

Nassau County School District  
Millage Referendum Citizens Oversight Committee  
Rules of Procedure

**Purpose**

The purpose of the **Millage Referendum Citizens Oversight Committee** is to review for appropriateness, and report on, the expenditures associated with the November 8, 2022 voter approved millage referendum as referenced below:

**Shall the Nassau County School District levy an ad valorem operating millage of 1 mill annually to attract and retain high-quality teachers and staff through additional compensation, enhance fine arts and athletic programs, and provide enhanced safety and security for students and staff, in order to continue and sustain improvements in the quality of Nassau County's school system.**

It shall be the responsibility of the **Millage Referendum Citizens Oversight Committee** to provide the School Board and the community with information related to the utilization of the funds generated by the millage. Specifically, the **Millage Referendum Citizens Oversight Committee** is charged with reviewing the expenditure of the millage and the alignment of funding with the specific areas identified in the referendum and to report to the public annually.

- Committee members shall receive no financial compensation or remuneration for their effort and labors. This Committee is made up of volunteers.
- The Committee shall not direct District staff.
- The Committee may research, and investigate as necessary to fulfill its duties and responsibilities as set forth herein. It may request access to additional information to augment that which is supplied to it for review by the Assistant Superintendent of Administration

## **Appointments**

The **Millage Referendum Citizens Oversight Committee** shall be comprised of nine (9) members; one (1) from each School Board member's district, one (1) from each of the four areas identified in the referendum – employee compensation, safety, athletics and the arts.

The **Millage Referendum Citizens Oversight Committee** members shall be residents of Nassau County who have expertise in fields such as planning, education, business, finance, auditing, athletics, or the arts. At least two (2) members shall be the parent/guardian of a Nassau County School District student. School Board members or current employees of the Nassau County School District shall not be members of the **Millage Referendum Citizens Oversight Committee** but may serve as a meeting participant to provide additional resources and information.

Prospective members shall be solicited through public announcement on the district's website and Facebook page and shall be required to submit an application for consideration. A Selection Committee shall review the applications and conduct interviews with qualified applicants. School Board members will participate in interviews of applicants representing their individual districts. From the interviews each School Board member will choose one applicant to recommend to the entire School Board to serve on the **Millage Referendum Citizens Oversight Committee**. The Selection Committee will select the other four (4) members representing employee compensation, safety, athletics, and the arts. The nine (9) applicants recommended by the Selection Committee to serve on the **Millage Referendum Citizens Oversight Committee** will be presented to the School Board for approval at a School Board meeting.

The committee members selected to represent board member districts will serve terms corresponding with their respective board member's term. A member may serve for more than one consecutive term, if recommended by their respective board member and approved by the School Board. Committee members selected by the Selection Committee to represent employee compensation, safety, athletics and the arts will serve two (2) year terms and may be reappointed for additional two (2) year terms if recommended by the Selection Committee and approved by the School Board.

Replacement **Millage Referendum Citizens Oversight Committee** members shall be selected and approved by the same process as original members.

### **Officers**

The officers of the **Millage Referendum Citizens Oversight Committee** shall consist of a Chairman, and Vice Chairman. The officers shall be members of the **Millage Referendum Citizens Oversight Committee** and shall be elected for a one (1) year term by a majority of the committee members at the first regular meeting of each fiscal year.

Chairman: The Chairman shall preside over the meetings of the **Millage Referendum Citizens Oversight Committee** and may establish sub-committees to undertake activities on behalf of the committee. The Chairman, or designee, shall be the official spokesman for the **Millage Referendum Citizens Oversight Committee**.

Vice Chairman: In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman, and when so acting shall have all the duties of, and be subject to all the restrictions upon the Chairman.

Secretary: The role of Secretary shall be filled by district staff. The designated staff member will be responsible for maintaining minutes and records of the **Millage Referendum Citizens Oversight Committee**.

### **Meetings**

The Committee shall meet at a minimum quarterly. Notice of the Committee meetings shall be published on the District's website. The meetings will be open to the public, and public comment shall be allowed prior to the conclusion of the meeting. The School Board's standing rules governing public comment shall apply.

The Committee is subject to the Florida Sunshine Law as codified in Chapter 286, Florida Statutes. Accordingly, between public meetings, Committee members shall refrain from discussing with other Committee members any business that might come before the Committee. However, the Sunshine Law does not preclude Committee members from communicating with District staff and individual school board members outside of public meetings.

**Annual Report**

In January of each year, the **Millage Referendum Citizens Oversight Committee** shall submit to the School Board a report on its activities for the preceding fiscal year.

**Ex-officio Members**

An ex-officio member shall have no authority to direct the membership or to vote on any issues but may advise as appropriate or as requested by the membership.

The Assistant Superintendent of Administration shall serve as an ex-officio member of, and as District Liaison to, the Committee.

The Assistant Superintendent of Administration shall provide any documents or records which set forth completed or ongoing expenditures related to the millage referendum proceeds for the previous quarter. These records may be needed by the Committee to accurately complete their annual reports.

The position of Secretary of the Committee shall be an ex-officio position which shall be filled by the designee of the Superintendent. The Secretary shall be in attendance at, and prepare official minutes of, all Oversight Committee meetings.

The Attorney for the School Board shall be designated an ex-officio member of the Committee solely for the purpose of providing legal advice to the committee Chairman and to the Committee as a whole, primarily in the areas of procedural issues (Robert’s Rules), Public Meeting and Sunshine Law and Public Records law. Questions on other matters which pose little likelihood of conflict of interest shall be entertained. In the event of a conflict of interest between the Committee and the Board, the Attorney shall decline any request to assist the Committee.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_

School Board of Nassau County

By:\_\_\_\_\_