


ADMINISTRATIVE PROCEDURE MANUAL		
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PUBLIC NOTICE AND DISPLAY	01-0504	1 OF 2
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED
6Hx7-1.5 District Board of Trustees – Organization and Operation		October 18, 2023

Purpose

The purpose of this procedure is to outline the processes for the preparation and dissemination of the Public Notice and Display as required under the Administrative Procedures Act (APA) of the State of Florida.

Procedure

- A. Prior to the District Board of Trustees’ (the Board) adoption, amendment or repeal of Board Rules or other actions that have general applicability to College staff and/or students, a Public Notice shall be published addressing the intended action.
- B. The Notice shall include the following:
 - 1. A short explanation of the purpose and effect of the proposed rule or action;
 - 2. The specific legal authority under which the adoption is authorized;
 - 3. A summary of the estimate of the economic impact or benefit, or a statement that the action has no economic impact or benefit; and
 - 4. The location where the text of the proposed rule or action and the accompanying economic impact statement can be viewed or obtained if such text is not included in the notice.
- C. To meet the required four and one-half (4-½) weeks lead time for preparation and publication of the Public Notice, two (2) weeks prior to its preparation the Office of the College President will contact the responsible staff administrator(s) for obtaining proposed new Board Rules or Board Rule changes, the associated economic impact of the new rule or changes to the rule and the specific legal authority. (The responsible staff administrator(s) will restate this verbal information in the recommendation on the APA Board agenda item and forward to the Office of the College President for approval before Public Notice is released.)
- D. This Notice will be prepared by the Office of the College President for the approval and signature of the College President.
- E. A copy of the Public Notice, when signed by the College President, shall be published per Florida Statutes 120.54 and 120.81 by publication in a newspaper qualified under Chapter 50, F.S. not less than twenty-eight (28) days prior to the intended action of the Board. The original notice shall be kept in the file of record as maintained by the Office of the College President. In addition to the publication of the Public Notice, the proposed APA Board agenda item with the proposed modification(s) shall be placed on public display twenty-eight (28) days (4 weeks) before the meeting. The Administration Support Manager within the Office of the College President shall prepare a letter of transmittal, for the signature of the College President, under which the proposed changes will be disseminated.

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F. Copies of the proposed changes will be made available upon written request to the Office of the College President in accordance with the Administrative Procedures Manual.

REFERENCES: F.S. 120.52, 120.53, 120.536, 120.54, 120.81, 1001.64, 1001.65

Adopted Date: November 2, 1987

Revision Date: June 27, 2012, December 14, 2015, October 18, 2023