies and bylaws and to see if any changes are necessary. Once this policy is adopted all other policies can be sent to the School Board for comment/approval. Some of the areas that might need to be reviewed are:

Purpose

Membership

Member(s) not considered in Good Standing

Officers