

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	PAGE 1 of 2
DATE ADOPTED/AMENDED	Readopted 2/27/1975; Amended 6/22/1975, 9/27/1988, 5/8/1991, 6/19/2001, 09/24/2024	

The Board of Trustees shall have the authority to convene regular meetings, special meetings, emergency meetings, executive sessions, workshops, and information sessions.

Policy:

1. **Notice.** The President's Office will provide notice of Board meetings pursuant to applicable Florida Statute, as amended.
2. **Regular Meetings.** Regular meetings of the Board shall follow a schedule adopted by the Board. The place of the meetings may be rotated among the campuses of the College, other locations, or remotely via telephone or online as permitted by law.
 - a. If a meeting is canceled or if there is no meeting scheduled, the president is authorized to approve routine business items.
 - b. These items will be placed on the agenda for the next scheduled Board meeting for confirmation.
3. **Special and Emergency Meetings.** Special and Emergency 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. Actions at special meetings, including emergency meetings, have the same force and effect as actions at regular meetings. Special or Emergency meetings may be conducted in person, remotely via telephone, or virtually as permitted by law.
4. **Workshops and Information Sessions.** Workshops and Information sessions may be held when necessary to discuss matters of Board interests. However, no action, including preliminary agreements, may be taken at such meetings.
5. **Quorum.** Three (3) members of the appointed District Board of Trustees shall constitute a quorum for any meeting. Trustees participating by teleconference shall be considered present for purpose of establishing a quorum.
6. **Minutes.** The minutes of regular meetings shall include agenda items and shall clearly set forth 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.

7. Agenda. The president of the College shall prepare, advertise, and distribute in accordance with applicable laws, an agenda at least seven (7) days prior to each meeting of the Board. . Generally, only those items appearing on the prepared and advertised agenda will be considered by the District Board of Trustees, except as otherwise deemed necessary by the Board and permitted by law. After the agenda has been made available, changes may be made in accordance with law.

8. Voting. Voting shall be by voice, either in person or virtually/telephonic, providing that their discussion of the agenda items and casting of votes can be heard by all in attendance. 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

