

POLICY: Board and Committee Meeting Behavior (“Policy”)

Adopted and Effective: September 18, 2025

The Board of Directors (the “Board”) of LUTZ PREPARATORY SCHOOL, INC. (the “School”) aims to ensure smooth and orderly Board Meetings and Committee Meetings while complying with Florida Law. This policy outlines behavior requirements and expectations of all in attendance, including those who participate in the public comment portion of Board and Committee Meetings that are subject to Florida’s Sunshine Law. For purposes of this Policy, the term “Committee” shall only refer to those Board Committees holding a meeting that are subject to the Florida Sunshine Law.

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

- Public comment is allowed on agenda items before the Board or Committee acts. Prior to the beginning of the public comment portion of the Board or Committee Meeting, the Secretary of the Board or the Chair of the Committee, as applicable, or their designee shall read aloud to all in attendance the “Lutz Preparatory School, Inc. Board Meeting Guidelines”. [Click here for Board Meeting Guidelines](#)
- Public comment may occur at a different Board Meeting or Committee Meeting within a reasonable time before the official action.
- The Board or Committee may separate public comment for agenda and non-agenda items.
- Individuals must provide their name and address to the Board or Committee Chair before the start of the meeting. When an individual is serving as a representative of a group of five persons or more (“Group Representative”), the name and address of each person in such group must also be provided.
- Except as set forth in this Policy, comments from an individual will be limited to two minutes, and comments from a Group Representative will be limited to three minutes. Time not utilized by an individual or Group Representative may not be yielded to others. The Board Chair or Chair of the Committee, as applicable, has the authority to decrease the time individuals or Group Representatives are provided to comment based on the specific conditions of the Meeting at issue, which may include, without limitation, the number of commentors, time restraints, or other conditions that require time allotment changes to ensure the orderly operation of the Board or Committee Meeting, as applicable. In the event a time-allotment change is put into effect, it must apply to all individuals and Group Representatives commenting at the meeting at issue. The reason for such time allotment change shall be noted in the meeting minutes.
- In lieu of providing comments, individuals and Group Representatives may submit written comments, which will be entered into the meeting record.
- Only Board Members and Committee Members, as applicable, invited guests, and individuals and Group Representatives who appropriately registered for public comment may speak during Board Meetings.
- Neither Board Members, Committee Members, nor School staff are obligated to respond to public comments during a meeting.
- No additional comments are permitted after initial remarks take place during the public comment portion of the Board or Committee Meeting.
- Visual aids may be used with prior review and approval by the Board Chair or Committee Chair, as applicable.

2. Order and Decorum During Board Meetings

- The Board Chair or Committee Chair, as applicable, maintains order and enforces this Policy.
- Board Members, Committee Members, speakers, and individuals in attendance at a Board Meeting (collectively the “Meeting Attendees”) are required exhibit appropriate behavior and to treat others with dignity, respect, and courtesy at all times.
- Meeting Attendees shall abide by the Lutz Prep Civility Policy at all times. [Click here for LP’s Civility Policy from the Student/Parent Handbook](#)

- Meeting Attendees may not engage in Disruptive Behavior.
- Meeting Attendees exhibiting Disruptive Behavior or an imminent threat to the safety of others will be removed from the meeting.
- If a Meeting Attendee poses an imminent threat, the meeting chairperson or designated authority shall:
 - assess the severity of the situation;
 - immediately contact security personnel or law enforcement, if the severity of the situation is deemed to require the same;
 - direct the individual to leave the meeting space immediately.
- If a Meeting Attendee refuses to leave without posing an imminent threat, the Board Chair or Committee Chair, or designated authority shall:
 - Issue a clear and documented verbal directive to exit;
 - Provide a reasonable opportunity to comply;
 - If the attendee continues to refuse, request the assistance of security personnel or law enforcement for removal.
- Following the removal of a Meeting Attendee, the Board Chair or Committee Chair shall document in the official Meeting record: (i) the reason for removal; (ii) the steps taken to address the behavior; (iii) the names of individuals involved and witnesses; and any involvement of security or law enforcement. The Board and Committee shall also consider whether reporting the incident to the appropriate authorities is warranted.
- In the absence of the Board Chair or Committee Chair, as applicable, the Vice Chair or another designee will assume these duties.

3. Cell Phones, Cameras, Video, Recording Devices

- Cell phones must be silenced during meetings.
- Recording of Board Meetings and Committee Meetings is not permitted.

4. Consistency and Neutrality

- This Policy balances the public's right to be heard with the Board's/Committee's need for orderly meetings.
- The Policy will be applied consistently without favoring any viewpoint, person, or group.

5. Definitions

- Disruptive Behavior: Behavior that unreasonably interferes with the normal function and operation of the Board or Committee, which includes without limitation, Obscene Acts, Hate Speech, Threatening Behaviors, and/or Disorderly Conduct.
- Obscene Acts: Slurs, jokes, and other verbal, graphic or physical conduct related to material that appeals to the prurient interest or is patently offensive.
- Hate Speech: Speech that expresses hate, expresses prejudice, or encourages violence towards a person or group based on race, religion, sexual orientation, disability, or any other protected class.
- Threatening Behaviors: verbal speech and behaviors designed to intimidate, coerce, or instill fear in others and may include verbal or written threats, implicit threats, or physical actions demonstrating anger.
- Disorderly Conduct: behavior or speech that is unruly or otherwise causes a disturbance of the operations of the Board and the cadence of the Board or Committee Meeting, and includes excessive noise, offensive language, violent conduct, disruptive graphics, and fighting.

Board Secretary Certificate

I certify that the foregoing Policy on Board and Committee Meeting Behavior for LUTZ PREPARATORY SCHOOL, INC. was adopted by a majority vote of a quorum of the Board of Directors at a duly noticed meeting held on September 18, 2025.

A handwritten signature in black ink that reads "Vinita Gaudi". The signature is written in a cursive style with a small circle at the end of the last name.

Board Secretary