

Palm Beach State College

Board Policy

TITLE	Meetings of the District Board of Trustees	NUMBER 6Hx-18-1.02
LEGAL AUTHORITY	1001.61 FS, 1001.64 FS, 6A-14.024 FAC	PAGE 1 of 2
DATE ADOPTED/AMENDED	Readopted 2/27/1975; Amended 6/22/1975, 9/27/1988, 5/8/1991, 6/19/2001	

Policy:

1. Regular Meetings. Regular meetings of the Board shall follow a schedule adopted by the Board. If a meeting is canceled or if there is no meeting scheduled, the president is authorized to approve routine business items. These items will be placed on the agenda for the next scheduled Board meeting for confirmation.
2. Special Meetings. 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. In the event a special meeting is called, the Board shall notify one newspaper of general circulation in the District of the time, date, place and purpose of the meeting at the earliest possible time.
3. Quorum. Three (3) members of the appointed District Board of Trustees shall constitute a quorum for any meeting.
4. Minutes. The minutes of regular meetings shall include agenda items, and shall set forth clearly all actions and proceedings of the board including the record of vote. The minutes of special meetings shall set forth the facts regarding the procedure in calling the meeting, the reason for the meeting, and shall include agenda items and all actions and proceedings of the board including the record of vote. The actions taken at special meetings shall have the same force and effect as if taken at a regular meeting.
5. Place of Meeting. All regular and special meetings of the Board shall be held at the administrative headquarters of the College unless the Board designates another location. If another location is designated, public notice shall be given at least 10 days prior to the time of the regular or special meeting unless an emergency situation arises which requires immediate attention.
6. Agenda. The president of the College shall prepare, advertise, and distribute in accordance with the Administrative Procedures Act, an agenda at least seven (7) days prior to each meeting of the Board. Only those items appearing on the prepared and advertised agenda will be considered by the District Board of Trustees, except as provided in the Administrative Procedures Act.

7. Voting. Voting shall be by voice unless a written ballot is requested by the chairperson of the Board. If the chairperson wishes to make a motion or to second a motion, he/she shall relinquish the gavel to the vice chairperson, or, in his/her absence, to any other Board member to act as temporary presiding officer.
8. Board Policy. It shall be the policy of the Board to encourage the attendance of interested persons at Board meetings, including representatives of the press.