

Book	Policy Manual
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#### 0165.3 **SPECIAL AND EMERGENCY MEETINGS**

##### Special Meetings

The agenda for special meetings called by the Superintendent, or by the Superintendent on request of the Board Chair, or by the Superintendent on the request of a majority of the Board members, shall be prepared by the Superintendent upon the calling of the meeting but not less than forty-eight (48) hours prior to such a meeting. The order of business at special meetings of the Board shall be established by the Board Chair.

Special meetings are intended to be limited to specific matters and shall not be used in place of the Board's responsibility to conduct regular Board meetings not less than once per month. The meeting notice and agenda shall specify the particular matters to be addressed during the special meeting. Business conducted during special meetings must only relate to the particular matters identified in the meeting notice and agenda. The agenda as presented shall be followed unless altered by the presiding officer or a majority of those present and voting.

All special meetings shall be held in the office of the Superintendent or in a room convenient to that office and regularly designated as the Board meeting room. Meetings may be held at other appropriate public places in the county upon the giving of due public notice. Due public notice shall consist of publication in a newspaper of general circulation in the county or in each county where there is no newspaper of general circulation in the county an announcement over at least one (1) radio station whose signal is generally received in the county, a reasonable number of times daily during the forty-eight (48) hours immediately preceding the date of such meeting, or by posting a notice at the courthouse door if no newspaper is published in the county at least two (2) days prior to the meeting.

##### Emergency Meetings

1. The Superintendent, the Board Chair, or a majority of the members of the Board may call an emergency meeting when there is an immediate danger to public health, safety, or welfare that requires immediate action.
2. Emergency meetings are intended to be limited to specific emergencies and shall not be used in place of regular or special meetings. The meeting notice and agenda shall specify the particular emergency to be addressed during the meeting in addition to the time, date, and location of the meeting.
3. Notice of emergency meetings shall be provided in a manner that is fair under the circumstances and necessary to protect the public interest. The Board shall attempt to provide immediate public notice of all emergency meetings as follows:

**[X] OPTION #1 [NOTE: As required by State law, choose this option if there is a daily newspaper of general circulation in the county.]**

1. Publishing a notice in a newspaper of daily general circulation in the county.

**[NOTE: Numbers 2-5 below are optional methods of providing due public notice of an emergency meeting; in addition to number 1 which is required by statute, you may choose all, some, or none of these options.]**

- ~~2. Making an announcement over at least one (1) radio station whose signal is generally received in the county, a reasonable number of times daily during the forty-eight (48) hours immediately preceding the date of such meeting. [ ]; and providing a news release to other print and broadcast media outlets serving all or part of the county. [ ], as well as wire services. [ ]~~
- (X) Posting a notice of the District's website.**  
**[X], as well as on the District-approved social media platforms.**
- ~~4. Posting a notice on the front door of the District's main office, which is located at \_\_\_\_\_ [ ], and on the front door of every school in the District. [ ]~~
- ~~5. ( ) Posting a notice on the county courthouse door. [ ] and on the front door of \_\_\_\_\_ (insert other prominent locations within the county):~~

~~{END OPTION #1}~~

~~As required by State law, choose this option if there is not a daily newspaper of general circulation in the county. [ ] OPTION #2 [NOTE:~~

- ~~1. Making an announcement over at least one (1) radio station whose signal is generally received in the county, a reasonable number of times daily during the forty-eight (48) hours immediately preceding the date of such meeting. [ ]; and providing a news release to other print and broadcast media outlets serving all or part of the county. [ ], as well as wire services. [NOTE: Numbers 2-4 below are optional methods of providing due public notice of an emergency meeting; in addition to number 1 which is required by statute, you may choose all, some, or none of these options.]~~
- ~~( ) Posting a notice on the District's website. [ ], as well as on the District-approved social media platforms.~~
- ~~( ) Posting a notice on the front door of the District's main office, which is located at \_\_\_\_\_ [ ], and on the front door of every school in the District.~~
- ~~( ) Posting a notice on the county courthouse door. [ ] and on the front door of \_\_\_\_\_ (insert other prominent locations within the county):~~

~~{END OF OPTION 2}~~

4. At the start of each emergency meeting and prior to conducting any business, the Board shall publish in writing and state for the record the specific facts and reasons for finding an immediate danger to the public health, safety, or welfare and the Board's reasons for concluding that the procedure used to notice and conduct the emergency meeting is fair under the circumstances.
5. Following the emergency meeting, and as soon as practicable under the circumstances, the Board shall publish in the appropriate publication prescribed by F.S. 120.54(3), and on its website, notice of the time, date, and place of the emergency meeting; a statement setting forth the reasons why the emergency meeting was necessary; and a statement setting forth the action taken during the meeting.
6. Actions taken during emergency meetings shall have the same force and effect as if taken at a regular or special meetings.