

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2020-19**

**BOARD MEMBER AND PUBLIC PARTICIPATION AT BOARD AND
COMMITTEE MEETINGS**

WHEREAS, the Trust desires to establish policies for board member participation at Board and Committee meetings; and

WHEREAS, the Trust desires to establish policies and procedures to ensure participation from the public; and

NOW THEREFORE, be it ordained by the Board of Children's Trust of Alachua County, in the State of Florida, as follows:

SECTION 1: **AMENDMENT** “1 General Administration” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

A M E N D M E N T

1 General Administration

SECTION 2: **ADOPTION** “1.10 Board Member Participation At Board And Committee Meetings” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

A D O P T I O N

1.10 Board Member Participation At Board And Committee Meetings(*Added*)

Meetings of the Board of Directors (the “Board”) of the Children’s Trust of Alachua County (the “Trust”) shall be open to the public and are governed by the provisions of Chapter 286, Florida Statutes. A majority of the Board must be physically present at any meeting to constitute a quorum to transact business. Thus, if the Board has 10 members, 6 members of the Board must be physically present to transact business at a regular Board meeting of the Trust. These requirements also apply to Committee meetings, modified as necessary to account for the number of individuals serving on the Committee. If a quorum of the Board is physically present, the Board may determine that there is an “extraordinary circumstance” that allows a Board member to participate by electronic means. If the Board makes such a finding, then the Board member (or members) that are attending the Board meeting by teleconference or other technological means may participate in Board discussions and vote on Trust business. Such a finding of an “extraordinary circumstance” may be made by a resolution of the Board or simply by motion, along the following lines: “In light of _____, Board member _____ (and Board member _____) have requested to participate in the Board meeting remotely. Due to _____, the Board deems this an ‘extraordinary circumstance.’ Therefore I make a motion to allow _____ (and _____) to participate remotely in this meeting.”

SECTION 3: ADOPTION “1.20 Public Participation At Board And Committee” of the Children's Trust of Alachua County Board Policies is hereby *added* as follows:

ADOPTION

1.20 Public Participation At Board And Committee(*Added*)

The Board invites input from the public on issues related to its responsibilities and to provide the Board with information related to pending Board business. The Board will accept input from the public pursuant to this Policy as a matter of information or for referral to appropriate Board Committees or staff.

This policy is intended to assure members of the public have an opportunity to provide input while permitting the Board and its Committees to conduct business in an orderly manner. Public participation at any Board or Committee meeting will not be a forum for debate between members of the public, Board or staff. Public participation will not serve to disrupt or delay the orderly conduct of business by the Board or Committee. Willful interruptions or disturbances, name calling, undocumented allegations or discussion of matters not within the purview of the Board will not be permitted. The Chair shall have the authority not to recognize or declare out of order any speaker violating this policy or otherwise take action to ensure all orderly and timely conduct of the business of the Board or Committee, including the canceling of all presentation by the public.

Nothing in this rule entitles a member of the public to speak before the Board or Committee except as required by law or as authorized by its Chair pursuant to this policy.

A. Procedure

1. To permit the orderly conduct of business and scheduling of input as part of any meeting agenda, any member of the public wishing to be heard either under the agenda section "General Public Comments" or on a specific agenda items shall complete an appearance card and present the card to the Clerk of the Trust prior to the start of the Board or Committee meeting. In the event following the start of a Board or Committee meeting additional items are added to the agenda, then with the consent of the Chair of the meeting, any member of the public may submit an appearance card to speak on such additional item(s) prior to Board or Committee discussion of such item(s).
2. Members of the public wishing to be heard under the agenda section "General Public Comments" and who have presented a card prior to the start of the meeting shall be recognized in such order as determined by the Chair and shall be given a reasonable opportunity to be heard. The Board or Committee shall allocate a reasonable period of time at the beginning of each Board or Committee meeting for members of the public to comment on an agenda item to be considered at the Board or Committee meeting, make a request of that Board or Committee, voice a compliant or concern, express an opinion, or for some other type of recognition. Any questions or comments presented to the Board or Committee shall relate to the responsibility and authority of the Board or Committee or to an item on its agenda for that meeting.
3. Any member of the public wishing to be heard concerning a specific agenda item and who has presented a card prior to the start of the meeting shall be recognized in such order as determined by the Chair and shall be given a reasonable opportunity to be heard immediately prior to any Board or Committee discussion of such agenda item.
4. The requirement for the reasonable opportunity of a member of the public to be heard does not apply to (i) an official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with this requirement would cause an unreasonable delay in the ability of the Board or Committee to act; (ii) an official act involving no more than a

ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations; (iii) a meeting that is exempt from section 286.011 of the Florida Statutes, or (iv) a meeting during which the Board or Committee is acting in a quasi-judicial capacity.

5. Members of the public wishing to address the Board or Committee shall speak only from the podium or at such other place as authorized by the Chair. A demand to be heard in rebuttal and not recognized by the Chair or attempts to interrupt other speakers will not be permitted. All comments or questions will be addressed to the Chair. The Chair will determine whether or not a reply is in order and identify those person(s) responsible or investigate any questions or comments.
6. Members of the public recognized by the Chair will have three (3) minutes to speak on a single “subject matter” submitted on an appearance card presented prior to the start of the meeting. In the event an individual submits multiple requests to be heard on more than one agenda item the Chair shall determine the amount of time allotted to the speaker, however, such time shall not exceed ten (10) minutes without approval of the Board or Committee. The Clerk of the Trust will function as official timekeeper. Members of the public may not share or transfer all or part of their allotted time to any other person or to any other agenda item, except as permitted by this Policy. To the extent a speaker has previously addressed a Board Committee on the same subject and at which a majority of the Board was present, then the Board Chair may limit repeat comments at the Board meeting by the same speaker.
7. When more than three (3) members of the public representing the same group or position wish to address the Board or a Committee on a specific agenda items, the Chair may recognize a representative and provide such representative additional time to speak on behalf of such members of the public. Where more than three (3) members of the public wish to speak and who have not designated a representative, the Chair shall have the authority to limit comments from individual speakers to a reasonable time period of less than three (3) minutes each.
8. Any member of the public may supplement their appearance before the Board with written comments or information at the time for their appearance. Any member of the public who has not filed an appearance card prior to the start of the meeting or who is otherwise not recognized by the Chair will have the opportunity to present written comments or information to the Clerk of the Trust, and following adjournment of the meeting. The opportunity to provide written comments or information shall not serve to delay any final action which the Board or a Committee decides to take at such meeting.
9. The Board may provide members of the public the option to participate in Board or Committee meetings electronically. If such an option is provided, the procedures herein apply, but the Board or Committee will provide members of the public with an electronic means to complete an appearance card and present the card to the Clerk of the Trust prior to the start of the Board or Committee meeting.

B. Audio/Video Tape/DVD Showing/Summary

1. Any member of the public wishing to present material through any electronic means, including audio tapes, video tapes, CDs, or DVDs, must submit a copy of such material to the _____, or his/her designee no less than 24 hours prior to the meeting.
2. The submitted material may not be over 3 minutes in length unless the Chair authorizes such additional length. Each submission shall include a written summary describing its contents for use by the Chair in reviewing and introducing the submitted material.
3. The review of the submission is to ensure that the material accords with this policy, is not disruptive and otherwise accords with the accepted community standards.

Reference: Florida's Government-in-the-Sunshine laws: Sections 286.011 and 286.0114 of the Florida Statutes

PASSED AND ADOPTED BY THE CHILDREN'S TRUST OF ALACHUA COUNTY
BOARD _____.

	AYE	NAY	ABSENT	NOT VOTING
Lee Pinkoson	_____	_____	_____	_____
Dr. Maggie Labarta	_____	_____	_____	_____
Tina Certain	_____	_____	_____	_____
Karen Clarke	_____	_____	_____	_____
Dr. Karen-Cole Smith	_____	_____	_____	_____
Ken Cornell	_____	_____	_____	_____
Dr. Nancy Hardt	_____	_____	_____	_____
Dr. Patricia Snyder	_____	_____	_____	_____
Cheryl Twombly	_____	_____	_____	_____
Susanne Wilson Bullard	_____	_____	_____	_____

Presiding Officer

Attest

Lee Pinkoson, Chairman, Children's
Trust of Alachua County

Tina Certain, Treasurer Children's
Trust of Alachua County