



School Advisory Body Member Training and Roberts Rules Overview

School Advisory Body Meeting
September 16, 2026

FLORIDA ATLANTIC UNIVERSITY

School Advisory Body

- Establishment of a School Advisory Body (SAB) is required for Developmental Research (Laboratory) Schools pursuant to s.1002.32, F.S.
- Membership composition is established in s. 1001.452, F.S.
- Advisory by-laws establish procedures & organization
- Florida Atlantic University Labs Schools (FAUS) has one advisory body that serves primarily to:
 - Provide general oversight and guidance
 - Establish and approve necessary policies in accordance with Florida Statutes

School Advisory Body By-laws

Responsibilities

- Oversight of development, implementation and monitoring of the School Improvement Plan (SIP)
- Provide stakeholder feedback
- Establish necessary policies and programs
- Act in good faith and ethical principles with due regard to the interests of FAU Lab Schools

Committees

- Education, Personnel, and Finance committees may be formed, as needed

Meetings

- Quorum, agenda, notice, process for public comment, and minutes
- Robert's Rules of Order
- Attendance Requirements
 - No more than two unexcused absences (absent without notice) or miss 5+ meetings

Robert's Rules of Order

Robert's Rules of Order is the standard for facilitating discussions and group decision-making.

Basic Actions of Robert's Rules:

- Motion: To introduce new business or propose an action or decision on an item..."I move that (state the action)." Please state your name when making a motion.
- Second: To support the motion for discussion or vote..."I second the motion."
- Amend: To propose a modification to the motion..."I move to amend the motion by (state the change)" Amendment needs to be seconded or fails and reverts to original motion.
- Adjourn: To make a motion to end the meeting.

Robert's Rules of Order – Voting on a Motion

Primary Methods of Voting:

- By Voice- Chair asks those in favor say, "aye", those opposed say "nay"
- By Roll Call- Chair calls for a roll call vote and each member answers "yes" or "nay" as his/her name is called.
- By General Consent- When a motion is not likely to be opposed, the Chair says, "if there is no objection ..." The members show agreement by their silence; however, if one member states an objection, the item must be put to a vote.



Florida Sunshine Laws

Florida Statutes, Chapter 286, the “Open Meetings Act,” provides a right of access to governmental meetings.

Florida Statutes, Chapter 119, the “Public Records Law,” creates a right of access to records made or received in connection with official business of a public body.

Refer all public records requests to publicrecords@fau.edu.

Open Meetings

Florida Statutes Chapter 286 applies to:

- Public school boards and school advisory bodies

Reasonable Notice of Meetings

- Reasonable notice is ample notice given to the public that reasonably and timely conveys all information necessary to enable them to choose to attend.
- Meeting may not be held at a facility/location inaccessible to the public or which discriminates.

Meeting Minutes

- Minutes must be recorded and open to public inspection. Minutes are not verbatim, but a brief summary of the meeting's events.
- Votes must be publicly taken. No secret ballots.

Open Meetings, continued

All meetings of the FAUS School Advisory Body are open to the public.

The public has a right to comment at a meeting by the established process to speak; however, there is no right to participate during meeting discussions.

Other meetings (sub-committees, working groups, workshops, etc.) are also open if the meeting plays a role in the SAB's decision or policy-making process.

A "meeting" also occurs when there is a discussion, formal or casual, between two or more SAB members about a matter on which the SAB might foreseeably take action.

Meetings include workshops, telephone conversations, e-mail communications, seeing each other in public, so long as the discussion is about a matter on which the SAB might foreseeably take action.

Conflict of Interest

All members must vote on all votes unless they have a declared conflict of interest.

Declaring the need to abstain from voting:

- SAB member verbally indicates abstaining from the vote and the reason for the abstention.
- Minutes must reflect by the recording of the vote or counting a vote for each member

Examples of conflicts of interest:

- Voting on an item results in a SAB member gaining or losing from the decision
- Voting on an item results in a SAB member's relative gaining or losing from the decision
- Voting on an item where a company or relative/associate's company stands to gain from a purchase or contract.

Public Records Law

Florida Statutes, Chapter 119 defines Public Records as:

All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material

- Regardless of physical form or means of transmission
- Made or received pursuant to law in connection with transaction of official business by the agency
- Includes drafts, emails, and texts, not applicable to personal records

Public Records Law Exemptions

Some public records are exempt from public disclosure due to statutory exemptions.

Examples of exemptions:

- Student education records
- Certain investigative records during an investigation
- Certain confidential trade secrets or proprietary information
- Records of the FAU Foundation, Inc.

Where an exempt record is discussed at an open meeting, the record can be protected, but not the discussion that occurs at the meeting.

Thank You
and
Welcome SAB
Members

Questions?

- When in doubt, reach out to the Dr. Herbst, Ms. Diaz, or Ms. Cornwell
- Questions may be referred to the FAU's General Counsel's Office for guidance.



Where Tomorrow Begins TM