

# MANUAL OF PROCEDURE

---

<b>PROCEDURE NUMBER:</b>	1015	<b>PAGE</b> 1 of 2
<b>PROCEDURE TITLE:</b>	District Board of Trustees Voting Procedures	
<b>STATUTORY REFERENCE:</b>	FLORIDA STATUTES 1001.64 AND 1013.14	
<b>BASED ON POLICY:</b>	I-1 Administration and Organization of Miami Dade College Policy Manual Approval	
<b>EFFECTIVE DATE</b>	April 14, 2004	
<b>LAST REVISION DATE:</b>	November 8, 2005	
<b>LAST REVIEW DATE:</b>	November 8, 2005	

The District Board of Trustees shall follow the voting procedures set forth below at all regular and special meetings.

A quorum of the District Board of Trustees is required for a vote to be taken on any agenda item, or on any other matter which may require a vote based on deliberations of the District Board of Trustees when convened. The District Board of Trustees is comprised of seven (7) members; therefore, a quorum of the Board is four (4) Trustees.

Trustees may participate by teleconference providing that their discussion of the agenda items and casting of votes can be heard by all in attendance. Trustees participating by teleconference shall be considered present for purpose of establishing a quorum.


In addition, Florida Statute 1013.14 specifically requires an Extraordinary vote of the full Board of Trustees when the real property purchase price exceeds the average appraised value of the property. An Extraordinary vote shall require more than a majority of the full Board (five or more).

Members of the Board of Trustees will register their votes by voice. The Chairman of the Board, or in the absence of the Chairman the Acting Chairman, will Call the Question and tally the vote. The total positive and opposing votes will be tabulated and the result announced by the presiding officer.

If a written ballot is utilized, each Trustee will be required to sign their ballot. The ballots will be tabulated and the number of positive and opposing votes announced by the presiding officer. The vote of each Trustee will be recorded in the official Minutes of the meeting and the signed ballots will be maintained in the official records.

At the regular monthly meeting of the District Board of Trustees, the Board shall vote on matters appearing on the Consent agenda in its entirety, unless the presiding officer or an individual Trustee requests that a separate vote be taken on a particular item. A separate vote shall be taken on each item appearing on the Action agenda.

If a Trustee has a Conflict of Interest with any agenda item, the Trustee shall advise the Chairman of the conflict and abstain from voting. The Trustee will complete a Memorandum of Voting Conflict Form within fifteen days of the meeting, which shall be incorporated into the records of the meeting. As provided in Florida Statutes, a Conflict of Interest is the only basis for a Trustee abstaining from voting. Otherwise, a vote must be cast on all matters considered by the Board of Trustees.

	
	11/8/05
<b>PRESIDENT</b>	<b>DATE</b>