

Office of School Board Attorney  
Walter J. Harvey, School Board Attorney

**SUBJECT:** FINAL READING: PROPOSED AMENDMENTS TO POLICIES 9140, CITIZENS' ADVISORY COMMITTEES; 6840, AUDIT AND BUDGET ADVISORY COMMITTEE; AND BYLAW 0165.1, AGENDAS

**COMMITTEE:** FISCAL ACCOUNTABILITY & GOVERNMENT RELATIONS

**LINK TO STRATEGIC BLUEPRINT:** INFORMED, ENGAGED & EMPOWERED STAKEHOLDERS

At its meeting of February 21, 2018, the School Board approved Agenda Item G-1 (Parliamentary Procedure), authorizing the Superintendent to initiate rulemaking to amend school Board Policy 9140, *Citizens' Advisory Committees*, to include a requirement that Board Advisory Committees conduct their meetings in accordance with the parliamentary authority, *Robert's Rules of Order, Newly Revised*, in order to ensure professional decorum and efficient meetings. In addition, the item requests that appropriate training on parliamentary procedure be provided to committees at least every two years or more often if needed or requested and that the School Board Attorneys' Office assign a designee to serve as parliamentarian to the advisory committees that are governed by Policy 9140. This item also requests approval to amend Policy 6840, *Audit and Budget Advisory Committee (ABAC)* to add *Robert's Rules* as the parliamentary authority requirement. In addition, Policy 6840 is proposed to be amended to revise the scheduled ABAC meeting dates to be less restrictive.

In addition, this item requests approval to amend Bylaw 0165.1, *Agendas*, to allow for distribution of revised Board agenda items after publication and before the Board Committee meetings only when non-substantive errors such as typographical or grammatical errors require changes. The provision in the Bylaw related to Board member co-sponsorship of agenda items is also proposed to be amended to conform to prior Bylaw amendments and current practice.

The Notice of Intended Action was published in the *Miami Daily Business Review* on February 26, 2018, and posted in various places for public information and mailed to various organizations representing persons affected by the amended Bylaws and Policies and to individuals requesting notification. The time to request a hearing or protest the adoption of this amendment has elapsed.

Attached are the Notice of Intended Action and Policy and Bylaw amendments. Changes are indicated by underscoring words to be added and ~~striking through~~-words to be deleted.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, adopt the proposed amendments to Board Policies 9140, *Citizens' Advisory Committees*; 6840, *Audit and Budget Advisory Committee*; and Bylaw 0165.1, *Agendas*, and file the amended Policies and Bylaw with The School Board of Miami-Dade County, Florida, to be effective April 25, 2018.

**G-1**

## NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on February 21, 2018, its intention to amend Policies 9140, *Citizens' Advisory Committees*, 6840, *Audit and Budget Advisory Committee*; and Bylaw 0165.1, *Agendas*, at its regular meeting on April 25, 2018.

**PURPOSE AND EFFECT:** Board Policy 9140, *Citizens' Advisory Committees*, is proposed to be amended to (1) include a requirement that Board Advisory Committees conduct their meetings in accordance with the parliamentary authority, *Robert's Rules of Order, Newly Revised*, in order to ensure professional decorum and efficient meetings, (2) to require that appropriate training on parliamentary procedure be provided to committees at least every two years or more often if needed or requested, and (3) that the School Board Attorneys' Office assign a designee to serve as parliamentarian to the advisory committees that are governed by Policy 9140. Policy 6840, *Audit and Budget Advisory Committee* (ABAC) is proposed to be amended to add *Robert's Rules* as the Committee's parliamentary authority and to revise the scheduled ABAC meeting dates to be less restrictive.

Bylaw 0165.1, *Agendas*, is also proposed to be amended to allow for distribution of revised Board agenda items after publication and before the Board Committee meetings only when non-substantive errors such as typographical or grammatical errors require changes. The provision in the Bylaw related to Board member co-sponsorship of agenda items is also proposed to be amended to conform to prior Bylaw amendments and current practice.

**SUMMARY:** Board Policy 9140, *Citizens' Advisory Committees*, and Policy 6840, *Audit & Budget Advisory Committee* (ABAC) are proposed to be amended to include Robert's Rules of Order as the parliamentary authority for advisory committee meetings. Bylaw 0165.1, *Agendas*, is being amended to allow for distribution of revised Board agenda items after publication and before the Board Committee meetings only when non-substantive errors such as typographical or grammatical errors require changes and other technical corrections.

**SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED:** 1001.41(1), (2); 1001.42 (15), (27); 1001.43(10), F.S.

**LAWS IMPLEMENTED INTERPRETED OR MADE SPECIFIC:** 1001.43(10), F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE SCHOOL BOARD MEETING on April 25, 2018, which begins at 1:00 p.m., in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided in Section 120.54(1), F.S., must do so in writing by March 19, 2018, to the Superintendent, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. Section 286.0105, F.S.

COPIES OF THE PROPOSED AMENDED POLICIES and BYLAWS are available at cost to the public for inspection and copying in the Citizen Information Center, Room 102, 1450 N.E. Second Avenue, Miami, Florida 33132.

# policy

**THE SCHOOL BOARD OF  
MIAMI-DADE COUNTY**

COMMUNITY RELATIONS  
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1

## CITIZENS' ADVISORY COMMITTEES

2 The School Board may establish citizen advisory committees when there is a definite  
3 function to be performed.

4 A. The structure, organization, and appointment of an advisory  
5 committee shall be appropriate to the assignment or as specified in  
6 the policy creating the committee.

7 B. Advisory committees shall be encouraged to draw upon a wide  
8 variety of resources both inside and outside the School District.

9 C. Each committee shall be encouraged to include other local residents  
10 and to recommend to the Board the official appointment of any such  
11 additional member(s) as the committee may desire.

12 D. The Miami-Dade Council of PTAs/PTSAs may appoint a member and  
13 an alternate to each committee that is:

14 1. specifically created by Board policy and in which each Board  
15 member and the Superintendent appoint a member; and,

16 2. any other committee as deemed appropriate by the Board.

17 E. As required by F.S. Chapter 112, a registered lobbyist, as defined in  
18 Policy 8150, Lobbyists, serving on an advisory committee and who  
19 holds any employment or contractual relationship that will create a  
20 continuing or frequently recurring conflict between his/her private  
21 interests and the performance of his/her public duties, must  
22 immediately resign from the committee. In addition, a registered  
23 lobbyist must abstain from voting or participating on committee  
24 recommendations that directly impact a client's interest for which  
25 the lobbyist was retained.

# policy

**THE SCHOOL BOARD OF  
MIAMI-DADE COUNTY**

COMMUNITY RELATIONS  
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- 1 F. Advisory committees shall not have term limits for Board member  
2 appointees.
- 3 G. Advisory committees shall allow for the appointment of alternates by  
4 Board members. Alternates must be notified of all advisory  
5 committee meetings, invited to attend the meetings, and provided  
6 with all materials in the same manner as appointed representatives.  
7 The alternate shall serve as a voting member of the committee only  
8 in the absence of the appointed representative.  
9
- 10 H. Advisory committees shall conduct their meetings in accordance  
11 with the latest edition of *Robert's Rules of Parliamentary Procedure,*  
12 *Newly Revised (Robert's Rules).* Committee members shall be  
13 provided appropriate training on parliamentary procedure under  
14 *Robert's Rules* at least every two years, or as needed or requested.  
15 The School Board Attorney's Office shall assign an attorney to serve  
16 as parliamentarian for each School Board advisory committee  
17 governed by this policy.

## 18 **Criteria for School Board Appointees**

19 Advisory committee members appointed by the Board and individual Board  
20 members shall meet the following criteria:

### 21 A. **Residency**

22 All appointees shall be permanent Miami-Dade County residents  
23 and have reputations for integrity and community service. A  
24 member of an advisory committee who ceases to be a Miami-Dade  
25 County resident must resign from the committee.  
26  
27

### 28 B. **Conflict of Interest**

29 All advisory committee members must comply with the Code of  
30 Ethics of Public Officers and Employees in F.S. Chapter 112, as it  
31 applies to employees, and certify in writing that they will comply  
32 with applicable ethical guidelines. In addition, the following  
33 requirements shall apply.  
34

# policy

## THE SCHOOL BOARD OF MIAMI-DADE COUNTY

## COMMUNITY RELATIONS

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- 1                    1.    No person shall be appointed if, at the time of appointment,  
2                           the person has filed a lawsuit against the Board that is  
3                           pending and/or a challenge to a Board policy.  
4
- 5                    2.    Appointees shall not serve on a committee that regulates or  
6                           monitors their livelihood.
- 7                    3.    If an appointee qualifies as a candidate for elective political  
8                           office during the appointed term, the qualification shall be  
9                           deemed a resignation from the committee.
- 10                  4.    No person shall be appointed in violation of State or Federal  
11                         law, or Board policies.

### C.    **Multiple Appointments**

12                    No person shall be appointed by the Board or an individual Board  
13                    member to serve simultaneously on more than two (2) advisory  
14                    committees. A person may be appointed to serve simultaneously on  
15                    more than two (2) committees if appointed by different Board  
16                    members.  
17  
18

19                    These requirements apply to Board appointments to all advisory committees unless  
20                    there are alternate criteria provided in Board policies that establish a specific  
21                    advisory committee. These requirements, however, do not apply to Board  
22                    appointments of Board members to District advisory committees.

### **Expenditures**

23                    Expenditure of District funds by an advisory committee shall be made only upon the  
24                    prior approval of the Superintendent. Supplies, equipment, and personnel from  
25                    within the School District may be obtained through the appointed staff resource  
26                    person.  
27

### **Communication**

28                    Correspondence between the Board and its committees shall ordinarily be conducted  
29                    by the Superintendent.  
30

31                    The Superintendent should transmit the contents of any communication or report  
32                    from a committee to the Board, as appropriate.

# policy

**THE SCHOOL BOARD OF  
MIAMI-DADE COUNTY**

COMMUNITY RELATIONS  
9140/page 4 of 4

**1 Board Authority**

2 The Board shall have the sole power to dissolve any of its advisory committees and  
3 shall reserve the right to exercise this power at any time during the life of any  
4 committee.

5 Board members shall have the right to attend and may participate in any District or  
6 Board advisory committee.

7 F.S. 1001.41(1), (2), (5)

8 F.S. 1001.42(25)

9 F.S. 1001.43(10)

10 Revised 10/19/11

11 Revised 4/18/12

12 Revised 11/15/17

13 © NEOLA 2005

1

AUDIT AND BUDGET ADVISORY COMMITTEE

2 The general purpose of the Audit and Budget Advisory Committee is to review and  
3 make recommendations to the School Board and Superintendent on fiscal  
4 management matters presented to the committee by either the Board or the  
5 Superintendent. The Audit and Budget Advisory Committee shall serve as the  
6 principal advisory committee to assist the Board in fulfilling its fiduciary  
7 responsibilities on budgeting, financial reporting and accounting and business  
8 policies and practices and is the Board's principal agent in ensuring the  
9 independence of the District's external and internal auditors.

10 The Audit and Budget Advisory Committee's goals are to assist in:

- 11 A. strengthening accountability for the stewardship and efficient and  
12 effective use of School District funds;
- 13 B. maintaining transparency of the District's financial and business  
14 operations; and
- 15 C. promoting an adequate system of internal control.

16 **Membership**

17 Members of the Audit and Budget Advisory Committee should reflect the Board's  
18 commitment to diversity, have a basic understanding of finance and accounting and  
19 be able to understand and interpret financial statements and audit reports.  
20 Members should have a background in auditing, accounting, finance, business,  
21 management consulting, or law.

22 The members of the Audit and Budget Advisory Committee are:

- 23 A. eleven (11) members and alternates from the community not  
24 employed by the School District or having any direct or indirect  
25 business dealings with the School District;
- 26  
27 The nine (9) Board members will each select one (1) appointee and  
28 alternate.
- 29  
30 One (1) voting member and alternate appointed by the  
31 Superintendent.
- 32  
33 One (1) voting member and alternate appointed by the Miami-Dade  
34 County Council of PTAs/PTSAs.

- 1           B.     one (1) voting Board member and alternate appointed by the Chair  
2                 of the Board;  
3  
4           The Board member or alternate appointed to the Audit and Budget  
5           Advisory Committee shall vote on all matters that come before the  
6           Audit and Budget Advisory Committee.
- 7           C.     one (1) non-voting member from the District to be appointed by the  
8                 Superintendent;
- 9           D.     the Chief Auditor shall serve as the District's liaison and provide  
10           administrative and logistical support to the Audit and Budget  
11           Advisory Committee.

Alternates may only vote in the absence of the member.

- 12   The Audit and Budget Advisory Committee shall elect a chair and vice-chair from its  
13   community members. An Audit and Budget Advisory Committee member may not  
14   serve more than four (4) consecutive years as either chair or vice-chair.

15   **Term of Service**

16   The term of service is two (2) fiscal years. The terms of community members  
17   nominated by Board members shall be consistent with the terms of their respective  
18   nominating Board members. Newly appointed Board members shall have the  
19   discretion to retain the former Board member's appointee or to nominate a new  
20   committee member. A member's term may be extended beyond the two (2) year term  
21   by nomination by any Board member. Community members may be removed  
22   should they miss three (3) consecutive regular meetings without good cause upon a  
23   majority vote of the audit committee.

24   **Meetings**

25   The Audit and Budget Advisory Committee will meet on a regular basis throughout  
26   the fiscal year with the first meeting to be scheduled in early ~~September~~ fall and the  
27   last meeting in ~~late June~~ early summer. The committee will meet at least six (6)  
28   times during the fiscal year, subject to any unforeseen circumstances such as  
29   natural disasters, emergencies, etc.

30   When deemed necessary and appropriate, special meetings of the Audit and Budget  
31   Advisory Committee may be called by the Chief Auditor or by the chair of the Audit  
32   and Budget Advisory Committee. Such special meetings shall require at least  
33   two (2) days prior public notice.



**THE SCHOOL BOARD OF  
MIAMI-DADE COUNTY**

FINANCES  
6840/page 3 of 6

1 A majority of the voting members shall constitute a quorum for the committee in  
2 order to conduct business. The committee shall conduct its meetings according to  
3 the most recent edition of *Robert's Rules of Order, Newly Revised*.  
4

5 All committee and subcommittee meetings are governed by the Florida's Government  
6 in the Sunshine and Public Records Laws, F.S. Chapter 119 and 286.011. Meetings  
7 will be held in open public sessions and all materials made or received by the Audit  
8 and Budget Advisory Committee in connection with official business are available for  
9 public inspection.

10 The Office of Management and Compliance Audits is responsible for providing  
11 administrative support to the committee, including publishing meeting notices,  
12 keeping its minutes, establishing the agenda in collaboration with the chair of the  
13 Audit and Budget Advisory Committee, and gathering the supporting documentation  
14 for distribution, and ensuring the smooth operation of the committee affairs.

15 **Authority**

16 The Audit and Budget Advisory Committee is advisory in nature. Its  
17 recommendations regarding audit findings and exceptions, and other items will be  
18 provided in writing to the Board and Superintendent. In its advisory role, the Audit  
19 and Budget Advisory Committee is subject to the control and direction of the Board.

20 **Duties and Responsibilities**

21 The duties and responsibilities of the Audit and Budget Advisory Committee are:

22 A. with regard to the external auditor:

- 23 1. serve as the committee to select and recommend the hiring of  
24 the external auditing firm to conduct the District's annual  
25 audit according to Florida statutes and assist in the  
26 development of the external audit contract;
- 27 2. oversee the work and evaluate the qualifications,  
28 performance, and independence of the external auditor and  
29 recommend the termination or replacement of the external  
30 auditor;
- 31 3. review with the external auditor their annual audit plan;
- 32 4. review the Consolidated Annual Financial Report (CAFR),  
33 Management Letter, and Single Audit Report with the external  
34 auditor and District staff and make recommendations as  
35 appropriate;
- 36 5. the Chief Auditor will provide administrative support to the  
37 committee for all external audit contracts.

- 1           B.     with regard to the District's budgeting and financial management:
- 2                 1.     with the Chief Financial Officer, review proposed annual  
3                         budgets, revenues, and expense forecasts and forecast  
4                         assumptions, and budget amendments;
- 5                 2.     receive periodic progress reports from the Chief Financial  
6                         Officer regarding the District administration's collection and  
7                         disbursement of financial resources pursuant to the District's  
8                         budget;
- 9                 3.     receive periodic reports from and consult with the Chief  
10                        Financial Officer on the adequacy of the District's budget and  
11                        tracking system;
- 12                4.     make recommendations to the Superintendent and Board to  
13                        improve the quality and reliability of budgeting and  
14                        accounting for the results of financial operations and not  
15                        opine on the policy and programmatic implications of budget  
16                        proposals and amendments.
- 17           C.     with regard to the Chief Auditor and the Office of Management and  
18                        Compliance Audits:
- 19                1.     review the annual budget of the Office of Management and  
20                        Compliance Audits and make recommendations to the Board  
21                        and the Superintendent as to the sufficiency of the budget;  
22                          
23                        The budget shall make adequate provisions for external  
24                        auditing fees, staffing of the office, required continued  
25                        professional education/staff development, equipment, and  
26                        supplies. The committee should review the costs of the use of  
27                        outside professional services deemed necessary by the Chief  
28                        Auditor and make recommendations to the Board.
- 29                2.     review, provide feedback and approve the annual Audit Plan  
30                        presented by the Chief Auditor;  
31                          
32                        Receive periodic updates on the progress in completing the  
33                        Audit Plan and confer with the Chief Auditor on any  
34                        significant changes in the required planned scope of the  
35                        annual Audit Plan.

- 1                   3.    review the operations and projects against the Audit Plan to  
2                   determine the progress made in the execution of the Audit  
3                   Plan;
- 4                   4.    review internal audit reports with the Chief Auditor and  
5                   District administration and make recommendations regarding  
6                   audit findings, recommendations, and management  
7                   responses;
- 8                   5.    serve as the committee, in consultation with the  
9                   Superintendent, to make recommendations to the Board on  
10                  the person to fill the position;
- 11  
12                  At the request of the Board, the committee will provide  
13                  recommendations on the contractual provisions for the  
14                  position of Chief Auditor. Prior to negotiation of the  
15                  employment contract, the Board shall conduct a workshop to  
16                  provide guidance to the Board's designated negotiator.
- 17                  6.    any recommendation for the removal or transfer of the Chief  
18                  Auditor not made by the Audit Committee and the reasons for  
19                  such removal or transfer shall be brought before the  
20                  committee to obtain its recommendation to the Board;
- 21                  7.    in conjunction with Board members and at each Board  
22                  member's sole discretion, review the Chief Auditor's  
23                  performance. Written evaluations will be kept on file.
- 24                  D.    review and make recommendations on the audited financial  
25                  statements of the District's charter schools, community-based  
26                  organizations, direct support organizations and audits of impact  
27                  fees, and any other relevant external audits brought before the  
28                  committee;
- 29                  E.    review and make recommendations on District-related audit reports  
30                  prepared by Federal and State auditors;
- 31                  F.    provide an effective communication link between the external and  
32                  internal auditors, the Board, and the Superintendent to accomplish  
33                  the following objectives:
- 34                  1.    completeness of audit coverage;

- 1                   2.     reduction of redundant efforts; and
- 2                   3.     effective use of audit resources.
- 3           G.     receive and comment on periodic updates of selected audit follow-up  
4                   regarding corrective action(s) being taken by the administration to  
5                   implement audit recommendations;
- 6           H.     submit periodic reports, at least annually, on the work of the Audit  
7                   and Budget Advisory Committee, to the Board and the  
8                   Superintendent;
- 9           I.     review and make recommendations on any amendments to  
10                   Policy 6835, Policy 6840, and Policy 0157;
- 11                   At the request of the Board, provide input to the Board with respect  
12                   to the selection of the Inspector General, and with regard to the  
13                   operation of the Inspector General as more specifically outlined in  
14                   Policy 0157.
- 15
- 16           J.     receive and review reports from the Inspector General and receive,  
17                   review, and monitor corrective action plans and responses  
18                   submitted pursuant to Inspector General reports or  
19                   recommendations.

20   F.S. 119.07(3)(y), 286.011, 1001.32, 1001.41(1)(2), 1012.31

21   Revised 10/19/11  
22   Revised 4/18/12  
23   Revised 6/19/13  
24   Revised 9/3/14

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THE SCHOOL BOARD OF  
MIAMI-DADE COUNTY

BYLAWS  
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## MEETINGS

1

2 0165.1

### **Agendas**

3

#### **A. Preparation and Distribution**

4

The Superintendent shall be responsible for the preparation and distribution of the agenda for regular and special meetings of the School Board. The agenda shall contain, in order of presentation, a listing of each subject and, if appropriate, the recommendation(s) for each item to be considered by the Board.

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The agenda for each Board meeting shall be prepared and distributed in accordance with the requirements of the State of Florida Administrative Procedure Act. Complete agenda items must include at least one (1) named sponsor, heading, Board committee designation, link to strategic plan, subject, explanation, recommended action, and any required attachments.

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On occasion, a proposed agenda item may be submitted as a "holder" when there is insufficient information to provide a full description of the action being proposed. Holder agenda items shall, at a minimum, describe the purpose and intent of the item in as much detail as possible. However, except for information items, resolutions, endorsements and proclamations, these proposed holder agenda items cannot be published unless they are complete. Any holder agenda item, except those for information, resolutions, endorsements, and proclamations, that is not completed and submitted at least two (2) days before the Board committee meetings and no later than seven (7) days before the Board meeting shall not be published and the Board may not take action on the item.

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**THE SCHOOL BOARD OF  
MIAMI-DADE COUNTY**

BYLAWS  
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1                   B.     Items Board Member Wish to Include in the Agenda

2                   Board members who sponsor items, including recognition,  
3                   resolution, endorsement, and proclamation items, which they  
4                   wish to have considered at regular Board meetings should  
5                   submit them to the Superintendent for inclusion in the  
6                   agenda at least nine (9) calendar days prior to a regular  
7                   Board meeting. Proposed Board member items are to be  
8                   submitted for each subsequent meeting no earlier than the  
9                   next regular business day after the conclusion of the prior  
10                  regular Board meeting. In order to ensure that items  
11                  proposed by Board members are numbered in the order in  
12                  which they are received by the Board Office Manager or  
13                  anyone designated by the Superintendent for this purpose, all  
14                  proposed items by Board members will be date-stamped and  
15                  numbered in the sequence in which they are received. All  
16                  proposed items submitted must contain, at a minimum, a  
17                  subject heading specifying the topic that is being proposed for  
18                  discussion. Board members shall submit Board member  
19                  agenda action items and resolutions seeking a call to action  
20                  to the Board Attorney's Office for review as to form and legal  
21                  sufficiency prior to presentation of these items as the  
22                  appropriate Board committee meeting.

23                  C.     Agenda Changes

24                  The agenda shall contain the items to be considered in the  
25                  order of presentation. After the agenda has been made  
26                  available, a change shall be made only for good cause, as  
27                  determined by the Chair, and stated in the record.  
28                  Notification of such change shall be at the earliest practicable  
29                  time.

# bylaws

THE SCHOOL BOARD OF  
MIAMI-DADE COUNTY

BYLAWS  
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1                   D.     Co-Sponsorship of Board Member Agenda Items

2                   Board members may co-sponsor another Board member's  
3                   agenda item after it has been published by publicly  
4                   expressing their desire to co-sponsor the item at the Board  
5                   committee meeting prior to the Board meeting in which the  
6                   item will be considered. If the prime sponsor accepts the  
7                   co-sponsor(s), the prime sponsor will revise and resubmit the  
8                   item with the addition of the co-sponsor(s).

9                   Board members may also express their desire to co-sponsor  
10                  an item at the regular meeting in which the item is presented  
11                  for Board approval. If co-sponsorship is requested at a Board  
12                  meeting, the Board shall treat the request pursuant to  
13                  Robert's Rules of Order as a motion to amend the item to  
14                  indicate the co-sponsorship(s).

15                  Board members may only co-sponsor other Board  
16                  members' regular Board meeting agenda items.  
17                  Co-sponsorship of another Board member's recognition,  
18                  resolution, endorsement or proclamation will not be counted  
19                  towards the co-sponsoring member's ~~two~~ one (21) item limit  
20                  for these types of agenda items as described in Policy 0165.

21                  E.     Consent Agenda

22                  At the beginning of regular Board meetings, the Chair will call  
23                  for items which the Board members would like to address and  
24                  announce those items. The items not selected by Board  
25                  members to address constitute the consent agenda. The  
26                  Chair shall call on speakers who have signed up to speak to  
27                  those items pursuant to Board Bylaw 0169.1, Public  
28                  Participation, and provide them the opportunity to speak.  
29                  The Chair will then call for a vote on the consent agenda.  
30                  Rule-making items on which a public hearing has been timely  
31                  requested pursuant to Bylaw 0131 may not be approved on  
32                  consent.

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THE SCHOOL BOARD OF  
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- 1                   F.     Distribution of the Agenda
- 2                   1.     School Board Members
- 3                   The agenda of regular meetings shall be distributed to  
4                   members of the Board and the student advisor at least  
5                   seven (7) days in advance of the meeting date. Copies  
6                   also will be made available to the Board members'  
7                   administrative assistants. The final versions of all  
8                   items and all relevant agenda related material and  
9                   back-up documentation must be presented to Board  
10                  members at least two (2) days before the Board  
11                  committee meetings. Agenda items requiring non-  
12                  substantive revisions only, such as typos and  
13                  grammatical errors, may be distributed within the two  
14                  day distribution period. This requirement shall not  
15                  apply to items dealing with personnel appointments  
16                  and assignments, matters that are not appropriate for  
17                  review by Board committees, and items presented at  
18                  special or emergency meetings of the Board.
- 19                  2.     Administrative Staff and Recognized Employee  
20                  Organizations
- 21                  The Superintendent shall determine the administrative  
22                  staff of the school system to whom the agenda for  
23                  regular and special meetings of the Board will be  
24                  distributed in advance of the meetings and shall  
25                  distribute the agenda to employee organizations as  
26                  provided for in the collective bargaining agreements  
27                  with approved bargaining units.
- 28                  3.     Individuals and Community Organizations
- 29                  a.     A copy of the agenda may be examined and/or  
30                  obtained by an interested person at the Citizen  
31                  Information Center after the agenda is  
32                  published.



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THE SCHOOL BOARD OF  
MIAMI-DADE COUNTY

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For news media representatives, the County Council PTA/PTSA Executive Board, the Miami-Dade County Association of Student Government Presidents, and other governmental education-related community organizations, copies of the agenda will be made available at no cost through the Citizen Information Center. Requests for other distribution may be made by the Superintendent or any Board member.

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b. A copy of the agenda also will be available at the Citizen Information Center prior to and during Board meetings.

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c. The agenda may be accessed via the Board's website.

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G. Distribution of Agenda-related Supplemental Materials and Documents

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1. Board Members

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Prior to each meeting of the Board, the Superintendent will distribute to each Board member and the student advisor supporting materials and documents prepared to accompany the items which are included on the agenda. The final versions of all items, along with all relevant agenda related material and back-up documentation must be presented to Board members at least two (2) days before the Board committee meetings. Agenda items requiring non-substantive revisions only, such as typos and grammatical errors, may be distributed within the two day distribution period. Copies of the supporting materials and documents also will be made available to the administrative assistants to the members of the Board.

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2. Administrative Staff and Recognized Employee Organizations
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- The document containing supplemental materials to the agenda will be distributed to the administrative staff of the school system as determined by the Superintendent. The Superintendent shall distribute this document to employee organizations as provided for in the collective bargaining agreements with approved bargaining units.
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- The distribution of this document, though, shall be kept to an absolute minimum because of the expense involved in preparing copies of all documents and materials.
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3. For news media representatives, the County Council PTA/PTSA Executive Board, the Miami-Dade County Association of Student Government Presidents, and other governmental and education-related community agencies, copies of the supplemental materials will be made available to them at no cost through the Citizen Information Center. The distribution of these materials shall be kept to an absolute minimum because of the expense involved in preparing copies of all documents and materials.
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- A copy of these materials will be available at the Citizen Information Center prior to and during Board meetings.
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- H. The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered by a majority vote of the members present and items added for good cause as determined by the Chair.

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1 I. The agenda for special meetings called by the Superintendent,  
2 or by the Superintendent on request of the Board Chair, or on  
3 the request of a majority of the Board members, shall be  
4 prepared upon the calling of the meeting but not less than  
5 forty-eight (48) hours prior to such a meeting.

6 Revised 4/17/13  
7 Revised 10/16/13  
8 Revised 6/18/14  
9 Revised 9/6/17

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