

The School Board of Miami-Dade County Bylaws & Policies

Unless a specific policy has been amended and the date the policy was revised is noted at the bottom of that policy, the Bylaws and Policies of the Miami-Dade County Public Schools were adopted on May 11, 2011 and were in effect beginning July 1, 2011.

9125 - NOTICE OF DISTRICT ADVISORY COMMITTEE MEETINGS

The Superintendent and administrative staff are encouraged to provide for the creation of appropriate organizations such as councils, cabinets, and committees that will foster communication with the community, parents, and staff and support the District's objectives.

All District advisory committee and sub-committee meetings shall be held in open public sessions and all materials made in connection with official business of these meetings and not exempt from disclosure pursuant to Florida statutes are open for public inspection, pursuant to Florida's Government-in-the-Sunshine and Public Records Laws, F.S. Chapters 286.011 and 119. School Board members shall have the right to attend and may participate in any School District advisory committee meeting.

District advisory committees, attendance boundary committees, Educational Excellence School Advisory Councils (EESACs), Board committees, and all other committees that advise the Board are to use the following procedures for publication and posting of the District's meeting announcements.

A notice of a meeting at a location other than the Board Administration Building (SBAB) must be posted in a public area, such as a school lobby, where interested persons will see it at least five (5) working days before the meeting is to take place. All District advisory meetings and sub-committee meetings must be posted electronically to the Board's Citizen Information Center at least five (5) working days prior to the meeting. A District-recognized holiday or recess will not count as one (1) of the five (5) days. The day of posting will count as the first of the five (5) days so long as the notice is posted before 10 a.m. The day of the meeting will count as the fifth day if the meeting is held after 4:30 p.m. The notice must reference the meeting's subject. If one exists, a copy of the agenda for the meeting must be provided to the Board's Citizen Information Center (SBAB Room 158, FAX 305-995-1151, Work Location No. 9043).

Procedures for posting notices of meetings can be found in the User Guide at <http://ehandbooks@dadeschools.net>

Postponed or Cancelled Meetings

If a meeting has been advertised but cannot be held and must be cancelled due to circumstances beyond the District's control (i.e., act of God or force majeure war, labor strike, or extreme weather), the re-notice of the meeting shall only require forty-eight (48) hours notice for the meeting.

Cancellations of meetings must also be posted. To cancel a meeting, locate the meeting on the District's web site, and use the password provided at the time of posting. Upon receipt of the e-mail confirming cancellation, the hardcopy of the notice of cancellation should be printed and used to replace or cover the original meeting announcement at the work location.

Additional Requirements

- A. Minutes of all meetings must be kept.
- B. The following statement should appear on every notice of a meeting: "If a person wishes to appeal

should ensure the preparation of a verbatim record of the proceedings including the testimony and evidence upon which the appeal is to be based."

- C. Committees should conduct some form of vote on all substantive issues that are to be recommended to the Board.
- D. No meeting may be held at any facility or location that discriminates on the basis of sex, race, color, religion, ethnic or national origin, political beliefs, marital status, age, gender, gender identification, sexual orientation, social and family background, linguistic preference, disability, or economic status or that operates in such a manner as to unreasonably restrict public access to such a facility.
- E. The following access statement must appear on every notice of a meeting:
"If you have a disability that requires an accommodation, you may call the individual listed as the Contact Person for the above-posted meeting or call the Telecommunications Device for the Deaf (TDD) at (305) 995-2400. Requests for accommodations or assistance must be made at least forty-eight (48) hours in advance. For special equipment (chair lifts, special wheel chairs, etc.) or other special assistance, such as a sign language interpreter or meeting materials, the request for assistance must be made at least five (5) days in advance." Should you have any questions or concerns regarding compliance with the Americans with Disabilities Act (ADA), you should contact the Division of Facilities ADA Compliance, at (305) 995-4650.

F.S. Ch. 119, 286.011, 1001.41(1)(2), 1001.42(23), 1001.43(10), 1001.452

Revised 9/7/11

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