

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
SPECIAL MEETINGS	01-0405	1 OF 1
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVIEWED
6Hx7-1.5 District Board of Trustees – Organization and Operation		November 8, 2023

Purpose

The purpose of this procedure is to outline the processes associated with “special” meetings of the District Board of Trustees (the Board).

Procedure

- A. A special meeting of the Board may be called by the Chair of the Board, by the College President or by a majority of the members of the Board. This meeting, when called by the Chair of the Board or College President, shall be announced by giving at least two (2) days written notice of the time and purpose to all Board members and the College President. Public notice of the meeting shall be given at least two (2) days prior to the meetings specifying the time, location and purpose of the special meeting.

- B. The College President will ensure that the minutes of the meeting set forth the facts regarding the procedure in calling the meeting and the reason for calling the meeting. Actions taken at special meetings have the same force and effect as if taken at a regular meeting and the minutes of these meetings must be signed by the Chair of the Board or by a majority of the members of the Board.

REFERENCES: F.S. 120.54, 1001.61, 1001.64, 1001.65
 Adopted Date: November 2, 1987
 Revision Date: October 4, 2011, February 9, 2016
 Reviewed Date: November 8, 2023