

PUBLIC COMMENT POLICY
OF IMAGINE AT BROWARD, INC.,
d/b/a IMAGINE SCHOOL AT BROWARD
Adopted and Effective: March 18, 2019

It is the intent of the Board of Directors (“Board”) for Imagine At Broward, Inc., d/b/a Imagine School at Broward (“School”) to provide for the smooth and orderly functioning of the business of the Board while complying with Florida Law. The following procedures are established for public comment during Board meetings and for any meetings of committees established by the Board that are subject to Florida’s Sunshine Law. This policy is supplemented by interpretations of Florida’s Sunshine Law by Florida State Courts and Florida’s Attorney General.

1. **Citizen’s Input: Addressing Board, Manner of Presentation, and Time Limit**

- A. Members of the public shall be given a reasonable opportunity to be heard on a proposition that is on the agenda before the Board or pertains to the School. Public comment shall be heard prior to the Board taking action on an item. However, the opportunity to be heard need not occur at the same meeting at which official action is taken on the proposition if the opportunity occurs at a meeting that is during the decision-making process and is within reasonable proximity in time before the meeting at which the official action is taken. The Board may arrange its agenda to achieve this purpose by holding separate public comment for agenda items and for non-agenda items.
- B. Public comment shall proceed as follows:
 - 1. A person wishing to make public comment shall provide their name and address to the Board Secretary or designee prior to the public comment portion of the Board meeting.
 - 2. During the public comment portion of the meeting, the Board Chair shall individually call the names of those requesting public comment.
 - 3. When called to speak by the Board Chair, the person speaking shall first state their name and address.
 - 4. All remarks shall be limited to no more than two minutes, unless the Board Chair extends the time. If there is an inordinate amount of public comment, the Board Chair may equally reduce the amount of time allowed for each speaker in order to allow for the orderly progression of the Board Meeting.
 - 5. Remarks shall be addressed to the Board as a body and not to any specific member.
 - 6. Representatives of groups or factions on a proposition being considered may address the Board rather than all members of such groups or factions at meetings in which a large number of individuals wish to be heard. The time allowed for such group may be combined, at the discretion of the Board Chair.
 - 7. Written comments may be submitted in lieu or in addition to oral comments and shall be considered and entered into the record of the meeting.

- C. The above requirements governing citizen input are not required for the following actions:
 - 1. An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Board to act;
 - 2. An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
 - 3. A meeting that is exempt from s. 286.011, Florida Statutes.
- D. No person, other than members of the Board and the person having the floor, shall be permitted to enter into any discussion or make comments during the public comment period. No question shall be asked to a member of the Board or staff, and the Board will not reply in any manner during public comment. If responses to public comment are needed, such responses will be provided by staff within a reasonable time period following the Board meeting.
- E. No person who has made remarks shall be allowed to make additional comments except with the permission of the Board Chair. No additional public comment shall be allowed after the close of public comment, except in specific response to questions by members of the Board, or if an extension of time for public comment is approved.

2. Order and Decorum During Board Meetings

- A. Any person who after warning disrupts or interrupts a public meeting by the use of profane language, threat of physical violence or intimidation, or makes slanderous, personal, or impertinent remarks, or exhibits loud, boisterous, hostile, or threatening behavior, may be removed from the meeting room at the direction of the Board Chair, or if the meeting is held on the charter school campus, such removal may also be at the direction of the Principal.
- B. Any person who disrupts or interrupts a public meeting on more than one occasion may be required by majority vote of the members present to thereafter submit their input, remarks, or comments in writing.

3. Cell Phones, Cameras, Video, Recording Devices

Cell phones shall be silenced during any public meeting. The use of cameras, video equipment, digital recording equipment, including television and motion-picture cameras, electronic sound-recording devices, and any other mechanical or electrical recording device, shall only be used in such a manner as will cause a minimum of interference with or disturbance of the proceedings as determined by the Board Chair. The Board Chair may restrict the location of the use of such devices to a particular area in the meeting room.