

MEETING PROCEDURES

Members of the audience are invited to speak before the Board as follows:

Numbered Agenda Items. During regular meetings, members of the audience shall be permitted to speak to any numbered agenda item prior to Board discussion except items pertaining to employee discipline. Special Order items are not numbered agenda items. Each speaker addressing an agenda item must submit the appropriate Speaker's Request Form and shall be allotted three (3) minutes to speak unless granted a longer time by the chairperson. The chairperson's decision may be overruled by a majority vote of the School Board.

Presentations from the Audience. In addition, during regular meetings, the agenda will provide for "presentations from the audience" after all action items have been addressed by the School Board when members of the audience shall be permitted to present matters not covered by other items on the agenda. Presenters will be allotted three (3) minutes to make the presentation unless granted a longer time by the chairperson. The chairperson's decision may be overruled by a majority vote of the School Board. Any member of the public may request to be a presenter during this agenda item by one of the following methods:

1. *Advanced Written Request.* Submit a written request to the Superintendent no later than 14 days prior to the School Board meeting at which the presenter wants to address the School Board. The written request will specify the subject matter of the presentation. Each person who wants to be a presenter must submit an individual request. Presenters utilizing this method will be identified in the agenda and will precede presenters signing up at the meeting. Individuals requesting to address a topic covered in a regular agenda item will be asked to sign up at the meeting to speak to the specific agenda item rather than as a presenter from the audience.

2. *Sign-Up at Meeting.* At the meeting, complete and submit to the Superintendent's designee the appropriate Speaker's Request Form indicating the name and address of the person to speak and the subject matter to be addressed. The Superintendent's designee will accept forms until the last presenter has finished.

The School Board will not act on any matter raised by a presenter prior to the next regular meeting. If a majority of the Board desires to further consider a matter raised by a presenter, they will request the Superintendent to bring a recommendation at a future workshop or meeting. It is generally the School Board's practice not to respond to the issues brought forward by presenters except to correct inaccuracies.

To avoid repetition, speakers supporting the same issue are encouraged to designate a spokesperson and have the spokesperson request the members of the audience supporting the position to stand during the spokesperson's presentation.

Early in the meeting, the chairperson (or designee) shall announce that members of the audience may speak to a specific agenda item or during "presentations from the audience" by submitting an appropriate Speaker's Request Form to the Superintendent's designee (normally seated inside the entrance to the meeting room). The form shall indicate the agenda item number or "presentations from the audience", the subject, the name and address of the person, and the party or parties represented by the person. All forms shall be submitted to the Superintendent's designee prior to the beginning of the discussion of the item by the Board. The Superintendent's designee shall not accept any forms on an agenda item after the Board has begun discussion of the item.

required by the chairperson to relinquish the podium. Members of the audience are not constituted a part of the deliberative body and may not raise questions concerning Robert's Rules of Order.

No person, other than on-duty law enforcement personnel, shall be permitted to carry a weapon to a School Board meeting or onto the premises of any building in which a School Board meeting is being conducted or onto the premises of any school or other facility owned or operated by the School Board of Pinellas County. Any person failing to comply with this provision is subject to being removed; and, if such a person refuses to leave upon being instructed to do so by the School Board or its authorized personnel, that person shall be subject to arrest for trespassing, pursuant to Section 810.08 F.S., or for any other applicable violation of Florida law. A weapon is defined as any instrument which will cause death or serious bodily harm when used in the ordinary and usual manner contemplated by its design or construction.

Improper or disruptive conduct at Board meetings, including booing, hissing, clapping, shouting, cursing, or disrespectful comments to Board members, school administrators or other persons present shall not be tolerated; nor shall the Board tolerate other behavior or verbal abuse which the chairperson considers disruptive or improper. Applause is acceptable when an award is being presented. Members of the audience may bring signs that are not attached to sticks and that do not interfere with the meeting and do not interfere with someone viewing the meeting. No cellular phones or other communication devices may be used during the Board meetings in the Conference Hall.

The chairperson may order the removal from the meeting of any person interfering with the expeditious or orderly process of the meeting, provided the chairperson has first issued a warning that continued interference with the orderly processes of the meeting will result in removal. Any law enforcement authority or a sergeant-at-arms designated by the chairperson shall remove any person ordered removed pursuant to this section.

In the event that a person(s) is so disruptive at subsequent Board meetings, the chairperson may, with the concurrence of a majority of the Board, direct the Board attorney to seek immediate judicial relief either to bar such disruptive or disorderly person(s) from the meeting or to seek whatever other legal remedy will ensure the orderly conduct of the Board's meeting(s).

Additional Procedures:

When the Board is considering a recommended order concerning discipline of an employee, persons other than those involved in the case will not be heard, except as their comments are included in the record of the hearing.

Any person attending a Board meeting and wishing to appeal a decision of the Board to an appropriate appellate review body will need to make arrangements to have a person available to make a recording or stenographically record the meeting so that a verbatim transcript of the meeting can be transcribed. Section 286.0105, Florida Statutes (1995).

Each person submitting the signed Speaker's Request Form may address the Board, but no such person may yield his time to any other person. Each speaker shall be recognized only once on any single agenda item and will be called to speak in the order that the request form is received by the Superintendent's designee or as announced by the chairperson (or designee).

If a speaker or presenter wants to supplement their three (3) minute presentation, the speaker or presenter should provide the School Board office written materials prior to the meeting. School Board members will make every effort to review these materials. School Board members may not be able to review materials received less than two (2) business days prior to the Board meeting.

Employee Discipline:

1. **Before an Administrative Hearing:** An employee who is being recommended for suspension or dismissal, or the employee's representative, may ask to address the agenda item before there has been an administrative hearing and will be allocated ten (10) minutes to speak. (see also policy 2.14 BOARD PROCEEDINGS FOR SUSPENSION OR DISMISSAL OF PERSONNEL).

2. **After an Administrative Hearing:** An employee, or the employee's representative, will be allocated 15 minutes to speak when a hearing has been conducted and a recommended order has been issued and is being presented to the Board for action. The district Staff Attorney will also be allocated 15 minutes to speak. The burden of presenting first is on the Staff Attorney who may reserve a specified portion of the allocated time for rebuttal. (See also policy 2.14 BOARD PROCEEDINGS FOR SUSPENSION OR DISMISSAL OF PERSONNEL.)

Special Order Agenda

The Superintendent will include a Special Order agenda for each regular School Board meeting. The Special Order agenda will consist of the following:

1. Student's Rights and Responsibility
2. Introduction of Newly Appointed Administrators
3. Recognitions and Awards
4. Construction Project Approval
5. Presentation of special interest to the school district as approved by the Superintendent or requested by the Board.

Special Order agenda items will be allocated ten minutes unless granted a longer time by the chairperson. The chairperson's decision may be overruled by a majority vote of the School Board.

The vice chairperson will assist the chairperson in maintaining an orderly process of hearing speakers during Board meetings by presenting the forms to the chairperson as each item is pending discussion by the Board.

The School Board Administrative Assistant (or designee) will keep time by means of a time clock so that all speakers are given an opportunity to speak, pursuant to rules of the Board.

Board members may ask a speaker questions following their presentation. Only if questioned following the presentation, will the speaker be allowed to make follow-up comments which do not exceed a one minute time limit after Board questioning has concluded.

Propriety of Speaker's/Presenter's Remarks:

Speakers shall confine their comments only to the agenda item being discussed. The selling of any commercial product or service is not allowed. Inappropriate comments shall be ruled "out of order" by the chairperson, and any speaker continuing with inappropriate comments shall be