


ADMINISTRATIVE PROCEDURE MANUAL		
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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 present the time sequence for the submission of Administrative Procedure Act and District Board of Trustees (the Board) regular Board agenda items.

Procedure

- A. The time sequence for the submission of items for Board action and/or information is determined by the nature of the item. In making this determination, all items will fall into one of two (2) classifications.
- B. Administrative Procedures Act (APA) Items
 - 1. The first class of items includes those which pertain to the adoption, modification or repeal of Board Rules and those actions which have general applicability to all employees or students, thereby requiring a public hearing in accordance with the APA. The submission and processing of items in this classification must be in compliance with the provisions of this act and will be called APA items.
 - 2. Final APA items, in the approved format, will be submitted to the Office of the College President a minimum of four and one-half (4-1/2) weeks prior to the scheduled date of the Board meeting at which the recommendation will be presented for action. The Office of the College President shall ensure that the item is a part of the Board's Public Notice which shall be published twenty-eight (28) days (4 weeks) prior to the Board meeting, per F.S. 120.54(3)2.
 - 3. Four (4) weeks prior to the meeting, APA items will be distributed by the Office of the College President and placed on public display on the designated area of the College's website. Additional distribution shall be provided to members of the Board, and designated College personnel as a routine, and to others upon request.
- C. Regular Items
 - 1. The second class of items for submission to the Board includes all items not covered under the Administrative Procedures Act. This classification of items shall be called "regular" Board agenda items.
 - 2. Regular Board agenda items will be submitted, in final form and in the approved format, to the Office of the College President a minimum of two and one-half (2-1/2) weeks prior to the scheduled date of the Board meeting at which the recommendation will be presented for action, consent or information. One (1) week prior to the meeting, regular items will be distributed and placed on public display on the designated area of the College's website.

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3. The time requirements presented in this section apply to the submission of all Board agenda items with the exception of emergency actions.

REFERENCES: F.S. 120.54, 120.515, 1001.61, 1001.64, 1001.65

Adopted Date: November 2, 1987

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