



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Public Hearings, Meetings, and Workshops	
Page 1 of 6	Implementing Procedure For Policy # 2.00
Date Approved: 11/28/00 Date Revised: 12/10/02	Department: Administration and Finance

PUBLIC HEARINGS, MEETINGS, AND WORKSHOPS
and
RULEMAKING PROCEDURES

Purpose: To establish procedural and time requirements for proper notice of public hearings, meetings, and workshops and rulemaking procedures for development and approval of College policies and rules.

I. PUBLIC HEARINGS, MEETINGS, AND WORKSHOPS

- A. Notice of Public Hearings, Meetings, and Workshops.** The notice will include the date and time, meeting location, purpose of the meeting, statement concerning verbatim record, directions on how to obtain agenda, and name of the contact person. Not less than seven days prior to the meeting date, the notice will be:
- published in the *Ocala Star Banner*;
 - posted in locations where affected persons may be duly notified;
 - mailed to persons who, at least 14 days prior to the mailing, have requested advance notice; and
 - mailed to organizations representing affected persons.

**“SAMPLE NOTICE”
PUBLIC HEARINGS, MEETINGS, AND WORKSHOPS**

NOTICE OF MEETING

The District Board of Trustees of the College of Central Florida announces a meeting to which the public is invited:

- DATE AND TIME:** (Weekday, date, and time. Example:
Wednesday, June 12, 2011, 8:30 a.m.)
- PLACE:** (Specific location including room number, and
building number, and street address)
- PURPOSE:** (Specific purpose of the meeting. Example:
*“General Business of the College of Central Florida
District Board of Trustees.”*)

Any person who decides to appeal a decision made by the Board with respect to any matter considered at this meeting will need to ensure that a verbatim record of the proceedings is made that includes the testimony and evidence upon which the appeal is to be based.

A copy of the agenda may be obtained by writing: Office of the President, College of Central Florida, 3001 SW College Road, Ocala, FL 34474.

For further information, interested parties may contact Dr. James Henningsen, Secretary to the District Board of Trustees, College of Central Florida, 3001 SW College Road, Ocala, FL 34474.

II. RULE MAKING PROCEDURES

In all rulemaking proceedings, College of Central Florida shall compile a rulemaking file for each rule to include:

- *All notices for the proposed rule*
- *A written summary of any hearings on the proposed rule*
- *Any written comments and responses to written comments*

A. **Rule Development.** The *Notice of Rule Development* provides notice to the development of proposed rules and/or policies, excluding repeals of rules, by the District Board of Trustees of the College of Central Florida. The notice will include the subject, purpose and effect, legal authority, and name of contact person. Upon commencement of rule development, the notice will be:

- published in the *Ocala Star Banner*;
- posted in locations where affected persons may be duly notified;
- mailed to persons who, at least 14 days prior to the mailing, have requested advanced notice: and
- mailed to organizations representing affected persons.

“SAMPLE NOTICE” RULE DEVELOPMENT

NOTICE OF RULE DEVELOPMENT

The District Board of Trustees of the College of Central Florida announces that rule development is taking place as follows:

SUBJECT:	(Area addressed by the rule development)
PURPOSE AND EFFECT:	(Short, plain explanation of the purpose and effect)
LEGAL AUTHORITY	(Specific legal authority for the proposed rule)

A copy of the preliminary draft, if available, of the proposed rule may be obtained by contacting the office of Dr. James Henningsen, Secretary to the District Board of Trustees, College of Central Florida, 3001 SW College Road, Ocala, FL 34474.

B. Public Workshop for Rule Development. This workshop is only required when requested by an affected person and deemed necessary by the Board of Trustees. If a workshop is held, the Board will ensure that the person or persons responsible for the proposed rule are available to explain the rule and respond to questions and comments. The *Notice of Rule Development Workshop* will include the date and time, place, subject, and name of contact person. Not less than 14 days prior to the meeting date, the notice will be:

- published in the *Ocala Star Banner*;
- posted in locations where affected persons may be duly notified;
- mailed to persons who, at least 14 days prior to the mailing, have requested advanced notice; and
- mailed to organizations representing affected persons.

**“SAMPLE NOTICE”
RULE DEVELOPMENT WORKSHOP**

NOTICE OF RULE DEVELOPMENT WORKSHOP

The District Board of Trustees of the College of Central Florida announces the following rule development workshop to which all persons are invited.

DATE AND TIME: (Weekday, date, and time. Example:
Monday, July 1, 2011, 9:00 a.m.)

PLACE: (Specific location including room number,
building number, and street address)

SUBJECT: (The specific subject to be addressed at the
Workshop)

Interested parties may contact Dr. James Henningsen, Secretary to the District Board of Trustees, College of Central Florida, 3001 SW College Road, Ocala, FL 34474.

- C. **Rule Adoption/Repeal/Amendment Procedures.** In the heading of the *Notice of Proposed Rule Adoption/Repeal/Amendment*, the publication date of the *Notice of Rule Development* will be included as well as the name, volume number, and page number of the publication. The *Notice of Proposed Rule Adoption/Repeal/Amendment* will include date and time, place, rule title, rule number, purpose and effect, summary, economic impact, specific authority, law implemented and name of contact person. Not less than 28 days prior to the meeting date, the notice will be:
- published in the *Ocala Star Banner*;
 - posted in locations where affected persons may be duly notified;
 - mailed to persons who, at least 14 days prior to the mailing, have requested advanced notice; and
 - mailed to organizations representing affected persons.

**“SAMPLE NOTICE”
PROPOSED RULE ADOPTION/REPEAL/AMENDMENT**

NOTICE OF PROPOSED RULE ADOPTION/REPEAL/AMENDMENT

The District Board of Trustees of the College of Central Florida will consider adoption/repeal/amendment of the proposed rule listed below, for which the notice of rule development was published in the (date) , edition of the (newspaper — Include name, volume number, and page number) , at a public meeting to be held as follows:

DATE AND TIME:	(Weekday, date, time. Example: Monday, July 12, 2011, 9:00 a.m.)
PLACE:	(Specific location including room number, building number, and street address)
RULE TITLE:	(Rule/Policy title)
RULE NUMBER:	(Rule/Policy number)
PURPOSE AND EFFECT:	(Short, plain explanation of the purpose and effect)
SUMMARY:	(Summary of the rule/policy)
ECONOMIC IMPACT:	(Total cost of implementation or per student cost)
SPECIFIC AUTHORITY:	(Specific rulemaking authority)
LAW IMPLEMENTED:	(Reference to the Florida Statutes being implemented, interpreted, or made specific)

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS:

Dr. James Henningsen, Secretary to the District Board of Trustees, College of Central Florida, 3001 SW College Road, Ocala, FL 34474.

Vice President, Administration and Finance

Date

Approved by President

Date