

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Board of Trustees Meetings	<u>Number</u> 6Hx20-1.002
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u> Page 1 of 2
Law Implemented:	s. 1001.61, Fla. Stat.	

**I. Time**

- A. Regular: The Board of Trustees shall meet on such dates as the Board shall establish. If circumstances require, the Chairperson of the Board or the President may change a scheduled meeting date of the Board by causing the change in the schedule to be advertised according to law.
- B. Special: Special Meetings may be called at other times by the Chairperson of the Board or upon petition by a majority of the Board membership.
- C. Emergency: Emergency meetings may be called by the Chairperson or Vice Chairperson in accordance with s. 120.54, Fla. Stat.

**II. Location**

All meetings shall be held in the Boardroom in the Administration Building of Pensacola State College unless otherwise designated by the Board in its notice of public meeting.

**III. Rules for conducting business**

- A. The official agenda for all Board meetings shall be prepared by the President and his or her staff and available to members of the Board at least seven (7) days in advance of the scheduled meeting. Exceptions to this may be made only in cases of emergency.
- B. The official agenda shall be adopted at the beginning of each meeting and may be amended only by a majority vote of the Board members present.
- C. All official action of the Board shall be made in a regular, special, or emergency public meeting of the Board. Action of individual Board members outside of the Board meetings shall not be binding upon the Board.
- D. The President shall be responsible for presenting all items to the Board for action. Other administrators shall make their recommendation through the President.
- E. The Board attorney shall be required to attend all regular meetings of the Board and special meetings when specific items requiring his or her professional services necessitate his or her presence.

- F. Any member of the Board who feels the need for additional information concerning any item on the agenda should request such information, if convenient, prior to the Board meeting.
- G. New policies or changes in existing policies must be approved by a majority of the Board members.
- H. Members of the Board should have items of business which may have been brought to their attention placed on the agenda prior to the Board meeting.
- I. A quorum will consist of a majority of members. Routine business will be approved by a majority vote of the quorum.
- J. Individuals or organizations wishing to present new requests, problems, or proposals to the Board shall submit their requests to be placed on the agenda for a regular meeting of the Board. Such requests shall be made in writing to the President with a brief statement of the purpose not later than ten (10) days prior to the regular Board meeting date. Members of the public who desire to comment on an item already on the agenda must do so in accordance with Policy 6Hx20-1.040.
- K. Information regarding Board policies may be obtained from the Secretary of the Board.

History:	Adopted 7/1/68 as 6A-8.062; repromulgated 4/2/75 as 6Hx20-14.243; amended 12/18/80; amended 8/27/81; repromulgated 11/19/85; amended 1/22/13; 06/20/17; amended 8/18/21; reviewed 12/2/25
President's Signature:	Date: 12/02/2025
	