

EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

07.27.2026 Review Hearing Protocols Orientation

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07.27.2026 | Review Hearing Protocols Orientation

Review Hearing Protocols Orientation

 July 27th, 2026 4:00pm EDT

This meeting will be held virtually using the Microsoft Teams Platform

Welcome, Call to Order, & Statement of Purpose

Sunshine Law and Public Meeting Requirements

Review Hearing Format and Anticipated Process

Chair's Role and Meeting Management

Public Comment

Committee Questions Regarding Procedures

Final Administrative Reminders & Adjournment

Welcome, Call to Order, & Statement of Purpose

This meeting is limited to hearing protocols, procedures, and administrative expectations.

Clarify that the Committee will not discuss:

- The merits of the matter;
- Information or arguments submitted by either party;
- The appropriate outcome of the hearing; or
- How any Committee member intends to vote.

Sunshine Law and Public Meeting Requirements

A review of public meeting requirements, limitations on discussions outside of the noticed meeting, and the requirement that deliberation and any action occur publicly.

- Committee discussions must occur during a publicly noticed meeting.
- Committee deliberation and any resulting action must occur in the public meeting.
- Committee members should avoid discussing the matter with one another outside the noticed meetings.
- Meeting records and minutes will be maintained as required.

Review Hearing Format and Anticipated Process

The sequence of the hearing is as follows:

- Opening instructions;
- Provider presentation;
- Coalition presentation;
- Committee questions;
- Public comment;
- Committee deliberation and action; and
- Adjournment.

Chair's Role & Meeting Management

- Confirm timekeeping and presentation limits.
- The Chair's authority to maintain order, manage public comment, address interruptions, and respond to unexpected procedural developments.
- The Chair's Role:
 - Maintain an orderly and fair process;
 - Keep presentations focused on the matter under review;
 - Address repetitive or irrelevant comments;
 - Manage public comment;
 - Respond to procedural objections or unexpected developments; and
 - Prevent interruptions or direct exchanges between participants.

Public Comment

Each public speaker shall be allowed a maximum of three minutes to speak. Prior to the Board meeting, each speaker shall [complete and sign the public comment form](#), which is maintained by the Administrative Coordinator, and state whether they intend to speak on a specific topic on the agenda or a topic that is not on the agenda. If the topic is not on the agenda, the Board of Directors will not comment on the issue but may direct the CEO to contact the speaker about the issue. The CEO may contact the speaker to review or resolve the issue, or to schedule the issue at a subsequent Board meeting. General citizen participation shall not be permitted when the Board is sitting as the legislative body pursuant to 6M-9.400 of Florida State Board Rule, to hear any appeals cases, charges, or recommendations to terminate a provider or client, or otherwise acting as a quasi-judicial body.

Public comment is limited to the procedures and administrative expectations for the Review Hearing.

The merits of the underlying matter will not be discussed.

Committee Questions Regarding Procedures

Questions are limited to hearing logistics, Committee responsibilities, procedural expectations, and the Chair's authority to manage the meeting.

Final Administrative Reminders & Adjournment

- Hearing date: Tuesday, July 28, 2026;
- Hearing time: 4:00 p.m.;
- Virtual access and attendance expectations;
- Review of Zeck before the hearing; and
- Technology and connectivity check.

Adjournment

 **Vote: Motion to Adjourn**