



Santa Fe College Rules Manual

Title: Board Meetings

Rule 1.4

General Authority: FS 1001.61, 1001.64
Law Implemented: FS 120.525, 286.0114

Effective Date: October 16, 2013

Purpose: To state the policies relating to conduct of Board meetings.

Regular meetings of the Board shall follow a regular schedule adopted by the Board in accordance with Rule 1.3.

Special meetings of the Board can be called by the Chairperson, by the President when requested by a majority of the Board, or by the majority of the Board itself. Actions at special meetings, including emergency meetings, have the same force and effect as actions at regular meetings.

Notice of meetings and workshops shall follow the requirements of Section 120.525 Florida Statutes.

A majority of the Board membership shall constitute a quorum.

Robert's Rules of Order, Revised shall govern the proceedings of the Board, except that the chairperson of the Board should vote and may make or second a motion.

Issues to be acted upon by the Board shall be determined by a simple majority of the members present in quorum. In the event of a tie vote on any issue, action on the motion shall be deferred until a majority is attained.

Subject to exceptions set forth in Florida law, members of the public shall be permitted to be heard on a proposition pending before the Board during the agenda item designated as "Citizens' Comments," a standing item on the Board agenda, prior to the Board taking action on the proposition. An individual wishing to be heard shall complete the Citizen's Request form maintained by the Board Secretary at least 15 minutes in advance of the meeting and shall be allotted up to three minutes to address any issues, whether the issue is on the Board agenda or not; the Board chair may allow limited extended time at the chair's discretion. If a group consisting of more than five individuals wishes to be heard on a subject, the group must designate a representative to speak on its behalf.

The Santa Fe College Board of Trustees is organized as a unit, and action is taken only when members sit as a Board in public, regular, or special meetings. The Board provides for no standing committees. Temporary committees may be appointed by the Board for specific tasks for report to, and action by, the Board, and will be dissolved upon completion of task.

Rule History

October 2013 (408.478)

June 2010 (410.448)

July 1987 (410.127)

February 1982 (410.95)