



**LEAD WITH CONFIDENCE:
BEST PRACTICES FOR EFFECTIVE BOARD MEETINGS**

BOARD MEETING CHECKLIST

- ☐ Board follows adopted board meeting policy
 - Order of business
 - Location
 - Minutes
 - Public participation/reasonable rules
 - Communications media technology (CMT)
- ☐ Board packet with supporting documents distributed to all members prior to meeting
- ☐ Meeting complies with Florida's Sunshine Law
 - Reasonable public notice/notice if meeting held by CMT
 - Meeting site accessible/does not discriminate
 - Minutes recorded
 - Public comment
- ☐ Quorum established and noted in minutes
- ☐ Agenda items addressed in the order listed; deviations documented
- ☐ Agenda items that go too long addressed
 - Called to a vote
 - Tabled
 - Sent to committee
- ☐ Public comment heard prior to vote
- ☐ All votes recorded in minutes
- ☐ All adjournments to executive sessions done in consult with board attorney
- ☐ Meeting minutes promptly drafted, approved and posted on school's website quarterly