

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
FORMAT OF BOARD AGENDA	01-0503	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 provide the processes relating to the format of items to be submitted to the District Board of Trustees (the Board) for information and/or action.

Procedure

- A. The format of items submitted to the Board for action and/or information will be determined by the nature of the item. In making this determination there are only two (2) classes of items for consideration. The first class of items includes those which pertain to the adoption, modification or repeal of Board Rules and other Board actions which will have general applicability to College staff and/or students. Proposed actions, within this Administrative Procedure Act (APA) Classification, relating to Board Rules, will be submitted to the Office of the College President in accordance with the schedule presented in Administrative Procedure 01-0502. The submission will include a cover memorandum, the proposed APA Board agenda item that includes an economic impact statement within the fiscal note of the item and will be typed utilizing 12 point Times New Roman type style. As required by the APA, the proposed Board Rule change must be prepared and submitted in its entirety. A standard format has been developed to meet this requirement. In the case of a new rule, the proposed rule will be underscored indicating that the entire rule is an addition. In the repeal of an existing Board Rule, the submission will show the existing Board Rule in strike through type indicating that the entire rule is to be deleted. In the case of Board Rules undergoing changes, words to be deleted from the existing rule will be in strike through type and words to be added will be underscored.
- B. The justification paragraph must include the requirements and rationale for the proposed action and will be returned to the originator for revision should the paragraph simply restate the action.
- C. The APA Board Agenda items include the following information:
 1. Board Rule Number.
 2. Board Rule Title.
 3. Purpose and Effect of the Board Rule.
 4. Summary.
 5. Specific legal authority (Florida Statute, SBE Rule, etc.) under which the action is authorized and the law being implemented, interpreted or made specific.
 6. Estimate of Economic Impact and/or benefit on all affected persons. If not possible to determine, the reasons why the costs of the proposed rule cannot be estimated.

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- D. The Board's actions not pertaining to rules, yet governed by the APA because of general applicability, shall be prepared in accordance with the time schedule for Board Rules but the format will be that for regular Board actions. This format is covered in the description of "regular" Board agenda items which follows. These regular items comprise the second class of Board agenda items. All "regular" Board agenda items will be prepared by the responsible administrative organizational unit and will be submitted via the organizational chain to the Office of the College President who will coordinate the review and submission process. These items will be submitted in accordance with the schedule presented in Administrative Procedure 01-0502 and will be typed in a standard memorandum format utilizing 12 point Times New Roman type. The “regular” Board Agenda items include the following information:
1. Opening Sentence.
 2. Title of Item typed in caps.
 3. Recommended action and Section titles (Recommendation, Background, Rationale, and Fiscal Notes) should be typed in CAPS.
 4. All sections should be single spaced.
 5. The Rationale section (which accurately describes the item, giving an in-depth summary including the requirements and rationale for the action should be clear, concise and as complete as possible; in plain, readable language. If College resources are required, both income and expense budget data are to be included.)
- E. Board agenda items submitted to the Office of the College President which do not meet the format and content guidelines presented in this procedure will be returned to the originating administrative unit for rework and submission at a later date. Items with typographical, grammatical errors or other inaccuracies will also be returned to the originating administrative unit for rework and submission at a later date. Reports to be submitted to the Board as part of the agenda shall be submitted to the Office of the College President as final drafts in accordance with the time sequence for regular agenda items. The Office of the College President will be responsible for supervising the editing, final typing and reproduction of these reports.

REFERENCES: F.S. 120.525, 120.54, 1001.61, 1001.64, 1001.65

Adopted Date: November 2, 1987

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