

## **CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

### ***2.20 - Procedures for Making a Presentation to the Board***

#### **POLICY:**

- (1) Any person or group desiring to make a formal presentation to the Board or to address the Board relative to a specific matter shall file with the Superintendent, at least ten (10) days prior to a meeting, a written request to be placed on the agenda. Such request shall contain the following information:
  - (a) The name and address of the person making the request;
  - (b) The organization or group, if any, represented;
  - (c) Content of the information to be presented (if written material is to be passed out, a copy of such material shall accompany the request);
  - (d) Specific questions to be asked or the specific action desired of the Board; and
  - (e) If made against an individual, any charges or information to be presented that might be considered derogatory or of a serious nature shall be presented in writing and shall be in the form of an affidavit. A copy of such charges shall be sent to the individual concerned.
- (2) The Superintendent may respond verbally or in writing to any group requesting to be placed on the agenda. If the agenda for the meeting is unduly long, the Superintendent shall place the presentation request on the agenda for the next regular meeting. If a question should arise regarding the granting of a request, the Superintendent and the Chairman of the Board shall confer and make a decision.
- (3) The Superintendent shall furnish an exact copy of the request to each Board member in time to permit him to study the matter prior to the Board meeting.
- (4) The Superintendent shall promptly investigate the subject matter of the request and shall furnish each Board member a written report of his/her findings and recommendations in time to allow the Board member to review the matter prior to the Board meeting.
- (5) No subject will be allowed more than thirty (30) minutes time at any Board meeting except by special action of the Board. Ten minutes will be allocated to the proponent of the request and ten (10) minutes will be allocated to any opponent. The remaining ten minutes will be for

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questions by the Superintendent and the Board.

- (6) Any person or representative of an organization or group not having made arrangements as herein prescribed may be heard, at the discretion of the Board, at the beginning of the regular agenda of the Board meeting; provided, that the information prescribed in Subsection 1 has been furnished the Chairman in writing prior to the meeting.
- (7) The provisions of this rule shall also apply to the disposition of petitions for declaratory statements as to the applicability of any statutory provisions or proposed rule of the Board except the time allocation, as provided in Subsection (6) above, may be extended to one hour at the discretion of the presiding officers.

Any petition relating to such matters shall be acted on by the Board within thirty (30) days following the initial presentation to the Board.

- (8) The provisions of this rule do not apply to suspension or dismissal hearings of any employee or a student.

STATUTORY AUTHORITY: 1001.41 (2), 1001.42 (17), F.S.

LAWS IMPLEMENTED: 1001.41 (2), F.S.

HISTORY:  
Adopted: 06/17/97  
Revision Date(s): 12/03/02  
Formerly: