

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
<b>LOCATION, DATE AND TIME OF REGULAR BOARD MEETINGS</b>	01-0401	1 OF 1
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>		<b>DATE REVISED</b>
6Hx7-1.5 District Board of Trustees – Organization and Operation		October 18, 2023

**Purpose**

The purpose of this procedure is to establish the default location, date and time for regular meetings of the District Board of Trustees (the Board) and the procedures for the modification of this schedule should such an action be required. This schedule is established at the annual organizational meeting of the Board as described herein.

**Procedure**

- A. At the annual organizational meeting, held in August each year, the Board establishes the meeting location, date and time for all regular meetings of the Board during the next fiscal year. The currently established schedule is as follows:

Location: Administrative Offices - 501 W. State Street

Date: Second Tuesday of each month

Time: 1:00 p.m.

- B. If another location, date or time is designated, public notice of the alternative schedule shall be published at least (seven) 7 days (1 week) prior to the intended meeting in accordance with Chapter 120, Florida Statutes.
- C. If an emergency situation arises which requires immediate action, the Chair of the Board must so stipulate at the meeting that it was necessary to waive the time requirements and the meeting shall be conducted pursuant to applicable law and rules.

REFERENCES: F.S. 120.525, 1001.64, 1001.65

Adopted Date: November 2, 1987

Revision Date: April 7, 2011, October 8, 2013, December 14, 2015, October 18, 2023