



## POLICY NO. 1070

### District Committees and Their Membership

Except as otherwise provided herein, all school advisory and evaluation committees to whom decision-making authority have been delegated are governed by the provisions of this policy. “Decision-making authority” is defined as the ability to review options available to the school district and to narrow the range of options to be considered or to recommend that one or more options be considered by The School Board or the Superintendent. This policy does not apply to workgroups created by the Superintendent to which no decision-making authority has been delegated and whose functions are limited in scope only to fact-finding or information-gathering and if such workgroups only perform such limited functions.

The purpose of this policy is to identify the roles and responsibilities of School Board of Broward County committees as it pertains to Florida’s Government in the Sunshine Law.

Committees subject to this policy are those established by The School Board or Superintendent to provide recommendations on delegated areas of responsibility. The areas of responsibility, along with any prescribed committee goals and objectives, shall be specified within their individual establishing policies, resolutions, or the School District’s strategic plan. (See Article IV)

Department committees that are delegated to provide recommendations to the School Board or Superintendent and are not established by policy, shall be provided resources for conducting those meetings.

#### I. Scope

- A. 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 or within any other document related to any advisory committee, the provisions of this policy shall govern. All provisions of this policy, any other School Board Policy or resolution, any advisory committee bylaws, or any other document shall be applied consistently to each committee to the extent applicable to its delegated responsibilities. Section 286.011 Fla. Stat.

#### II. Definitions

- A. “Committees” refers to groups of persons to whom decision-making authority has been delegated and which review options available to the school district and narrow

the range of options to be considered or recommend that one or more available options be considered by The School Board or the Superintendent and which perform functions other than mere information-gathering or fact-finding

- B. "Groups of persons" includes employees and non-employees/volunteers of the school district.
- C. Types of committees: Advisory committees, subcommittees, competitive solicitation evaluation committees, advisory councils, workgroups, and task forces (collectively "committees") created by policies, resolutions, Superintendent, or departments as required.
- D. Committees may be identified as, but not limited to, the following descriptions:
  - 1. School Board Established Advisory committees with School Board appointees
  - 2. Competitive solicitation evaluation committees, which is a committee that has been assembled to review, evaluate and make recommendations upon a competitive solicitation that has been publicly released by the school district pursuant to Section 120.57(3), Fla. Stat.; Section 6A-1.012, F.A.C., and School Board Policy 3320 – Purchasing Policies.
  - 3. School Board Advisory committees without School Board appointees
  - 4. School Board Advisory committees established by resolution
  - 5. Committees Identified within School Board established policies that make recommendations for policy changes including workgroups
  - 6. Refer to Section 286.011, Fla. Stat. Public meetings, and records; public inspection; criminal and civil penalties and Office of the General Counsel if uncertain your committee needs to follow this policy.
  - 7. Subcommittees of full committees, which makes recommendations to the full committee
- E. Each member of a committee is a public officer. See Section V (C).
- F. Advisory committees other than those that have an establishing policy or resolution adopted by The School Board may be created by the Superintendent or her/his designees to perform various decision-making functions. Those committees do not require an establishing policy and their function and membership composition will be determined administratively by the Superintendent and/or her/his designees based upon their function.

### **III. Department Committees Delegated to Provide Recommendations to The School Board or the Superintendent**

- A. Membership/Composition of Committee(s)
  - 1. When a member of the staff is appointed to a committee that has been delegated authority that normally is exercised by The School Board, the staff

- member loses her/his identity as a staff member while participating as a committee member and is accordingly subject to the Sunshine Law.
2. A finite and set number of committee members must be specified in each committee's bylaws.
  3. Membership may include committees with staff and/or stakeholder participation.
  4. The department creating a committee shall identify in the committee's bylaws those department(s), advisory committee(s), teacher(s), principal(s), outside agency(ies) and/or any other stakeholder(s), that are to participate on the committee and their role.
  5. All stakeholder groups having a representative as a committee member will be allowed to send a designee/alternate to ensure that each stakeholder group is represented.
- B. Each member must regularly communicate with his/her appointing stakeholder group to provide updates about committee discussions or motions and to exchange views upon relevant issues.
- C. Annual Training – See Training Program for Members of Other Committees Article V (C. 5)
- D. Attendance
1. A committee member is strongly encouraged to attend all properly noticed meetings.
  2. Attendance must be taken at each meeting to ensure that participation of the representatives on the committee is recorded, and that a quorum is present.
  3. In the event a committee member is unable to attend, the member must notify the member's stakeholder group so that a designee/alternate may be sent.
- E. Committee Liaison and Facilitator(s) – See School District Liaisons, Facilitators and General Counsel (See Article VI (A))
1. Each Director of a school district department who assigns a Facilitator will ensure that:
    - a. committee meetings are publicly noticed in accordance with applicable laws and rules;
    - b. supporting meeting materials are available and provided to committee members at least seven (7) calendar days in advance of the scheduled meeting; and
    - c. notice of committee meetings should be submitted and placed on the district calendar.
- F. Bylaws

1. If any administratively created committee is performing a decision-making function, it will conduct its meetings in accordance with the requirements of The Sunshine Law and adopt a basic template of Bylaws outlining the requirements of The Sunshine Law and adopting the current edition of Robert's Rules of Order.
2. Departments that convene committees to review and make recommendations to policies must have their bylaws approved by two-thirds (2/3) of the membership every two (2) years.

#### **IV. Establishment and Dissolution of School Board-Established Advisory Committees and Committees Established by School Board Resolution**

A. The following procedures shall be used to establish and dissolve a School Board-Established Advisory Committee:

1. All School Board-Established Advisory Committees shall be established by adoption of a School Board Policy, passage of a resolution or statute. A School Board Member may place an item on the agenda of a Regular or Special School Board meeting to request the establishment of a new School Board-Established Advisory Committee in accordance with School Board Policy 1000, (RULE DEVELOPMENT AND RULEMAKING). The agenda item shall outline the intended purpose of said proposed advisory committee.
2. Prior to The School Board's approval of an agenda item proposing an establishing policy or resolution for a School Board-Established Advisory Committee or resolution forming a committee, the proposed policy or resolution will be timely placed upon a School Board Workshop agenda for discussion about the proposed advisory committee's composition, function, and other organizational features.
3. The proposed policy or resolution establishing the new School Board-Established Advisory Committee will thereafter be submitted to the Office of the General Counsel for review prior to its formal submission as an agenda item for School Board approval and adoption in accordance with its governing laws, rules, and policies.
4. Any School Board Policy or resolution establishing an advisory committee must be in compliance with applicable law, rules and other School Board Policies and must be reviewed every two (2) years by the advisory committee itself and department if applicable.

B. Dissolution of a School Board-Established Advisory Committee:

1. The Superintendent shall place an item on the agenda of a Regular or Special School Board Meeting recommending the School Board-Established 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.
2. 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.

## **V. APPLICATION OF LAW TO COMMITTEES.**

### **A. THE SUNSHINE LAW**

1. Meetings of committees as defined above in Article II shall be conducted in accordance with the provisions of and exemptions from the Florida Sunshine Law (Section 286.011, Fla. Stat.) which includes:
  - a. Requirements for public notices of meetings,
  - b. Minutes of such meetings, (*including informal/workshop meetings*), and
  - c. That such meetings be open to the public at all times.
2. The minutes of each committee meeting shall be promptly recorded, and such records shall be open to public inspection.
3. Each member of a committee as defined above in Article II is subject to The Sunshine Law and may not discuss with another committee member any matter or issue that may foreseeably come before the committee for its consideration except during a publicly noticed meeting conducted in compliance with The Sunshine Law.
4. If additional guidance is required upon the application of the Sunshine Law, a request for guidance should be made to the Office of the General Counsel through the committee's school district liaison or district facilitator.

### **B. OPEN PUBLIC RECORDS LAWS**

1. Records of committees as defined above in Article II and their committee members are subject to the provisions of and exemptions from the Florida Open Public Records Law (Section 119.07, Fla. Stat.).
2. Each committee member has a duty to retain such records and to forward such records to the committee's school district liaison or district facilitator for retention in accordance with applicable state records retention schedules.
3. All agendas, minutes, correspondence, documents, information, and emails sent or received regarding the conduct of the committee's business shall be transmitted to the committee's school district liaison or district facilitator for purposes of record retention.

4. A 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.
5. If additional guidance is required upon the application of the Open Public Records Law or the applicable records retention schedules, a request for assistance should be made to the Office of the General Counsel through the committee's school district liaison or district facilitator.
6. No fee shall be assessed for public records request made by committee chairs for documents related to the subject of the committees' responsibilities.

### C. CODE OF ETHICS

1. Each member of a committee as defined above in Article II, is a public officer as defined in Sections 112.313(1) and 112.3143(1), Fla. Stat., which are part of the Florida Code of Ethics for Public Officers and Employees.
2. Each committee member will have access to an orientation package that includes:
  - a. The committee's establishing Policy,
  - b. The committee's Bylaws,
  - c. A sample Memorandum of Voting Conflict for County, Municipal, and other Local Public Officers (Commission on Ethics Form 8B),
  - d. A sample Disclosure of Business Transaction, Relationship, or Interest (Commission on Ethics Form 4A), and
  - e. Access to District Ethics Training.
3. Ethics Training Program Content.
  - a. Except as provided herein, each member of any committee shall complete a district ethics training program. The training program will cover the following topics:
    - i. The Code of Ethics for Public Officers and Employees (which applies to advisory committee members),
    - ii. The Sunshine Law,
    - iii. The Open Public Records Law, and
    - iv. Robert Rules of Order.

This training program is not required for members of School Advisory Forums, of the Exceptional Student Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council and a lack of such training shall not preclude members of the public from attending and participating in meetings of those committees. However, officers and Executive/Steering committee members of these specified exempt Committees are required to complete the training program. School

district liaisons and district facilitators are required to complete the training program prior to commencement of their service to such committees so they will be enabled to provide appropriate guidance to committee members.

4. Training Program

- a. Except as otherwise provided in this policy, each member of a School Board-Established Advisory Committee, or committee created by resolution are annually required to complete the school district's training program for School Board-Established Advisory Committees.
- b. Such training must be completed prior to the second committee meeting following appointment/election to the committee.
- c. Members of any ad hoc bid protest committees assembled pursuant to School Board policy shall complete such training prior to the first bid protest committee meeting they attend each year.

5. Training Program for Members of Other Committees.

- a. Each member of a committee other than (a) a School Board-Established Advisory Committee or (b) a committee assembled to evaluate, negotiate, and recommend the award or rejection of a competitive solicitation is annually required to complete the school district's training program prior to their committee service.

6. Training Program for Committee Liaisons and Facilitators.

- a. Each district liaison to a committee and each district facilitator shall complete the ethics training prior to providing support to their committees.

7. Exemption from Training Program for Elected Officials and Public Officers.

- a. Any committee member who is also an elected official or public officer and who has already completed training regarding The Sunshine Law, Open Public Records Law and Code of Ethics for Public Officers and Employees due to the requirements of the member's other official positions is exempt from the school district's training program for committee members, provided that said committee member has completed the member's outside agency's required training by the second committee meeting of each year.

8. Record of Completion of Training Program.

- a. Each committee member required to complete the school district's training program must execute an Acknowledgment of Ethics Training

form which shall be submitted to the committee's school district liaison or district facilitator for record retention.

- b. A committee member must timely complete the school district's training program to maintain good standing.
- c. The district's training program is not required for members of School Advisory Forums, of the Exceptional Student Educational Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council and a lack of such training shall not preclude members of the public from attending and participating in meetings of those committees. However, officers/executive/steering committee appointees of such exempt committees must annually complete the district training program.
- d. The district liaison or district facilitator for each committee shall keep track of who has completed training and report to the committee chair the completion of district training by committee members and of those members not in good standing. (See Article VI, C. 3 Maintaining Good Standing)

## **VI. MEMBERSHIP**

The School Board is committed to reflecting the diversity and community at large within the membership of the district's committees.

### **A. School District Liaisons, District Facilitators and General Counsel.**

1. School district designees serving as liaisons or facilitators to committees and members of the Office of the General Counsel shall only serve as support resources to committees and shall not be designated as non-voting members of any committee and shall not be counted toward achieving a quorum at any committee meeting.
2. The designation of such persons as non-voting members would subject them to the restrictions of the Sunshine Law and preclude their ability to consult with and provide guidance to individual committee members. In the event of any conflict between this subsection and any existing policy, this subsection shall govern.
3. Each School Board-Established Advisory Committee will be assigned a district liaison or district facilitator to facilitate the committee's activities.
4. Each Director of a school district department who assigns a facilitator will ensure that:
  - a. committee meetings are publicly noticed in accordance with applicable laws and rules,
  - b. supporting meeting materials are timely made available and provided to committee members at least seven (7) calendar days in advance of the scheduled meeting.



5. The Superintendent or her/his designee shall determine the appropriate extent of staff support necessary for each individual School Board-Established Advisory Committee, and
6. Notice of committee meetings should be submitted and placed on the district calendar for the upcoming school year.

B. School District Conflict of Interest Form.

1. Each member of a committee as defined in Article II 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.
2. The form must be provided to the committee's district liaison or district facilitator for retention in accordance with applicable records retention schedules.
3. The foregoing provisions apply only to officers and executive/steering committee members of School Advisory Forums, of the Exceptional Student Education Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council.
4. The foregoing provisions do not preclude members of the public from attending and participating in meetings of those committees.

C. Composition of Advisory Committees.

The following provisions do not apply to members of School Advisory Forums, of the Exceptional Student Education Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council or preclude members of the public from attending and participating in meetings of those committees.

1. Composition of School Board-Established Advisory Committees.
  - a. A finite and set number of committee members must be specified in the establishing policy or resolution for each School Board-Established Advisory Committee.
  - b. The number of committee members specified in the establishing policy or resolution for a School Board-Established Advisory Committee shall include each person entitled to vote at any meeting of the committee.
  - c. Voting requirements shall be identified in the committees' policies & bylaws.
2. Composition of Other Advisory Committees.
  - a. Advisory committees other than those that have an establishing policy or resolution adopted by The School Board may be created by the Superintendent or her/his designees to perform various decision-making functions. In addition, the Superintendent may create workgroups to perform fact-finding or information-gathering functions. Those

committees and work groups do not require an establishing policy, or the adoption of by-laws and their function and membership composition will be determined administratively by the Superintendent and/or her/his designees based upon their function.

- b. If any such administratively created workgroup is performing a decision-making function, it will conduct its meetings in accordance with the requirements of The Sunshine Law.

### 3. Maintaining Good Standing

- a. Each School Board-Established Advisory Committee's membership fluctuates, and the number of meetings conducted varies throughout the school year.
- b. Each School Board-Established Advisory Committee shall establish a minimum meeting attendance standard within its bylaws to ensure that a quorum (minimum number of attendees) of its members are in attendance at each meeting to enable the committee to conduct official business.
- c. A committee member must meet or exceed this minimum attendance standard to remain in good standing. One Hundred percent (100%) attendance at committee meetings is the goal.
- d. A committee member shall make a reasonable effort to notify the chair at least seven (7) calendar days prior to the scheduled meeting date as to whether they will or will not attend the committee meeting.
- e. Meeting Sign-in Sheets will be forwarded to the Office of Chief of Staff or her/his designee registering the attendance record of School Board Members' appointees.
- f. With the exception of officers and members of their executive/steering committees, the attendance requirements of this subsection shall not apply to meetings of School Advisory Forums, of the Exceptional Student Advisory Council, ESOL Leadership Council, or of the Gifted Advisory Council, or of ad hoc bid protest committees assembled pursuant to School Board policy.
- g. A committee member who has not completed the district's training program will not be considered a member in good standing.

### 4. Term of Committee Membership.

- a. Unless otherwise provided by School Board policy, the term of membership for each member of a School Board-Established Advisory Committee shall be from July 1 to June 30 or until a successor committee member is elected/appointed/selected.
- b. The attendance requirements of this subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy.

### 5. Committee Membership Vacancies.

- a. Committee member vacancies on committees other than School Board-Established Committees will be filled by the Superintendent or her/his designee.
- b. Vacancies on School Board-Established Advisory Committees will be filled pursuant to this policy and/or the establishing policy of that committee.
- c. In the event a School Board Member is unable to fill a vacancy within a committee, the committee may submit a name(s) for that School Board Member's consideration.
- d. The names of potential appointees are to be forwarded to the School Board Member and also to the Chief of Staff or the latter's designee.
- e. This subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy. Members of those committees will be designated by the Superintendent or her/his designee

## **VII. School Board Member Appointments to School Board-Established Advisory Committees.**

The following procedures shall be used by School Board Members when making their appointments to any School Board-Established Advisory Committee:

- A. 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.
  1. 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 ~~or the committee's bylaws.~~
- B. A person may not be appointed to more than two (2) advisory committees by the same School Board Member. However, this does not preclude a School Board Member from appointing a person to serve on an advisory committee if that person is already serving on multiple advisory committees as the appointee of other School Board Members.
- C. 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.
  1. An appointee should possess experience, qualifications, or interests that are aligned with the function and purpose of the respective advisory committee.
  2. School Board Members are encouraged to appoint individuals residing within their representative district and not employed by Broward County Schools. However, a School Board Member may appoint individuals who physically

reside and maintain their prime residency within Broward County, Florida, but reside outside of the appointing School Board Member's representative district.

3. Persons who previously served as committee appointees who are not currently in good standing may not be reappointed.
  4. Each School Board-Established Advisory Committee appointee must regularly communicate with her/his appointing School Board Member to provide updates about advisory committee activities and to exchange views upon relevant issues. The means of this communication shall be specified by the respective School Board Member.
  5. Appointees to the Audit Committee shall be independent of the school district. No appointee to the Audit Committee shall receive any compensation, including any consulting, advisory, or other compensatory fees from or on behalf of the school district or The School Board.
- D. School Board Members shall notify the Chief of Staff of any appointments to School Board-Established Advisory Committees and of any reappointments filling any vacancies that occur during the school year.
1. An appointing School Board Member may also officially recognize her/his new committee appointee(s) during the Reports section of a regular School Board meeting.
  2. If a committee appointee does not complete the term of her/his appointment for any reason and the appointing School Board Member's office is also vacant, a replacement appointee shall be named by the Superintendent.
  3. The Chief of Staff will maintain a record of the appointees to each School Board-Established Advisory Committee and share it with the Chair of each committee
- E. Removal of School Board Member Committee Appointees.
1. If an appointee of a School Board-Established Advisory Committee exhibits behavior or conduct in violation of applicable law, rules, or School Board Policy, or for other material reasons as determined by the appointing School Board Member or Superintendent, as appropriate, her/his appointment may be rescinded at any time by that appointing School Board Member (or by the Superintendent in the event of a vacancy in the office of the appointing School Board Member).
  2. In such instances, the appointing School Board Member or Superintendent shall provide written notice to the committee appointee of the effective date of the conclusion of the appointee's committee service.

3. Copies of said notice shall be provided to the Chair, all School Board Members and to the Chief of Staff and to the committee's district liaison or district facilitator. 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 committees made by the new School Board Member's predecessor.

F. Removal of Committee Members Other than School Board Appointees

1. The Superintendent has the authority to rescind the membership of a committee member who is in direct violation with applicable law, rules, School Board policies and/or committee bylaws.

**VIII. COMMITTEE BYLAWS.**

- A. Each School Board-Established Advisory Committee will establish bylaws utilizing the current standard template approved by The School Board. School Board-Established Advisory Committees may only modify those areas of the bylaws template that are not restricted by the provisions of this policy or by the committee's establishing policy.
- B. The bylaws of each School Board-Established Advisory Committee, as well as any subsequent modifications, must be approved by the membership of the committee. Upon approval of the membership, the bylaws will be forwarded to the committee's district liaison/ or district facilitator, to be transmitted to the Chief of Staff and placed on a School Board agenda for approval.
- C. The bylaws of each School Board-Established Advisory Committee, as well as any subsequent modifications, must be approved by The School Board.
- D. Bylaws must specify an effective date and be reviewed every two (2) years by the committee and conform to applicable law, rules, and School Board policies.
- E. The bylaw requirements of this subsection shall not apply to ad hoc bid protest committees assembled pursuant to the School Board's purchasing policy.

**IX. Committee Meetings**

- A. Public Attendance at Committee Meetings. All meetings of decision-making committees are open to the public pursuant to Section 286.011, Fla. Stat. (The Sunshine Law) and shall be conducted in accordance with the current edition of Robert's Rules of Order, newly revised, and in accordance with any adaptations that are appropriate under the committee's establishing policy and bylaws.
  1. Except for any committee meetings that are permitted by applicable law, rule, emergency order, or School Board Policy to be conducted remotely, each

committee meeting at which official business is to be conducted shall be held at an appropriate physical location in Broward County, Florida that is open to the general public with a quorum of its members present at the physical location.

- B. Public Comment at Committee Meetings- Committee meetings are not required to provide members of the public with an opportunity to be heard upon matters before the committee. Such an opportunity to be heard will be provided to the public as required by Section 286.0014, Fla. Stat., within reasonable proximity in time prior to action by The School Board at the meeting at which it will take official action upon any matters that were earlier considered by a committee.
- C. Publication of Committee Meeting Notices – Generally. The schedule of committee meetings for the year will be determined and published on the district calendar. Except as otherwise provided herein or permitted by applicable law and rules, public notices of committee meetings shall be published in a newspaper of general circulation at least three (3) calendar days in advance of the scheduled meeting in accordance with Section 1001.372, Fla. Stat.
  - 1. Sub-committee and/or executive/steering committees of Advisory Committees needs to be published in the newspaper and on the District’s website calendar.
  - 2. Notices of meetings of competitive solicitation evaluation committees and of the Bid Protest Committee existing under School Board Policy 3320 are not subject to the requirements of Section 1001.372, Fla. Stat., but instead shall be electronically posted in accordance with Section 120.57(3), Fla. Stat.
- D. Publication of Meeting Notices – School Advisory Councils. Notice of meetings of a school advisory council do not require newspaper publication, but instead shall be communicated to members of that school community through reasonable means that are normally used to communicate matters of importance to the community regarding that particular school. Section 1001.452(1)(d)2, Fla. Stat., requires that all members of a school advisory council be provided at least three (3) days’ advance written notice of any matter that is scheduled to come before the council for a vote. (See School Board Policy 1403)
- E. Publication of Meeting Notices – Competitive Solicitation Committees.
  - 1. Meetings of committees that are assembled solely for the purpose of evaluating, negotiating, and making recommendations for the award or rejection of a competitive solicitation shall be published or posted in accordance with the district’s governing laws and rules.
  - 2. Notices of meetings of committees that also perform other decision-making functions in addition to serving a competitive solicitation function must be published or posted in accordance with the district’s governing laws and rules.

F. Scheduling of Meetings of School Board-Established Advisory Committees.

Each Advisory Committee's first meeting of each school year shall be conducted as early as August, and no later than September except as specified in the committees' governing documents. School Board-Established Advisory Committees may not conduct any meetings in July unless one of the following conditions are met:

1. The need for the committee to meet in July is described in the committee's governing policy.
2. The Superintendent or her/his designee approves in advance a request from the committee's Chair and one other committee officer for the conduct of a meeting in July.
3. Committee members are exempt from any attendance requirements for any July special meetings provided that they notify the chair in advance of their inability to attend the special meeting. However, the committee's normal quorum requirements shall remain applicable to the conduct of any July meeting.
4. The requirements of this subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy.

G. Quorum for the Conduct of Committee Business.

The presence at the meeting's physical location of a majority of the number of committee members specified in the establishing policy or bylaws of a School Board-Established Advisory Committee shall constitute a quorum for the transaction of business; provided, however, that the members constituting a quorum are all in good standing.

1. Whenever for any reason a vacancy exists in the committee membership, a quorum shall consist of a majority of the remaining filled committee membership positions until such time as the vacancy has been filled.
2. Unless otherwise provided by applicable law, rule, emergency order or School Board policy; a physical quorum must be present at the physical meeting location identified in the meeting notice in order for the committee to conduct any business or to vote upon any matter.
3. The quorum requirements of this subsection shall be identified in individual policy and bylaws and shall not apply to meetings of School Advisory Forums, of the Exceptional Student Advisory Council, ESOL Leadership Council, and of the Gifted Advisory Council.
4. If the committee fails to establish a physical quorum at a properly noticed meeting, the meeting may be adjourned or may become an informational meeting only. Member attendance will be recorded, but no motions will be considered, or votes taken. (See Article IX, G)

H. Use of Technology for Committee Meetings.

Any technology used in conducting a meeting must allow all participating committee members to be heard by one another and to be heard by the public at the same time. Provision also may be made for the use of additional collaborative technology to aid in the conduct of a committee meeting.

Physical quorum requirements must be met in order for an advisory committee to conduct business. Advisory committee members who are participating remotely using technology can and must vote unless they have a voting conflict. Advisory committee members participating remotely cannot be counted towards meeting the quorum requirements unless otherwise authorized by applicable law, rules, or emergency orders.

## **X. APPROVED COMMITTEE MOTIONS.**

- A. Approved motions requiring a response by assigned staff/department(s) shall be sent in writing by the committee chair to the committee's district liaison or district facilitator and also to the Chief of Staff or her/his designee.
- B. Approved motions shall be catalogued by district staff. Appropriate district staff shall respond in writing to such approved motions within twenty-one (21) business days after their receipt to the Chief of Staff/designee, copied to committee's liaison/facilitator and committee's chair.
- C. The Chief of Staff or her/his designee will provide School Board Members with a quarterly summary of school district responses to approved committee motions.

## **XI. Election of Officers**

- A. Officers of each School Board-Established Advisory Committee shall be elected by the membership.
  - 1. At a minimum, each such advisory committee shall annually elect a Chair, Vice Chair and Recording Secretary, or someone designated to record minutes unless that function is being performed for the committee by support staff provided by the school district.
  - 2. All officer positions shall be defined in each School Board-Established Advisory Committee's policy.
  - 3. Each advisory committee shall have the authority to annually elect their officers to serve up to four (4) one-year terms., Thereafter, an advisory committee appointee or member may not serve as a Chair of that advisory committee for a period of two (2) years following the conclusion of their term as chair.
  - 4. A two-thirds (2/3) majority vote of the members in good standing in attendance is required to extend any chair's term beyond that described in Section XI, A (3).



5. This subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy. A chair will be designated at the beginning of each meeting of a bid protest committee.
- B. Removal of Officers: Officer(s) may be removed from office on any School Board-Established Advisory Committee upon a two-thirds (2/3) vote by the committee membership.
  - C. Duties of the Officers will be outlined in the committee's policy & bylaws.

## **XII. COMMITTEE CHAIR CONSULTATION WITH SUPERINTENDENT.**

- A. The Chair of each School Board-Established Advisory Committee may meet annually with the Superintendent or her/his designee to collaborate upon any issues, matters and concerns for the school year that are not outlined in the committee's establishing policy
  1. The Audit Committee's areas of focus for the school year shall be The School Board-approved audit plan.
  2. This subsection shall not apply to ad hoc bid protest committees assembled pursuant to School Board policy.

## **XIII. OPINIONS OF THE COMMITTEE ARE NOT BINDING**

- A. All public documentation, electronic and social media containing the opinions and recommendations of any School Board-Established Advisory Committees shall include a statement that the opinions of the advisory committee are not binding upon The School Board or the Superintendent and do not necessarily represent the views and opinions of The School Board or those of any individual School Board Member or of the Superintendent.
- B. An individual committee member may not represent her/his personal positions as those of the committee upon which she/he serves unless a majority vote of the advisory committee has approved that position during a public meeting.
- C. 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.

Policy Custodian: Office of the Chief of Staff

Former Policy Number: 1.7

Policy Status: Active

AUTHORITY: Florida Statutes: Section 112; 286; 768.1355; 1001.32(2); 1001.41 (2) and (5); 1001.42(15, (17) and (27),

Case Law: AGO73-223; AGO84-16; AGO84-70; AGO98-28; AGO99-55; AGO2005-59; Cf. Turner v. Wainwright, 379 So. 2d 148, 155 (Fla. 1<sup>st</sup> DCA 1980), affirmed and remanded, 389 So. 2d 1181 (Fla. 1980); Sarasota Citizens for Responsible Government v. City of Sarasota, 48 So. 3d 755, 762(Fla. 2010)

History: Policy Adopted: 10/7/2003; Policy Amended: 4/15/2014, 6/14/2022, 10/11/2022

Inclusive of Policies 5.9, 1007, 1164, 1400.1, 2409

## Addendum

Align with District Strategic Goals: High-Quality Instruction, Safe & Supportive Environment, and Effective Communication.

The district's six campaigns:

1. Student Experience
2. Support Services for All
3. Retain, Develop, & Recruit
4. Refresh, Redesign, & Reduce Risk
5. Let's Connect
6. Our Data, Our Tools

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.