



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> DISTRICT BOARD OF TRUSTEES OPERATIONS	<b>Number:</b> 2.01	<b>Page:</b> 1 of 2
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.61-65, 120.525, 286.011, 286.0114	<b>Board Adoption/Revision Approval          Dates:</b> 10/22/02, 2/25/03, 10/25/05, 4/29/15	

The college is governed at the local level by an appointed District Board of Trustees composed of seven members representing Citrus, Levy and Marion Counties who work directly with the college President in all policy matters pertaining to governance and operation of the institution. A Chair and a Vice Chair are elected on an annual basis at the organizational meeting of the Board.

- A. The District Board of Trustees shall approve an annual calendar as recommended by the President with regular meeting dates that will generally be the fourth Wednesday of each month. However, monthly meetings will generally not be held in July or November. Further, the December meeting will generally be held on the first Wednesday of the month. The annual organizational meeting shall be held in June, unless need arises to hold it on a later date upon determination of the Board. Special meetings of the Board may be called by the Chair or by the college President.
- B. Notice of regular and special meetings of the Board shall be given not less than 7 days before the meeting by: 1) publication in a newspaper of general circulation in the tri-county area; and 2) mail to all persons who have made requests of the Board for advance notice of Board meetings and to organizations representing persons affected by any rule proposed for adoption at the meeting.
- C. An agenda shall be prepared by the office of the President and advertised and distributed in accordance with Florida Statutes, Chapter 120, at least 7 days prior to each meeting of the Board.
  - 1. The agenda shall contain the items to be considered in the order of presentation.
  - 2. After the agenda has been made available, change shall be made only for good cause in accordance with law. Notification of said change shall be made at the earliest practicable time.



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3. The board will allow time at each meeting for public comment and a form will be available at each meeting for members of the public to request to speak at the meeting.
- D. When an official decision or other official act is taken or adopted, board members may not abstain from voting, except when there is, or appears to be, a possible conflict of interest under the provisions of Chapter 112, Florida Statutes.
- E. Emergency meetings of the Board shall be held only in compliance with procedures established by the Florida Statutes and State Board of Education Rules.
- F. The college shall notify the public of any proposed new rules, revisions to existing rules, or elimination of rules, at least 21 days before the Board meeting at which the intended action will be taken. Notice will be given in accordance with procedures set forth in Section B of this rule and will comply with Chapter 120, Florida Statutes.

An individual may discuss concerns about rule changes with the administrator designated by the President prior to the public meeting. That administrator or the President will then take any modifications to the Board as a result of this discussion and the Board in turn may modify or reject the proposed rule at the public meeting. The final version adopted by the Board at the public meeting will then become the adopted rule.

Any substantially affected person may seek an administrative declaration of the invalidity of any proposed rule by following the procedures set forth in Chapter 120, Florida Statutes.

- G. Those employees who have business to come before the Board relating to their particular area of responsibility or relating to their welfare as an employee shall be expected to attend the meeting at which it will be discussed or to send a representative. Other employees are encouraged to attend Board meetings at times when they are not obligated to perform their regular duties.
- H. *Robert's Rules of Order, Newly Revised* shall govern proceedings of the District Board of Trustees except that the Chair of the Board may vote and make or second a motion.