

## The 2023 Florida Statutes (including Special Session C)

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[Title XIX](#)

[Chapter 286](#)

[View Entire Chapter](#)

PUBLIC BUSINESS

PUBLIC BUSINESS: MISCELLANEOUS PROVISIONS

### **286.0114 Public meetings; reasonable opportunity to be heard; attorney fees.—**

- (1) For purposes of this section, “board or commission” means a board or commission of any state agency or authority or of any agency or authority of a county, municipal corporation, or political subdivision.
- (2) Members of the public shall be given a reasonable opportunity to be heard on a proposition before a board or commission. The opportunity to be heard need not occur at the same meeting at which the board or commission takes official action on the proposition if the opportunity occurs at a meeting that is during the decisionmaking process and is within reasonable proximity in time before the meeting at which the board or commission takes the official action. This section does not prohibit a board or commission from maintaining orderly conduct or proper decorum in a public meeting. The opportunity to be heard is subject to rules or policies adopted by the board or commission, as provided in subsection (4).
- (3) The requirements in subsection (2) do not apply to:
- (a) An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the board or commission to act;
  - (b) An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
  - (c) A meeting that is exempt from s. [286.011](#); or
  - (d) A meeting during which the board or commission is acting in a quasi-judicial capacity. This paragraph does not affect the right of a person to be heard as otherwise provided by law.
- (4) Rules or policies of a board or commission which govern the opportunity to be heard are limited to those that:
- (a) Provide guidelines regarding the amount of time an individual has to address the board or commission;
  - (b) Prescribe procedures for allowing representatives of groups or factions on a proposition to address the board or commission, rather than all members of such groups or factions, at meetings in which a large number of individuals wish to be heard;
  - (c) Prescribe procedures or forms for an individual to use in order to inform the board or commission of a desire to be heard; to indicate his or her support, opposition, or neutrality on a proposition; and to indicate his or her designation of a representative to speak for him or her or his or her group on a proposition if he or she so chooses; or
  - (d) Designate a specified period of time for public comment.
- (5) If a board or commission adopts rules or policies in compliance with this section and follows such rules or policies when providing an opportunity for members of the public to be heard, the board or commission is deemed to be acting in compliance with this section.
- (6) A circuit court has jurisdiction to issue an injunction for the purpose of enforcing this section upon the filing of an application for such injunction by a citizen of this state.
- (7)(a) Whenever an action is filed against a board or commission to enforce this section, the court shall assess reasonable attorney fees against such board or commission if the court determines that the defendant to such action acted in violation of this section. The court may assess reasonable attorney fees against the individual filer



such an action if the court finds that the action was filed in bad faith or was frivolous. This paragraph does not apply to a state attorney or his or her duly authorized assistants or an officer charged with enforcing this section.

(b) Whenever a board or commission appeals a court order that has found the board or commission to have violated this section, and such order is affirmed, the court shall assess reasonable attorney fees for the appeal against such board or commission.

(8) An action taken by a board or commission which is found to be in violation of this section is not void as a result of that violation.

History.—s. 1, ch. 2013-227.

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# Pinellas County Commission Public Participation and Decorum Rules

Adopted by the Pinellas County Board of County Commissioners July 19, 2022

See also the summary of these rules: [Participating in a Board of County Commissioners Meeting](#)

## I. Introduction

The Pinellas County Board of County Commissioners (“Board”) values and benefits from the orderly participation of members of the public during public meetings.

Any meeting of the Board constitutes a limited public forum as defined by the United States Supreme Court, and as such all components of speech will be limited to matters of public concern in Pinellas County.

Under Florida law, the public must be afforded a reasonable opportunity to provide input on public matters before the Board for official action. The Board has the authority to reasonably regulate public input by establishing time limit restrictions on public comments, and enforcing orderly, non-disruptive conduct at public meetings. These public participation and decorum rules provide the parameters for such regulation.

In addition to appearing and speaking before the Board, members of the public may submit written comments to the Board for consideration on any item in advance of the meeting on that item in accordance with these rules.

## II. Definitions

For the purpose of these guidelines, the following definitions apply:

“**Board**” or “**County Commission**” means the Pinellas County Board of County Commissioners. “**Electronic Aid**” means any electronic device or medium (including but not limited to a phone, audio or video player, tablet, or computer) that a Speaker wishes to present publicly before the Board to aid in communicating the Speaker’s message. This does not include devices or aids utilized as an accommodation under the Americans with Disabilities Act.

“**Handout**” means any written material(s) a Speaker wishes to provide to the Board in connection with their public comment.

“**Political Candidate Campaigning**” means any statement (verbal, written, graphical, or in any other format) which involves the endorsement of any political candidate that is made for the purpose of campaigning.

“**Speaker**” means any member of the public who is presenting public comment before the Board in compliance with this policy.



**"Visual Aid"** is any non-electronic item (including signs, placards, banners, posters, maps, or models) the Speaker wishes to present publicly before the Board to aid in communicating the Speaker's message. This does not include cue cards, Speaker notes, or other materials used to help a Speaker recall information.

### III. Citizen Participation Procedures

- A. The following rules and procedures will apply to citizen participation during Board meetings, including work sessions.
- B. General Procedures.
1. Official Board meetings will be held in person at the location identified on the advertised meeting agenda. Virtual attendance and participation by the public via phone or other technology may be authorized at the Board's discretion as a convenience to the public. However, the Board does not guarantee against technology failures that can occur during virtual attendance. Therefore, members of the public who wish to participate or speak at a Board meeting may choose to appear at the official meeting in person to ensure that they are heard during the meeting. Alternatively, members of the public may submit their comments in advance of a public meeting via the County's designated online comment form, or by calling the Agenda Comments telephone line at 727-464-4400 or such other number as subsequently adopted, by the deadline indicated in the notice of public meeting.
  2. If a fully virtual meeting of the Board is legally authorized or required, such as under a state of emergency, the details of such virtual meeting, including options for public participation, will be advertised as required by law.
  3. Anyone wishing to speak before the Board at any meeting must:
    - a. **Prior to the start of the meeting**, register to speak by submitting a written request to the email or mailing address designated on the County's website or the notice of public meeting, by completing a comment card and submitting the card in-person to the staff at the County staff table in the front of the meeting room, or as otherwise directed in the notice of public meeting. The registration or comment card must be submitted by the deadline indicated in the notice of public meeting and must:
      - i. Indicate whether the person wishes to speak:
        1. During the "citizen comment" period; or
        2. On a posted agenda item (and include the agenda item number).
      - ii. Provide the Speaker's municipality or unincorporated area of residence, or business address;
      - iii. Indicate whether the person wishes to speak in person or, subject to availability, by virtual means such as by telephone or other virtual platform adopted by the County for use at the meeting;
      - iv. Within the timeframes established in these rules or otherwise noticed by the County, include:
        1. A copy Visual Aid or Electronic Aid the Speaker wishes to publicly present before the Board.
        2. A copy of any Handouts the Speaker wishes to share with the Board.
    - b. When a Speaker's name is called, the Speaker will approach the public lectern (if in person), or unmute themselves (if virtual), and



give the following information in an audible tone of voice for the minutes:

- i. Their name;
- ii. The municipality or unincorporated area in which they reside; and
- iii. If requested by the Chair, information on whether the Speaker speaks for a group of persons or a third party or represents an organization. If the person represents an organization, the Speaker must also state whether the view expressed by the Speaker represents an established policy or position approved by the organization, and whether the person is being compensated by the organization.

4. If a Speaker is no longer present in the meeting room or overflow room or in virtual attendance at the time they are recognized, the Speaker forfeits the opportunity to speak and is prohibited from transferring the time to a different individual.

5. If a Speaker chooses to appear virtually by means of telephone, video conferencing, or other technology, **it is the sole responsibility of the Speaker** to ensure that they have the appropriate technology to do so on their end. If at the time they are recognized the Speaker cannot be heard by the Board due to poor telephone or internet reception, technology errors, excessive background noise or interference, issues with unmuting themselves, or other issues, the Speaker forfeits the opportunity to speak and is prohibited from transferring the time to a different individual.

6. Groups of five or more individuals who wish to express their views collectively may select one Speaker to represent the group's views to the board. The group's time is still limited to the applicable time allotment of all members of the group, or 10 minutes, whichever is shorter.

#### C. Visual or Electronic Aids and Handouts.

1. For public safety purposes, no signs or placards mounted on sticks, posts, poles, or similar structures will be allowed in County Commission meeting rooms.
2. Visual aids that disrupt meetings or interfere with others' ability to view or participate in the meeting are not authorized.
3. Handouts the Speaker wishes to share with the Board must be provided in advance of the meeting or presented to County staff at the Agenda Staff Table in the front of the meeting room along with the comment card before the Speaker's allotted time for public comment. A copy of any Visual Aid or Electronic Aid a Speaker wishes to publicly present before the Board must be provided in advance by the deadline indicated in the notice of public meeting, along with a written request explaining the necessity of the Visual Aid or Electronic Aid.
4. Visual Aids or Electronic Aids that require audio/video (AV) or other technological set up must be submitted at least seven (7) days prior to meeting or by such other deadline as indicated in the notice of public meeting. The Chair may approve or deny such a request at the Chair's discretion. If use of a Visual Aid or Electronic Aid is approved: The Visual Aid or Electronic Aid must be handled by the Speaker.
  - a. Electronic Aids must be properly audible or observable to all members of the Board and the public, cannot require extensive set-up, and may not be disruptive. Any set-up time will be counted as part of the Speaker's allotted time.



b. All content must be the Speaker's own. In no event will a Speaker be authorized to display or present any visual or audio content recorded or taken from the internet, social media, television, radio, or other forms of media—including but not limited to videos, music, speech, sounds, or images—created, posted, streamed, owned, copyrighted, trademarked, or presented by any party other than the Speaker.

c. The Chair may immediately interrupt and terminate a Speaker's speaking privilege for violation of this provision.

#### D. Authorized Time for Public Comment.

1. Time for public comment will be allocated as follows:

a. A "citizen comment" period may be authorized at the discretion of the Board to be held at the beginning or end of each regular Board meeting, or at such other time as may be designated by the Board.

b. For public comment related to specific agenda items or Board actions, time will be allotted for registered Speakers prior to the Board voting on that item.

2. The Chair or the Board has the right to limit the remarks of each Speaker to 3 minutes or less. Based upon the number of individuals signed up to speak during the public comment period, the Chair may at their discretion shorten the time available for each individual to speak to allow more Speakers to be heard.

3. The public comment period for any particular item of discussion or the citizen comment period may, at the discretion of the Board, be limited to a reasonable, set length of time, to be established prior to initiation of public comment on that topic. (For example, all public comment on Agenda Item #XX could be limited to 1 hour.) If such a time limit on public comment is established, the time may be extended for an additional reasonable time period at the discretion of the Chair.

#### E. Special Circumstances.

1. The Board is not required to take public comment for:

a. Emergency situations affecting public health, welfare, or safety if compliance with the requirements would cause an unreasonable delay in the ability of the Board to act;

b. Ministerial acts such as approval of minutes or ceremonial proclamations;

c. Meetings exempt or excepted from FS 286.011; or

d. Workshop meetings at which no votes will be taken.

2. The Board Chair may waive any of these procedures in their discretion.

## IV. Citizen Decorum Guidelines

A. Public participation at board meetings is intended to allow individual members of the public to address the Board on issues of public concern in Pinellas County. The Chair is responsible for maintaining a respectful environment during public participation so that public comments can be heard and considered by the Board. Therefore, the Board Chair may interrupt or terminate any individual's speaking privilege if the Speaker's comments, attire, Visual Aids, or Electronic Aids constitute a personal attack; are slanderous, defaming, disruptive, or obscene; violate any law (including but not limited to copyright and intellectual property laws); or

otherwise are in violation of this policy. The following guidelines apply to any public comment at Board meetings:

1. Speakers must be respectful of the Board, other members of the public, and others' opinions, and refrain from making personal attacks;
2. No Political Candidate Campaigning, commercial advertising, solicitation, or defamation will be allowed as part of any presentation to the Board;
3. Presentations to the Board must relate to issues which are in the public interest, and which pertain to Pinellas County government activities. These priorities should be considered:
  - a. Statements of matters involving public health or safety;
  - b. Statements relating to Board actions or business;
  - c. Statements involving various County departments under the County Administrator; and
  - d. Statements directly pertaining to relevant Pinellas County government programs, projects, policies, or concerns.
4. Speakers should make their comments concise and to the point, presenting relevant information they wish the Board to consider.
5. All remarks must be addressed to the Board as a body and not to any individual member of the Board.
6. No person, other than a member of the Board and the person having the floor, may be permitted to enter into any discussion, either directly or through a member of the Board, without permission of the Chair.
7. A Speaker's time is an opportunity to direct comments to the Board; it is not a question- and-answer session.
8. Any Speaker who becomes disorderly or who fails to confine remarks to the identified subject or business at hand or who violates this policy may be given a verbal warning by the Chair. Following such a warning, the Speaker may continue, provided that they do so in accordance with this policy. If, after such a warning the Speaker fails to comply with this policy, the Speaker may be directed to end their comments. If the Speaker does not do so, they may be subject to removal from the meeting room. The Chair may bar any person failing to comply with this policy after receiving a warning from making any additional comments during the meeting, unless permission to continue, or to address the Board again, is granted by the majority of the Board members present.
9. Clapping, applauding, heckling or verbal outbursts in support of or opposition to a Speaker or their remarks is discouraged. Any such activity that becomes disruptive may result in removal from the meeting. Persons exiting the Commission Chamber or meeting room must do so quietly and in a non-disruptive manner.

## V. Public Hearing / Quasi-Judicial Procedures

- A. It is the intent of these Public Participation and Decorum Rules that all Public Hearings before the Board of County Commissioners are governed by the provisions of Section 134-14 of the Pinellas County Land Development Code. That code provides that at the conclusion of each person's presentation, any Speaker may seek the Chair's permission to ask questions of staff. Specifically:

1. At the conclusion of the presentations by the applicant and any proponents, all affected parties may seek the Chair's permission to ask questions of or seek clarification from the applicant and/or the proponents.
2. At the conclusion of the presentation by the opponents, all affected parties may seek the Chair's permission to ask questions of or seek clarification from any opponent. The applicant's closing comments will address testimony subsequent to their presentation. Continuing rebuttal of other than directly preceding testimony will not be allowed. Because such testimony has already been submitted in writing, the following guidelines are expected to be sufficient to accommodate efficient presentations:
  - a. The applicant should present his or her entire case, including rebuttal, in no more than twenty (20) minutes;
  - b. Persons who have been authorized to represent an organization with five (5) or more members or a group of five (5) or more persons may speak for up to ten (10) minutes provided that others in the organization or group will waive their time;
  - c. All other persons may speak for up to three (3) minutes each, after completing comment cards and submitting them to the staff at the Agenda Staff Table in the front of the Board Room. The Chair will call each Speaker's name upon their turn to speak.

## Topics

Transparency & Open Government



# Know Your Rights

## Public Comments and Other Speech at Local Government Meetings

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### 1. Do local government bodies have to provide public comment periods to allow members of the public to speak at official meetings?

In Washington, the Open Public Meetings Act (OPMA) requires local governing bodies like city councils, county councils, and county boards of commissioners to keep both regularly scheduled and “special” meetings open to the public. RCW 42.30.030. If a declared emergency prevents a governing body from meeting in person, that body is required to provide a free remote option for the public to listen to the meeting in real time. Agencies are encouraged to provide a free remote option for the public to observe and participate in all public meetings.

As of 2022, governing bodies subject to OPMA must provide periods for public comment at every meeting in which the body takes a “final action.” RCW 42.30.240. A final action is a collective decision or a vote by a majority of the body on a motion, proposal, resolution, order, or ordinance. RCW 42.30.020(3). The only exception to this requirement is when an emergency situation makes public comment unfeasible. Public comment may be spoken during the meeting or submitted in writing prior to the meeting. The agency gets to decide which form public comment will take; if testimony is taken in written form, the body must set a “reasonable deadline” for how long prior to the meeting the testimony must be submitted. RCW 42.30.240. If public comment is accepted orally, the governing body must, when feasible, provide a remote option for any person who has difficulty attending the meeting physically (for example, because they have a disability).

### 2. Can the governing body limit the discussion to certain subjects during public comment?

Certain local government meetings, such as city council meetings, are considered “limited public forums.” This means that a city council can enact viewpoint-neutral restrictions on speech (“place, time, and manner”), if there is a legitimate and compelling government interest.<sup>1</sup> Local government bodies can limit speech to certain

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<sup>1</sup> *Steinburg v. Chesterfield County Planning Commission*, 527 F.3d 377 (4th Cir. 2008).

topics (e.g., agenda items) and timeframes, as long as such restrictions are not unreasonable and the restriction is not based on disagreement with a speaker's viewpoint.<sup>2</sup>

### 3. Can a local government body provide for public comment but restrict obscenity or disruptive conduct by speakers?

If speakers are being actually disruptive or threatening at any time during public hearings, their speech may be restricted by the governmental body. What constitutes disruptive speech is somewhat unclear, but the courts have given us some hints. Courts have held that government bodies can legally eject or remove a person from a public meeting for interrupting the chairperson of the meeting.<sup>3</sup> In contrast, courts have held that governmental bodies cannot legally exclude people for disruption simply because the person uses obscenities in connection with political speech (such as the term "god damn")<sup>4</sup> or uses a silent offensive gesture (such as a Nazi salute).<sup>5</sup>

In Washington, governing bodies may set limitations on disruptive behavior during their meetings. If a group becomes so disruptive that excluding the disruptive individuals will not restore order, then the governing body may clear everyone from the meeting room, whether they are being disruptive or not, and proceed without the public in attendance. RCW 42.30.050. Only non-disruptive members of the press must be permitted to remain in the meeting room.

### 4. Can a local government body allow some members of the public to speak but not others?

It is unconstitutional for a governing body to restrict a member of the public from speaking because it disagrees with their specific viewpoint.<sup>6</sup> Similarly, it can be unconstitutional to limit a person's participation in public comment because of their

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<sup>2</sup> In *Steinburg*, the Fourth Circuit found that a planning commission had not violated an individual's constitutional rights by ejecting him from a public meeting for bringing up matters not within the scope of the agenda item at hand and for his disruption. The Court said that "imposing restrictions to preserve civility and decorum [are] necessary to further the forum's purpose of conducting public business." *Id.* at 385.

<sup>3</sup> In *Eichenlaub v. Township of Indiana*, 385 F.3d 274 (3d Cir. 2004), the plaintiff was deemed disruptive for being "repetitive and truculent" and for interrupting the chairman of the meeting. The Third Circuit Court of Appeals found his ejection from a "citizens forum" as a result of his behavior constitutionally permissible. *Id.* at 281.

<sup>4</sup> Courts have found that use of obscenities is not sufficient disruption to permit ejection from a meeting. For example, in *Leonard v. Robinson*, 477 F.3d 347 (6th Cir. 2007), the Sixth Circuit found that it is unlawful to remove a speaker for using the words "god damn" at a township board meeting, because it held that using an expletive along with political speech is a fundamental protection under the First Amendment. *Id.* at 360.

<sup>5</sup> The Ninth Circuit found that a person who gave a silent Nazi salute during a city council meeting had not engaged in disruptive behavior. In *Norse v. City of Santa Cruz*, 629 F.3d 966 (9th Cir. 2010), a Ninth Circuit panel required additional disruptive behavior beyond the fact of performing a Nazi salute. *Id.* at 970.

<sup>6</sup> *Kindt v. Santa Monica Rent Control Board*, 67 F.3d 266 (9th Cir. 1995).

membership in a certain group.<sup>7</sup>

Ultimately, courts will consider whether the local government's decision to hear comments of one speaker while excluding those of another are related to their specific viewpoints. If the basis for excluding a person is their viewpoint, then such restriction is not neutral and is likely unconstitutional. On the other hand, restrictions on the timing, location, or manner of speech are much more likely to be constitutional.<sup>8</sup>

**5. Are local government bodies allowed to limit a public speaker's time? What is a reasonable time limit?**

A government body may impose a time limit on a speaker during a public comment period so long as it does not discriminate based on the content of the speaker's expression.<sup>9</sup> If the time limit is content-neutral, is viewpoint-neutral, and serves a "compelling government interest" (such as conserving time and allowing others to speak), then it is likely permissible.<sup>10</sup> For example, a city council may provide a total public comment period of 30 minutes and restrict speakers to 3-5 minutes each, depending on the amount of time available and the number of speakers. However, a city council may not give one speaker in support of a certain legislative decision 5 minutes, and another against the same decision 3 minutes.

**6. Can local government bodies restrict signs at their meetings or place size limits on them?**

It is not clear under federal and state law whether the government can impose size limits on political signs. However, any restriction would need to be viewpoint-neutral and uniformly applied, be tied to a compelling government interest, and still allow people to express themselves in other ways.<sup>11</sup> For example, a city council may not impose political sign restrictions only on attendees who favor a certain political party.

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<sup>7</sup> In *City of Madison, Joint School District No. 8 v. Wisconsin Employment Relations Commission*, 429 U.S. 167 (1976), the Supreme Court held that it was a First Amendment violation to exclude a nonunion schoolteacher who spoke at a board of education meeting regarding a collective bargaining agreement. The exclusion of the teacher's speech was initiated by unionized schoolteachers who believed that nonunionized schoolteachers should not affect collective bargaining agreements they are not a part of. The Court disregarded that position as violating constitutional rights: "To permit one side of a debatable public question to have a monopoly in expressing its views to the government is the antithesis of constitutional guarantees. Whatever its duties are as an employer, when the board sits in public meetings to conduct public business and hear the views of citizens, it may not be required to discriminate between speakers on the basis of their employment, or the content of their speech." *Id.* at 175-176.

<sup>8</sup> *Perry Education Association v. Perry Local Educators' Association*, 460 U.S. 37 (1983).

<sup>9</sup> *Shero v. City of Grove, Oklahoma*, 510 F.3d 1196, 1203 (10th Cir. 2007).

<sup>10</sup> *Wright v. Anthony*, 733 F.2d 575, 577 (8th Cir. 1984).

<sup>11</sup> *Perry Education Association v. Perry Local Educators' Association*, 460 U.S. 37, 45 (1983).

But if signs are limited to a certain size to avoid blocking meeting attendees' views, that may be a neutral and permissible rule.<sup>12</sup>

**Note:** Public local government bodies typically follow Robert's Rules of Order to facilitate their meetings. The rules originated in 1876 with U.S. Army Major Henry Martyn Robert. Major Robert created these rules as guidelines for parliamentary procedure. Robert's Rules continue to be widely used by local governments to run meetings effectively.<sup>13</sup>

2022 Update

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<sup>12</sup> *Tyler v. City of Kingston*, --- F.Supp.3d ---, 2022 WL 790772 (N.D.N.Y. 2022) (on appeal) ("Excluding signs and posters from a meeting of the City Council is reasonably related to keeping the tenor of the meetings from devolving into a picketing session inside City Hall"). See also, *We the People, Inc., of the United States v. Nuclear Regulatory Commission*, 746 F.Supp. 213 (D.D.C. 1990) (holding that a prohibition on signs was reasonable due to the advanced explanation that posters can be "visually disruptive" to the meeting).

<sup>13</sup> Saul Levmore, "Parliamentary Law, Majority Decision Making, and the Voting Paradox," 75 Va. L. Rev. 971 (1989).

1 AN ACTION OF THE CITY OF ORLANDO, FLORIDA, RELATING TO  
2 CIVILITY; PROVIDING FOR SEVERABILITY; CORRECTION OF  
3 SCRIVENER'S ERRORS AND AN EFFECTIVE DATE.  
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5  
6 BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORLANDO,  
7 FLORIDA:  
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9 WHEREAS, City Council is the place where matters involving governance are  
10 discussed and decided, and  
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12 WHEREAS, the City Council meetings are the public space where City officials  
13 execute their constitutionally mandated duties and responsibilities and the place  
14 where the execution of these duties and responsibilities is on public display, and  
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16 WHEREAS, civility by City officials in the execution of their legislative duties and  
17 responsibilities fosters respect, kindness and thoughtfulness between City  
18 commissioners, one to the other, and naturally results in the efforts of such actions to  
19 be directed to issues and not cause personal ill will, and  
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21 WHEREAS, civility between City officials promotes thoughtful debate and discussion  
22 of legislative issues, resulting in better policy, and  
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24 WHEREAS, civility by City officials promotes civil behavior between citizens, one to  
25 the other, and  
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27 WHEREAS, civility between citizens promotes thoughtful debate of legislative issues,  
28 resulting in a more informed electorate, and  
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30 WHEREAS, civility between City officials is in keeping with the democratic model of  
31 self-governance as envisioned by the Founders, and  
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33 WHEREAS, civility between City officials presents an opportunity to set a positive  
34 example of conduct, and  
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36 WHEREAS, civility between City officials is possible if each legislator remembers  
37 that he or she represents not himself or herself but the constituents of his or her  
38 district and city, so the conduct of a City official is a reflection of his or her  
39 constituents, and  
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41 WHEREAS, the City Council has provided that Robert's Rules of Order govern City  
42 Council meetings, including relevant provisions regarding civility, and  
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44 WHEREAS, the City Council has further adopted a City Policy that requires  
45 decorum by all citizens attending City Council meetings and when addressing matters  
46 before the City Council, and

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**WHEREAS, members of the Orlando City Council have a long history of working together regardless of political views or party affiliations and the Orlando City Council has been a model of civility and decorum in the conduct of its legislative and other business, and**

**WHEREAS, the Orlando City Council, in partnership with the Florida League of Cities, stands ready to work together with more than 400 cities, towns and villages in the state to set an example of what it means to be civil in the political arena and beyond, supporting the League’s commitment under its new president, Orlando City Commissioner Tony Ortiz, to “Building Stronger Cities,” and**

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ORLANDO, FLORIDA:**

**SECTION ONE:**

The City of Orlando is committed to the concept of civility as a means of conducting legislative duties and responsibilities.

**SECTION TWO:**

The City of Orlando encourages and requires the citizenry of the city to be civil in its discussion of matters under consideration by the Orlando City Council.

**SECTION THREE: SCRIVENER’S ERROR.**

The City Attorney may correct scrivener’s errors found in this ordinance by filing a corrected copy of this ordinance with the City Clerk.

**SECTION FOUR: SEVERABILITY.**

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

**SECTION FIVE: EFFECTIVE DATE.**

This ordinance takes effect immediately upon passage.

READ AND ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

CITY OF ORLANDO, FLORIDA

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Buddy Dyer, Mayor

ATTEST:

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Stephanie Herodocia, City Clerk

APPROVED AS TO FORM AND LEGALITY  
For the use and reliance of the  
City of Orlando, Florida, only.

\_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
City Attorney/Assistant City Attorney  
Orlando, Florida

\_\_\_\_\_  
Printed Name

# **RULES OF PROCEDURE**



# Rules of Procedure

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**Palm Beach County  
Board of County Commissioners**

**Rules of Procedure**

**I. GOVERNING RULES**

It is the policy of the Board of County Commissioners of Palm Beach County, Florida (hereinafter "the Board") that these Rules of Procedure shall govern all official meetings of the Board. The purpose of these rules is to provide for the efficient and orderly functioning of the business of the Board; to protect the rights of each individual; to protect the right of the majority to decide; to protect the right of the minority to be heard; and to enhance effective government operations for the public. No other rules shall apply. The ultimate determination of procedural matters shall rest with the Mayor, subject to appeal as set forth in Section IV. C. below.

**II. MEETINGS**

- A. MEETINGS OPEN TO THE PUBLIC.** All meetings of the Board shall be open to the public in accordance with Florida's Government-in-the-Sunshine Law, Section 286.011, Florida Statutes, with the exception of those meetings statutorily exempt such as collective bargaining and litigation sessions.
- B. SCHEDULE.** A meeting schedule will be distributed prior to each calendar year listing the dates of all anticipated meetings of the Board. Meetings set to be conducted the day after a legal holiday may be rescheduled. Meetings may be postponed or canceled by a motion approved at any Board meeting by a majority of the members present. The Board will not meet the first and second Tuesday in August.
- C. ACCESSIBILITY/SEATING CAPACITY.** All meetings will be conducted in a building that is open and accessible to the public. Due to the need to comply with the fire code, there may be occasions when entrance by the public to the Commission Chambers or other meeting room is limited. To the extent possible, alternative seating arrangements may be made.
- D. REGULAR MEETINGS.** Unless otherwise advertised, regular meetings of the Board typically will commence at 9:30 A.M. on the first and third Tuesdays of each month, with the exception of August. The Board may hold evening meetings on an as needed basis. The meeting on the first Tuesday usually includes Special Presentations and Matters by the Public, with Public Hearings typically held on the third Tuesday. Matters by the Public will be held as set forth in Section III. J. Generally, all meetings will take place in the Governmental Center, 301 North Olive Avenue, West Palm Beach, Florida. Meeting date, time, and location may be changed by the Board.
- E. WORKSHOPS.** Workshops are held to discuss items of special importance or complexity that require longer than usual staff presentation and Board questions. These meetings are typically held on the fourth Tuesday of each month, and may include Regular and/or

Consent Agenda items, Public Hearings in the case of a timing issue, and other matters presented for formal action in addition to Workshop presentations.

- F. ZONING/OTHER MEETINGS.** The Board shall hold meetings monthly for the purpose of considering and determining zoning matters. In addition, as necessary, the Board shall hold meetings sitting as the Environmental Control Board, the Child Care Facilities Board, and in other capacities where the Board is vested jurisdiction to transact business pertaining to the respective body's function. Conduct of business at such meetings shall be governed by these rules, as applicable, except where preempted by statute, ordinance, or other law, including those specifically pertaining to quasi-judicial proceedings.
- G. SPECIAL MEETINGS.** A special meeting of the Board may be called by a majority of the members. Written notice signed by the members calling such meeting shall be given to the Clerk. The Clerk shall notify each member of the Board in writing or verbally of the date, time, and place of the meeting and the purpose for which it is called, and no other business shall be transacted. At least 24 hours shall elapse between the time the Clerk receives notice of the meeting and the time the meeting is to be held. If after reasonable diligence it was not possible to give notice to each Commissioner or to allow 24 hours to elapse between the time the Clerk receives notice of the meeting and the time the meeting is held, such failure shall not affect the legality of the meeting if a quorum is in attendance. Reasonable public notice of the special meeting sufficient to comply with Section 286.011, Florida Statutes, shall be given. If a determination to hold a special meeting is reflected in the record of any Board meeting, no additional notice is required.
- H. EMERGENCY MEETINGS.** An emergency meeting of the Board may be called by the Mayor whenever in his/her opinion an emergency exists which requires immediate action by the Board. Whenever an emergency meeting is called, the Mayor shall notify the Clerk, who shall notify each member of the Board in writing or verbally of the date, time and place of the meeting and the purpose for which it is called, and no other business shall be transacted. At least 24 hours shall elapse between the time the Clerk receives notice of the meeting and the time the meeting is to be held. If because of the nature of the emergency it is not possible to give notice to each Commissioner or it is impossible to allow 24 hours to elapse between the time the Clerk receives notice of the meeting and the time the meeting is held, such failure shall not affect the legality of the meeting if a quorum is in attendance. Reasonable public notice of any emergency meeting sufficient to comply with Section 286.011, Florida Statutes, shall be given.
- I. PUBLIC HEARINGS.** Public hearings shall be held as prescribed by law and may be held to receive public comments on matters of great public importance to Palm Beach County government. Generally, public hearings will be held at 9:30 A.M. on the third Tuesday of each month. Public hearings will commence at or as soon as possible after the advertised time. In no event will public hearings commence prior to the advertised time. Public hearings may be continued from a prior meeting, or scheduled at times and on days or evenings in lieu of or in addition to the third Tuesday of the month. Proof of Publication of the notices for public hearings shall be on file with the Clerk for inspection. The Board does not have to take formal action to receive and file same.

**J. PRESENTATION FORMAT.** As a general rule, the order of item presentation during most meetings of the Board shall be as follows, subject to change depending on the item under consideration:

1. Mayor announces item
2. Staff presentation, if any
3. Board asks only questions of staff (no debate)
4. Public comment, if any
5. Public comment is closed
6. Motion made
7. Board discussion and amendments, if any
8. Vote taken (no discussion/debate during vote)

**K. MINUTES.** The Clerk to the Board shall take accurate minutes of the proceedings of every meeting of the Board, with the exception of statutorily closed sessions where no minutes are to be taken by the Clerk. Unless a reading of the minutes of a meeting is requested by a majority of the Board, such minutes, when approved by the Board and signed by the Mayor and the Clerk, shall be considered approved without reading; provided that the Clerk delivered a copy thereof to each member of the Board at least two full business days preceding the meeting. The minutes of prior meetings may be approved by a majority of the members present, and upon such approval, shall become the official minutes.

### **III. ORDER OF BUSINESS**

**A. OFFICIAL AGENDA.** There shall be an official agenda for every meeting of the Board, which shall set forth the order of business to be conducted at the meeting. The agenda format for a typical Regular\* Board meeting shall be substantially as follows:

1. CALL TO ORDER
  - A. Roll Call
  - B. Invocation
  - C. Pledge of Allegiance
2. AGENDA APPROVAL/SPECIAL PRESENTATIONS
  - A. Additions, Deletions, Substitutions
  - B. Adoption
  - C. Special Presentations—9:30 A.M. (if applicable)
3. CONSENT AGENDA
4. PUBLIC HEARINGS—9:30 A.M. (if applicable)
5. REGULAR AGENDA
6. BOARD/DISTRICT APPOINTMENTS
7. MATTERS BY THE PUBLIC—2:00 P.M./6:00 P.M. (as applicable)
8. STAFF COMMENTS
9. COMMISSIONER COMMENTS
10. ADJOURNMENT

\*Workshop and other meeting agendas shall be prepared by Administration in an appropriate format. The format for any Board meeting, unless otherwise provided by law, may be revised by majority vote of the Board without further action required.

- B. PREPARATION/DELIVERY OF AGENDA.** The County Administrator shall prepare the agenda and make every effort to deliver a complete agenda kit to the Commissioners no later than 1:00 P.M. on the Friday prior to the regular meeting. Agenda kits for special and emergency meetings will be distributed in as timely a manner as possible. The agenda, as well as lengthy reports and standard contracts that are part of the agenda's back-up documentation, shall be available for review in County Administration.
- C. QUORUM.** A majority of the Board shall constitute a quorum. If no quorum exists within thirty (30) minutes after the time designated for the meeting of the Board to commence or if a quorum is lost, the Mayor or the Vice Mayor or, in their absence, the Commissioner with the most seniority, shall adjourn the meeting. The names of the members present and the time of adjournment shall be recorded in the minutes by the Clerk. The members present may, during the 30-minute period, open the floor for "Matters by the Public" or any similar presentation so long as no official action is taken or direction to staff is given.
- D. CALL TO ORDER.** If a quorum exists, the Mayor shall call the meeting to order. In the absence of the Mayor, the Vice Mayor shall call the meeting to order. If both are absent, the Clerk shall call for the election of a temporary Mayor. Upon arrival of the Mayor or the Vice Mayor, the temporary Mayor shall relinquish the gavel upon conclusion of the business immediately before the Board at that time. Before proceeding with the business of the Board, the Clerk or his/her designee shall call the roll of the members in alphabetical order, and the names of those members present and absent shall be entered into the minutes.
- E. AGENDA APPROVAL.** Only items listed on the official agenda will be acted upon unless additional items are authorized by a majority of the Board.
- F. CONSENT AGENDA.** Consent Agenda items are typically routine in nature, non-controversial, and do not deviate from past Board direction or policy. They usually do not require Board comment and are voted on as a group. Any item may be pulled by a Commissioner for discussion. Members of the public may speak to any consent item in accordance with Section VII. below.
- G. SPECIAL PRESENTATIONS.** This is the segment of the meeting where positive recognition is expressed. Proclamations are typically presented at the first meeting of the month at the beginning of the meeting. Should a Commissioner desire a proclamation that will be delivered elsewhere, it should be brought up under their comments for Board authorization. A proclamation should always "proclaim" a day, week, or month as something specific. Certificates of Appreciation and Commendation should be done when honoring an individual or accomplishment. Whenever practical, the use of certificates is encouraged. These certificates are submitted through and prepared by the Department of

Public Affairs. No more than two proclamations per Commission District shall be presented at the meeting. There is no limit to off-site proclamation requests.

- H. REGULAR AGENDA.** Items appearing on the Regular Agenda require Board direction, a policy decision, or are otherwise of great significance necessitating separate attention and action. “Add-on” items, described in the following paragraph I, also appear on this agenda. Items will be addressed individually in the order presented on the Agenda, unless reordered upon approval by a majority of the Board. Items of great public interest that are assigned a time certain should not be considered until the designated time.
- I. “ADD-ON” AGENDA ITEMS.** In the event of an unforeseen or emergency situation (defined as significantly relevant to the health, safety or general welfare of the residents of Palm Beach County), an item may be added to the Regular Agenda upon approval of the County Administrator, bypassing the normal submittal and review process. The Board should be given notice of any “add-on” as soon as possible prior to the scheduled Board meeting.
- J. MATTERS BY THE PUBLIC.** Members of the public may address the Board under “Matters by the Public,” which is typically scheduled for the first Tuesday of the month at 2:00 P.M. during daytime regular meetings and at 6:00 P.M. during evening regular meetings. Procedures for addressing the Board are set forth in Section VI. below. Time and date for “Matters by the Public” may be changed by the Board.
- K. CASE SETTLEMENTS.** Any member of the public may comment on any proposed litigation settlement, whether appearing on the Regular or Consent Agenda, prior to the Board’s consideration of same.
- L. APPOINTMENTS.**
- 1) **District Appointments.** If a Commissioner is making appointments to more than one board, committee, commission, or the like during the same meeting, the Commissioner may move all in a single motion.
  - 2) **Board Appointments.** If there is only one nominee per seat for appointment to any board, committee, commission, and the like, the appointment agenda item shall be placed on the Consent Agenda. If there is more than one nominee for a seat, Board approval shall be made as follows:
    - a. The Mayor calls for nominations from any of the names identified in the appointment agenda item.
    - b. Nominations are made and received. No second is required.
    - c. The Mayor calls for a vote.
    - d. The nominee who receives a majority of the votes is appointed.
    - e. If no nominee receives a majority vote, the Mayor shall call the roll for a vote on the two nominees who received the most votes during the initial round.

**M. COMMISSIONER COMMENTS.** The purpose of Commissioner Comments is to promote the public discussion of matters relating to County business and to encourage the dissemination of information. Any Commissioner may submit reports and information on items relating to County business. When possible, the other Commissioners, the County Administrator, and the County Attorney should receive such materials in advance. Commissioners may also request the preparation of proclamations, resolutions, ordinances, reports, and other actions of the Board during this portion of the agenda, subject to majority consensus. All such requests shall be referred to the County Administrator or the County Attorney, as appropriate. Official actions may be taken under comments in the case of an emergency or for other situations necessitating immediate action as may be determined by a majority of the Board.

#### **IV. RULES OF DEBATE**

This section sets forth the rules of debate to maintain decorum, the various motions available for use by the Board, and related matters.

- A. DECORUM.** A motion must be accepted by the Mayor before it is officially on the floor. A motion must be made, seconded, and stated by the Mayor before the merits can be debated. Every member of the Board has a right to speak in the debate and shall always be recognized by the Mayor. Non-member recognition shall be at the Mayor's discretion. The member who made the motion shall be entitled to speak first. A member shall be deemed to have yielded the floor when she/he has finished speaking. The discussion is to be related to the motion on the floor. All questions are to be directed through the Mayor.
- B. AS TO THE MAYOR.** Upon passing the gavel, the Mayor or other presiding member of the Board may move or second a motion.
- C. POINT OF ORDER.** Any member who believes that a breach of the rules has occurred has a right to call immediate attention to the matter by raising a "point of order." A point of order (1) may interrupt a speaker who has the floor; (2) does not need to be seconded; (3) is not debatable; and (4) is decided by the Mayor. By motion and second, a decision of the Mayor on a point of order may be appealed to the Board and, without debate, the Mayor shall submit to the Board the question, "Shall the decision of the Mayor be sustained?" and the Board shall decide by a majority vote.
- D. MOTION TO RECONSIDER.** An action of the Board may be reconsidered at the same meeting or the very next regular Board or Workshop meeting (not a Comp Plan or Zoning meeting). A motion to reconsider can only be made by a member who voted on the prevailing side of the question, and is debatable. Such motion shall not be entertained: (1) if the approved action has been partially or fully carried out; (2) if a contract, when the party to the contract has been notified of the outcome; (3) if an ordinance or other action taken after a required public hearing; or (4) if the vote has caused something to be done that is impossible to undo. Adoption of a motion to reconsider shall rescind the original action; therefore a new motion, second, and vote is required to take formal action on the item, if desired, and may take place at a future meeting. If a motion to reconsider is not

brought forward in a timely manner, yet a Commissioner would like to revisit the issue, the item may be placed on a future agenda provided that (1) new information has been discovered that if known at the time of the original vote, the outcome may have been different; (2) a majority of the Board approves; and (3) none of the instances set forth above that would prohibit a motion to reconsider exist.

- E. SUBSTITUTE MOTION.** A member may make a substitute motion if he/she is not in agreement with the motion on the floor. This motion is debatable. No more than three motions shall be on the floor at any given time.
- F. MOTION TO POSTPONE.** If a member would like to defer consideration of a matter, a motion to postpone is in order, which may include a time and date to continue the discussion. When postponing an advertised public hearing, a time and date certain must be included in the motion. This motion is debatable.
- G. MOTION TO CLOSE DEBATE/CALL THE QUESTION.** Any Commissioner may move to close debate/call the question on the motion being considered. This motion is not debatable and requires a two-thirds vote of the members. If the motion passes, all discussion ends and a vote is taken on the motion on the floor.
- H. ADJOURNMENT.** No motion is required to end the meeting. The Mayor declares the meeting adjourned without objection.

## **V. VOTING**

- A. MOTIONS.** Motions require a majority vote of those members present for passage. If a supermajority vote is required, the motion must receive an affirmative vote of a majority of those present and voting, plus one, unless otherwise required by charter, special or general law, or county ordinance. Final action on a pending motion may be postponed in accordance with paragraph F. above.
- B. METHOD.** The vote may be by voice, show of hands, or roll call as decided by the Mayor. The maker and seconder of the motion need not be present in Chambers when the vote is taken. The Mayor shall call for the vote and announce the results, which will be recorded by the Clerk. Every member who is in the Commission Chambers must vote, unless the member has publicly stated that he/she is abstaining from voting due to a conflict of interest pursuant to Sections 112.3143 or 286.012, Florida Statutes. (*See* "C. Voting Conflict.") A Commissioner's silence will be counted as an "aye" vote.
- C. VOTING CONFLICT.** No Commissioner shall vote on a matter when the Commissioner has a voting conflict pursuant to Sections 112.3143 or 286.011, Florida Statutes. Further, in accordance with the County's Code of Ethics, any Commissioner with a conflict shall not participate in the discussion of the item. The abstaining member shall comply with the requirements of the referenced state law as applicable, including the filing of Form 8B "Memorandum of Voting Conflict" with the Clerk within ten (10) days of the meeting at

which the conflict was declared. A copy of Form 8B shall also be filed with the Palm Beach County Commission on Ethics.

- D. VOTE CHANGE.** Any Commissioner may change his/her vote before the next item is called for consideration.
- E. TIE VOTE.** A tie vote shall result in the failure of the motion; however, there is no prevailing side for the purposes of a Motion to Reconsider. Any member of the Board may, at the next regular meeting and with approval by a majority of the Board, request that the item be placed on a future agenda for consideration.

## **VI. PUBLIC PARTICIPATION IN COUNTY GOVERNMENT**

- A. CITIZEN INPUT.** The Board recognizes the important right of all citizens to express their opinions on the operation of County government and encourages citizen participation in the local government process. The Board also recognizes the necessity for conducting orderly and efficient meetings so that County business may be completed efficiently, effectively, and timely. Members of the public wishing to speak at Board meetings shall comply with the procedures set forth below.
- B. ACCESSIBILITY.** All persons with disabilities shall be provided reasonable assistance to enable them to effectively participate in Board meetings.
- C. COMMENT CARDS.** Any member of the public wishing to speak before the Board or who wants to make their position known but does not want to address the Board shall complete a "comment card" and present the card to staff in the Commission Chambers for forwarding to the Mayor. Only those individuals who have submitted comment cards and who have been recognized by the Mayor may address the Board. Any member of the public who has filled out a card must be present when the Mayor announces the person's name if they desire to be recognized. If an individual does not wish to speak and instead submits a card with his/her comment noted, it is within the Mayor's discretion to read the comment into the record. If the Mayor does not read the comment, the comment card is nonetheless submitted as part of the official record. As a general practice, comment cards will not be accepted after presentation of an agenda item has begun; however, the Mayor has the discretion to accept additional comment cards. Comment cards are considered public records and are to be submitted to the Minutes Clerk before the meeting adjourns.
- D. CIVILITY.** All public comments and any multimedia shown or material distributed shall be related to the proceeding before the Board, shall avoid redundancy, and shall not disrupt the orderly progress of the meeting. The Mayor may curtail unrelated or repetitious comments. No person attending a Board meeting will be permitted to harass any other person in the room. Any person who becomes disorderly, disruptive, truculent, or exceeds the allotted time given by the Mayor, makes comments unrelated to agenda item being addressed, or otherwise obstructs the meeting progress, shall be subject to removal from the Commission Chambers by County security/Sheriff deputy, and barred from making

any additional comments during the meeting by the Mayor, unless permission to continue or again address the Board is granted by a majority vote of the Board members present.

- E. RELEVANCY.** Comments shall be limited to the subject being considered by the Board and, if there is a motion on the floor, shall be limited to the motion. Comments during “Matters by the Public” should be germane to County business. Comments on any matter appearing on the agenda the same day are to be made at the time the item is considered under the Consent or Regular Agenda and not under “Matters by the Public.”
- F. MANNER.** Each person addressing the Board shall step up to the podium and give his/her name and address for the record. No person other than a member of the Board and the person having the floor shall be permitted to enter into any discussion without the permission of the Mayor. All remarks shall be addressed to the Board as a body and not to any individual member, or to any person in the audience. Commissioners may ask questions of the speaker after his/her uninterrupted comments have been made. No question shall be directed to a Commissioner or staff except through the Mayor. No persons other than members of the Board, County staff, individuals participating in an agenda item presentation at the staff table, or persons authorized by the Mayor, are allowed beyond the podiums.
- G. ALLOTTED TIME.** Each member of the public shall be granted three (3) minutes to speak. The Mayor has the discretion to extend the maximum speaking time or allow the use of a speaker’s time by another individual. In the event more than twenty (20) people indicate their desire to speak on the same or a related subject, the Mayor may establish time limits to ensure the progress of the meeting and resolution of the issue. In any event, the Mayor shall have the discretion to increase or reduce speaking time limits as may be necessary.
- H. LOBBYISTS.** Any person defined as a “lobbyist” under the County’s Lobbyist Registration Ordinance shall register before addressing the Board unless an exception set forth in the ordinance applies.
- I. CONSENT AGENDA.** Prior to Board approval of the Consent Agenda, public comment will be accepted. One comment card identifying all items of interest shall be submitted to County staff who will pass it on to the Mayor. If more than one item is identified, the three-minute allotment may be extended at the Mayor’s discretion.
- J. DISSEMINATION OF INFORMATION/USE OF MULTIMEDIA.** Any member of the public desiring to submit information to the Board relevant to the item may do so only when they are at the podium and recognized to speak. No motion to receive and file any submission by the public is necessary to make same a part of the record; the Mayor may “accept without objection” providing there is none. Due to time constraints, there shall be no expectation that the Board will read any information submitted at a Board meeting. Early submission of information relevant to an item appearing for Board consideration is encouraged. The public is authorized to use multimedia supportive of their comments.

Multimedia is to be submitted to the County's Public Affairs Department five (5) working days prior to the Board meeting.

- K. EMPLOYEES.** Employees of the County have every right as any other member of the public to address the Board. However, comments pertaining to an active grievance, arbitration, or other personnel dispute are not appropriate for this forum and will not be addressed by the Board.

## **VII. COUNTY COMMISSION**

- A. DESIGNATION AS MAYOR/VICE MAYOR.** The member elected as Chair shall be known as the Mayor of Palm Beach County, and the member elected Vice Chair shall be known as the Vice Mayor.

- B. MAYOR/VICE MAYOR DUTIES.** The Mayor presides over Board meetings and is recognized as the ceremonial dignitary who serves as the County's official representative. The Mayor's responsibilities include, but are not limited to, the following:

1. Calling the meeting to order after ascertaining that a quorum is present.
2. Preserving order and deciding points of order.
3. Expediting business in a way that is compatible with the rights of members of the Board.
4. Executing documents as provided in paragraph D. below.
5. Declaring the meeting adjourned.

The Vice Mayor acts in the absence of the Mayor or, in the event of his/her inability to serve by reason of illness or accident, shall perform the duties and functions of the Mayor until his/her return.

- C. VICE MAYOR ELECTION; TERM OF OFFICE.** The Mayor and Vice Mayor shall be elected from and by the members of the Board at the first Board meeting following the November election and the swearing-in of the newly-elected County Commissioners or, in years in which no swearing-in takes place, at the first Board meeting after the first Tuesday in November. The term shall be for one year from the date of the election, unless a different term is approved by a majority of the Board. The Board may remove the individual from the position of Mayor by majority vote. In the event the Mayor relinquishes his/her office, the Vice Mayor shall be automatically appointed Mayor for the remainder of the term. In the event the office of Vice Mayor becomes vacant, the Board shall elect a new Vice Mayor to serve until the term expires. The election process shall be as follows:

1. The Clerk, in the case of the Mayor's election, and the Mayor, in the case of the Vice Mayor's election, calls for nominations.
2. Nominations are made and received. A member may nominate himself or herself. No second is required.

3. The Clerk/Mayor asks if there are any further nominations. If none, the Clerk/Mayor declares that nominations are closed. No motion to close nominations is required.
4. The Clerk/Mayor calls for a vote.
5. The nominee who receives a majority of the votes is elected.

**D. SIGNATURE BY THE MAYOR.** Generally, all items approved by the Board will be hand delivered to the Mayor's office by the Minutes Department for signature. Documents may also be signed in other offices as appropriate. When the items have been signed, the documents will be released only to a Deputy Clerk to be attested, sealed and distributed. The Vice Mayor, if available, shall execute items if the Mayor is unavailable. If the Mayor and Vice Mayor are not available, and there is a need to obtain an immediate signature, any Commissioner may sign a document providing the County Attorney's Office has signed for legal sufficiency. Strict adherence to this procedure is necessary to ensure the integrity of the documents and particularly to expedite handling those items with time constraints. Only documents received from a Deputy Clerk will be signed by the Mayor or Vice Mayor who, in turn, will release them only to the Clerk's custody.

**E. FACSIMILE SIGNATURES.** Upon election, the Mayor and Vice Mayor shall execute Affidavits of Manual Signature and Authorization to fix Facsimile Signature (rubber-stamped signature) for filing with the Secretary of State. Use of a facsimile signature is limited to instruments of payment, official orders, proclamations, and any public security or instrument of conveyance to which at least one required signature has been manually subscribed. Facsimile signatures cannot be used on contracts or ordinances.

**F. NEWLY ELECTED COMMISSIONERS.** The term of County Commissioners elected to office shall commence on the second Tuesday following the general election as specified in Section 100.41, Florida Statutes. A swearing-in ceremony for newly elected commissioners will be coordinated by the County Administrator. The County Administrator shall provide an orientation program for all new Commissioners.

## **VIII. GENERAL PROVISIONS**

**A. COMMISSIONER ATTENDANCE BY TELEPHONE.** There may be times when a Commissioner is physically unable to attend a Board meeting. If a majority of the members of the Board present in the Commission Chambers determines that extraordinary circumstances exist to justify the absence of a County Commissioner from a meeting, the Board may allow the absent Commissioner to participate by telephone conference or other interactive electronic technology. While the determination of whether an extraordinary circumstance exists is left to the Board's good judgment, the Attorney General's Office, acknowledging that the Board makes the ultimate decision, has opined that a serious medical condition is an extraordinary circumstance and a scheduling conflict is not. The absent Commissioner does not count towards a quorum. In instances in which the physically absent Commissioner participates in a meeting, the Commissioner shall be allowed to cast his/her vote.

- B. BOARD MEMBER REPRESENTATION AT OTHER MEETINGS.** The Mayor will represent the Board at meetings, conferences or other occasions involving other governmental entities, agencies, officials or groups, or nongovernmental organizations, departments, agencies or officials, and report back to the Board anything of significance. The Mayor may designate another member to represent the Board. The Mayor or his/her designee shall have no power to act for or on behalf of the Board or the County, unless previously authorized to do so.
- C. AMENDMENT, SUSPENSION, AND CONSTRUCTION OF RULES.** Any amendment of these rules shall be in accordance with the Administrative Code. The Board may temporarily suspend any rule during a meeting with an affirmative vote of a majority of the Board. These rules are for the efficient and orderly conduct of Commission business only; no violation of such rules shall invalidate any action of the Board when approved by a majority vote.
- D. EFFECTIVE DATE.** These rules shall go into effect on \_\_\_\_\_ - \_\_\_\_\_, 2023, and shall supersede all other rules previously adopted by the Board.

*Adopted December 18, 2012*

*Effective January 1, 2013*

*Revised January 15, 2013*

*Revised March 2, 2016*

*Revised March 13, 2018*

*Revised December 19, 2023*

**RESOLUTION NO. R-04-2022**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LANTANA, FLORIDA, AMENDING THE COUNCIL'S RULES AND PROCEDURES BY REPEALING RESOLUTION R-11-2021 AND ADOPTING REVISED RULES AND PROCEDURES AS SET FORTH HEREIN; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**WHEREAS**, the Town Council of the Town of Lantana, Florida, desires to adopt rules of procedure in order that Town business may be conducted in an orderly fashion; and

**WHEREAS**, certain rules and procedures previously adopted by the Town Council need to be revised in order to reflect changes desired by the Town Council; and

**WHEREAS**, the Town Council has determined that these new rules and procedures are in the best interests of the health, safety, and welfare of the residents and public at-large; and

**WHEREAS**, Section 9, Article III. of the Lantana Code of Ordinances provides that the council shall determine its own rules and order of business.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LANTANA, FLORIDA**, that:

Section 1: Resolution R-11-2021 is hereby repealed in its entirety.

Section 2: The Town Council does hereby adopt the revised rules and procedures of the Town Council attached hereto as Exhibit A and made a part hereof.

Section 2: In the event of a conflict between this Resolution and *Robert's Rules of Order*, this Resolution shall control.

Section 3: This Resolution shall take effect immediately upon adoption.  
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**RULES AND PROCEDURES OF THE TOWN COUNCIL  
OF THE TOWN OF LANTANA, FLORIDA**

**SECTION I.        PRESIDING OFFICER**

1.     The presiding officer of the Town Council shall be the Mayor.
2.     As presiding officer, the Mayor shall preserve strict order and decorum at all regular and special meetings of the Town Council.
3.     The Mayor shall state every question coming before the Town Council, announce the decision of the Town Council on all subjects, and decide all questions of order; subject, however, to an appeal to the Town Council, in which event a majority vote of the Town Council shall govern and conclusively determine the question of order. The Mayor shall vote on all questions.
4.     In the absence of the Mayor, the Vice Mayor shall act as the presiding officer. In the absence of both the Mayor and the Vice Mayor, the Vice Mayor Pro Tem shall act as the presiding officer.

**SECTION II.       MEETINGS**

1.     Regular Meetings

The Town Council shall meet for at least one (1) meeting per month. ~~The Routinely, the~~ Town Council shall conduct its regular meetings on the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Mondays of each month, convening at 6:00 p.m. Notwithstanding the foregoing, either or both meetings may be rescheduled as necessary to accommodate the needs of the Town Council, the Town Staff, and/or the Town. ~~Nothing shall be discussed with the exception of~~ The Town Council will only take action on: (1) items placed on the agenda by the Town Manager; (2) items placed on the agenda by ~~an individual a~~ majority vote of the Councilmembers present; or (3) items of an emergency nature. However, any member of the Town Council may introduce a matter for discussion and consideration to be placed on a future agenda.

2.     Workshop Meetings

The Town Council shall hold workshop meetings on an as needed basis as determined by a majority of Councilmembers. The Town Councilmembers shall be notified of all business to be discussed at least twenty-four (24) working hours prior to the meeting. No business shall be discussed that is not on the pre-schedule agenda unless approved by a majority vote. Business of an emergency nature may be placed on the workshop agenda at any time. No formal action may be taken at a workshop, except that the Council may, by consensus, direct the Town Manager to place an item on future agenda for action.

shall be taken up for consideration and disposition in the ~~following order which may be re-ordered by majority vote of the Town Council;~~ set forth on the agenda. The Town Manager shall be responsible for the format and order of the agenda, which may be added to, deleted from, and/or re-ordered by a majority vote of a quorum present but such action shall apply only to that specific agenda.

- ~~1. — Roll call; moment of silent prayer; and pledge of allegiance~~
- ~~2. — Approval of minutes~~
- ~~3. — Approval of agenda~~
- ~~4. — Staff and committee reports~~
- ~~5. — Ordinances and resolutions~~
- ~~6. — Miscellaneous business~~
- ~~7. — Statements from the public~~
- ~~8. — Items for future agendas~~
- ~~9. — Council comments~~
- ~~10. — Adjournment~~

#### SECTION VI. ~~READING OF THE MINUTES~~ CONSENT AGENDA

1. The agenda may have a Consent Agenda section for placing routine or “house-keeping” matters that do not routinely require individual deliberation or an individual vote. The Town Manager shall determine whether an item belongs on the consent agenda while preparing the final agenda. Supporting materials for the consent agenda items shall be included in the agenda packet and distributed to the Councilmembers before the meeting.

The presiding officer shall present the consent agenda at the beginning of the meeting. Items may be removed from the consent agenda at the request of any one Councilmember. Items not removed may be adopted by general consent without debate. Removed items may be taken up immediately after the consent agenda or placed later on the agenda at the discretion of the Councilmembers.

When preparing the minutes, the Town Clerk shall include the thorough explanation of each consent agenda item adopted as part of the consent agenda.

#### SECTION VII. ~~READING OF THE MINUTES~~

1. The minutes may be approved without reading if the Town Council has received a copy of the minutes.

#### SECTION VIII. ~~RULES OF DEBATE, DISSENT OR PROTEST~~

1. Presiding Officer: The Mayor may second motions, debate and vote but may not make motions unless he passes the gavel to the Vice Mayor or Vice Mayor Pro Tern for the duration of the particular matter on which he desires to assume a more active role. Any other member of the Town Council who is acting as presiding officer

silence shall be recorded as an affirmative vote.

**SECTION IX. MOTION TO ADJOURN AND TABLE**

A motion to adjourn or table shall always be in order and shall be decided without debate.

**SECTION XI. DECORUM**

1. While the Town Council is in session, members must preserve order and decorum. A member shall neither, by conversation or otherwise, delay or interrupt the peace of the Town Council; disturb any member while speaking; or refuse to obey the rules of order of the Council or its presiding officer, except as herein otherwise provided.
2. Any person making personal, slanderous remarks, or who shall become boisterous while addressing the Town Council, shall be called to order by the presiding officer, and shall be ordered removed from the meeting, if necessary, unless permission to continue is granted by a majority vote of the Council.
3. The Chief of Police or any member or members of his department, or any member or members of the Auxiliary Police as he may designate, shall be Sergeant at Arms at the Council meetings. When requested by the presiding officer, the said Sergeant at Arms shall carry out the orders and instructions given by the presiding officer.

**SECTION XII. PERMISSION REQUIRED TO ADDRESS COUNCIL**

1. Any person wishing to address the Council may speak under the portion of the agenda entitled "~~Public Comments~~~~Statements from the Public~~"; otherwise, interested persons may speak on specific agenda items as published at the appropriate times as set forth in ~~section 2. subsection b.~~ below.
2. To address the Council on any agenda item, a Public Comment Card must be fully completed and presented to the Town Clerk prior to the item being discussed. A separate card is necessary for each agenda item to be addressed and also to speak on any matter that is not specifically listed on the agenda during "~~Statements from the Public~~~~Public Comment~~".
3. Any member of the audience who expresses a desire to speak on a motion shall be called upon prior to discussion by the Council and before the vote is taken. The presiding officer shall state a motion before a vote is taken.
4. The Council's presiding officer shall declare immediately whether the motion has passed or failed.

**RESOLUTION NO. 13-23**

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF ROYAL PALM BEACH, FLORIDA, PROVIDING FOR PUBLIC PARTICIPATION RULES OR POLICIES IN ACCORDANCE WITH NEWLY ADOPTED FLORIDA SENATE BILL 50 WHICH IS CODIFIED AT SECTION 286.0114, *FLORIDA STATUTES*; PROVIDING AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.**

**WHEREAS**, the Village of Royal Palm Beach (the "Village") desires to provide for public participation at all of its public meetings in accordance with newly adopted legislation codified at Section 286.0114, *Florida Statutes*, in order to insure sufficient opportunity for the public to be heard; and

**WHEREAS**, the Village Council of the Village of Royal Palm Beach, Florida, believes that it is in the best interests of the health, safety and welfare of its citizens to provide such rules or policies for public participation at public meetings of the Village Council of the Village of Royal Palm Beach and all other formally appointed Boards and Commissions.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF ROYAL PALM BEACH, FLORIDA:**

Section 1: The Village Council of the Village of Royal Palm Beach, a municipal corporation, hereby adopts the following public participation rules or policies to be followed at public meetings of the Village Council of the Village of Royal Palm Beach and all other formally appointed Boards and Commissions:

**PUBLIC PARTICIPATION AND OPPORTUNITY TO BE HEARD.**

- A. GENERALLY.** The Village of Royal Palm Beach, Florida, welcomes comments from the public who shall be given a reasonable opportunity to be heard on items placed on the agenda as provided for below in accordance with Section 286.0114, *Florida Statutes*. Each speaker is only allowed one (1) opportunity per topic to speak for a maximum of three (3) minutes unless allowed additional time by the presiding officer. This time limit has been determined to be reasonable pursuant to Village Code Sec.2-17(g). By way of example, a citizen may not give his or her allotted three (3) minutes to another person in order to allow them to speak for six (6) minutes. Any citizen desiring to speak at a public meeting in accordance with these rules shall identify him/herself by name and address, and if the speaker is speaking for a group or organization, she/he should so state. Citizen comments will be directed to the Council or Board, as a body through its presiding officer. Remarks shall not be addressed to a single member of the Council or Board, the Attorney, or the Manager unless a majority of the members present for the Council or Board shall so agree. The members of the Council or Board are free to

behavior continue, the individual shall be escorted from the room by a law enforcement officer or his designee. Unauthorized remarks from the audience, outbursts, yelling and/or similar demonstrations shall not be tolerated under any circumstances. The above regulations are deemed to be reasonably related to the important government interest of public bodies in confining their meetings to specified subject matters while rationing their time for decision making; and the regulations herein are supported by the holding in *Jones v. Heyman*, 888 F.2d 1328, 1331(11<sup>th</sup> Cir. 1989).

Section 2: This Resolution shall take effect immediately upon adoption.

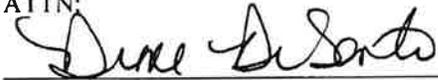
PASSED AND ADOPTED this 19th day of September, 2013.

VILLAGE OF ROYAL PALM BEACH



MATTY MATTIOLI, MAYOR

ATTN:



DIANE DISANTO, VILLAGE CLERK

(SEAL)



Book	School Board Policies
Section	Ch. 1. School District
Title	School Board Meetings
Code	1.03
Status	Active
Adopted	May 9, 2023
Last Revised	October 20, 2021
Prior Revised Dates	6/2/76; 7/21/82; 11/20/85; 07/09/01; 1/16/02; 4/5/2006; 9/30/09; 4/18/2012; 11/06/13; 10/18/17; 06/03/2020; ER 7/8/20; 9/30/20; 10/20/2021; 05/09/2023

## **Policy 1.03 - School Board Meetings**

### **A. Standing Rules and By-Laws**

- 1. Purpose of the Policy and Rules of Order of the Meetings/Workshops** - It is the policy of the School Board that this Policy shall govern all official meetings of the School Board. The purpose of this Policy is to provide for the efficient and orderly functioning of the business of the School Board; to protect the rights of each individual; to protect the right of the majority to decide; to protect the right of the minority to be heard; and to foster an atmosphere of civility and respect within the Board and those appearing before the Board. All Board meetings shall be conducted in accordance with Robert's Rules of Order (newly revised, latest edition), this Policy's Standing Rules and By-Laws, and Special Rules of Order, Florida's Uniform Rules of Procedure, as applicable, and the Florida Statutes, including the Florida Administrative Procedure Act. If any conflict exists between Robert's Rules of Order and the Board's Standing Rules and By-Laws, or Special Rules of Order, the provisions in the Board's Standing Rules and By-Laws, or Special Rules of Order shall control and supersede Robert's Rules.

### **2. Public Meetings and Exceptions -**

All meetings of the School Board of Palm Beach County ("School Board" or "Board") shall be open to the public except those meetings exempted under the Florida Sunshine statutes or other Florida statutes. The School Board invites the advice and counsel of the people with an interest in the School District of Palm Beach County, including by means of public comment, subject to the limitations as stated below in sub-paragraphs, A, 6 (b) and (c) of the Standing Rules and By-Laws, at the Board's regular and special meetings and workshops.

### **3. Regular Board Meetings -**

- Regular Board meetings shall typically begin at 5:00 p.m. and shall end no later than approximately 10:00 p.m. except as necessitated to accommodate any "remaining" public speakers, absent a Board vote to extend the time of the meeting. A regular meeting may commence prior to 5:00 p.m. if properly advertised and notice is provided to the public. The dates and time of regular Board meetings will be determined by Board action at its organizational meeting in November, although at a later date the Board may reschedule a meeting(s).
- Action Items on the Agenda** - All action items to be considered at regular Board meetings shall be submitted to the Superintendent's office for inclusion on the agenda

not later than ten (10) working days prior to the meeting at which consideration is desired, except as stated in Paragraph A, 10 below. The agenda is published approximately ten (10) days, and no later than seven (7) days, prior to the regular meeting.

c. **Order of Regular Meetings** - The order of regular meetings shall be set forth in the agenda consistent with Fla. Admin. Code Rule 28-102.002(1) (b) and at a minimum include the following:

- i. The official name of the agency; the time, date, and place of the meeting; and a statement that this meeting is open to the public
- ii. Call to Order and Pledge of Allegiance Review of Minutes, if any
- iii. Chair to add agenda items, if any, for good cause
- iv. Superintendent withdraws items, if any
- v. Board pulls items, if any, from the Consent Agenda
- vi. Board review and approval of the agenda
- vii. Disclosures and Abstentions, if any
- viii. Superintendent Report
- ix. Board Member Comments, 4 minutes per member, including the Chair's
- x. Presentations, proclamations and resolutions
- xi. Student Government Report
- xii. Committee Reports<sup>[1]</sup>
- xiii. General Counsel Report, if any
- xiv. Inspector General Report, if any
- xv. Delegations Speakers: Elected Officials and Other Delegates
- xv. Public Comment on Agenda Items
- xvi. Consent Agenda listed
- xvii. Approval of the Consent Agenda
- xviii. Unfinished Business
- xix. New Business
- xx. Board Discussion Items
- xxi. Non-Agenda Speakers, Time certain at the end of meeting or 7:00 p.m., whichever comes sooner.
- xxii. Adjourn

d. **Consent Agenda** - In regular meetings, the Board may utilize a consent agenda to increase the efficiency of approving large numbers of routine or non-controversial items. Except for any item that a Board member pulls from the consent agenda and it is moved to the New Business portion of the meeting, all items on the consent agenda may be approved in gross and without debate or amendment. The consent agenda of a regular meeting may include proposed policy development items. The consent agenda of a regular meeting may also include proposed policy adoption items unless, after publication of the adoption notice, an affected person has specifically requested a public hearing for the proposed rule pursuant to the hearing request provisions of Fla. Stat. § 120.54(3)(c) or the adoption vote is combined with the public hearing. When

a public hearing is held on a policy, per Statute, the Superintendent shall ensure that the persons responsible for preparing the proposed policy are available to explain the Board's proposal and to respond to questions or comments regarding the policy being developed.

**e. Delegation Speakers at Regular Board Meetings –**

- i. Unless otherwise provided in a collective bargaining agreement, only one (1) person may speak on behalf of a delegation although other persons from that entity may address the Board during public comment on agenda or non- agenda items. Delegates are elected or appointed political officials, collective bargaining representatives, the Education Foundation, and representatives of recognized educational District partners, which consist of organizations appointing members per Board policy to advisory committees and recognized organizations officially designated by the Superintendent from time to time. These speakers are allowed four (4) minutes to address the Board, although the Board may vote to shorten or lengthen the time consistent with any collective bargaining agreement. A list of potential delegation speakers will be provided to the Board Clerk.
- ii. Delegation speakers will be heard before the vote on the consent and non-consent agenda.

**4. Special Meetings**

- a. Special meetings conducted by the Board shall begin at times designated by the Board, the Board Chair, or Superintendent.
- b. Special meetings may be called for at any location within the county upon forty-eight (48) hours public notice, as provided for in Florida Statutes. Special meetings may be called by the Superintendent, Board Chair or a majority of the Board members, pursuant to the procedure set forth in Fla. Stat. § 1001.372 (1) & (2).
- c. Members of the Board may request the scheduling of a special meeting by requesting, preferably in writing, that the Superintendent schedule a meeting on a specific matter and the Superintendent would send out notification to the Board members, with a reminder not to communicate with other Board members, to ask if a majority want a special meeting on that matter; ~~only by~~ alternatively, a special meeting can be scheduled with the approval of a majority of the members present at a regular or special public Board meeting. In both instances, the additional procedures in Fla. Stat. § 1001.372 (1) must be followed.
- d. The purpose of special meetings includes presenting the Board with:
  - i. important matters arising between regular meetings which require urgent action;
  - ii. specific matters of business which are not being raised at the Board's regular meeting;
  - iii. emergencies;
  - iv. policy development;
  - v. presentations, proclamations, and resolutions or;
  - vi. other matters as decided by the Superintendent (or as decided by the Board Chair or majority of the Board, in the event the Superintendent should decline to call a special meeting when requested to do so by the Chair or majority of the Board pursuant to Fla. Stat. § 1001.372 (1) & (2)).
- e. **Action Items on the Agenda** Pursuant to Fla. Stat. 120.81, the agenda for a special meeting "shall be prepared upon the calling of the meeting, but not less than 48 hours prior to the meeting." Further, per Fla. Stat. § 120.525, "the agenda, along with any meeting materials available in electronic form, excluding confidential and exempt information, shall be published on the [District's] website."
- f. **Consent Agenda** - The order of special meetings shall be as required by Florida law and, if specified on the agenda, may include a consent agenda, which shall be called up and later approved before any pulled agenda items are discussed. In special meetings, the Board may utilize a consent agenda to increase the efficiency of approving large numbers of routine or non- controversial items.

Except for any item that a Board member pulls from the consent agenda and it is moved to the New Business portion of the meeting, all items on the consent agenda may be approved in gross and without debate or amendment. The consent agenda of a special meeting may include proposed policy development items. The consent agenda of a special meeting may also include proposed policy adoption items unless, after publication of the adoption notice, an affected person has specifically requested a public hearing for the proposed rule pursuant to the hearing request provisions of Fla. Stat. § 120.54(3)(c) or the adoption vote is combined with the public hearing. When a public hearing is held on a policy, per Statute, the Superintendent shall ensure that the persons responsible for preparing the proposed policy are available to explain the Board's proposal and to respond to questions or comments regarding the policy being developed.

#### **5. Workshops -**

- a. Workshops conducted by the Board shall begin at times designated by the Board, the Board Chair, or Superintendent.
- b. The purpose of the workshop meeting shall include to acquaint the Board with background information and/or for Board policy development pursuant to Fla. Stat. §.120.54 (2) (c). No Board votes will be taken at a workshop, except as to procedural matters relating to that workshop and direction may be stated as to Board Discussion items, as stated below in sub-paragraph A, (6) (a). As to Board policy workshops, Board members may provide feedback for consideration by staff and the Superintendent in the development of the policy. If a policy workshop has not been scheduled for a proposed revised or new policy and a member of the public timely requests a workshop, the Superintendent has the authority to decide whether to schedule a workshop or, on behalf of the School Board, explain in writing why a workshop is unnecessary.

#### **6. Procedures Common to All Meetings (unless otherwise stated):**

- a. **Board Discussion Items** - There shall be a standing agenda item on each Regular and Special meeting and workshop agenda for Board Discussion Items. The purpose of these discussion items is to allow Board members to raise issues of concern and/or interest for information and discussion amongst fellow Board members. Board direction on Board Discussion items shall be limited to: requesting a workshop at a future meeting, that the matter be brought to the Board as a future agenda item for a vote, or directing the Superintendent to provide information. Any Board member may identify his or her topic of discussion up until 5:00 pm the day prior to the commencement of the Board meeting.
- b. **Public Comment**
  - i. The School Board recognizes the important right of the public to express their opinions on School Board related matters as stated in this Policy and encourages public participation. Members of the public wishing to speak at School Board meetings shall comply with the procedures set forth in this Policy. Public comments are governed by the provisions of this Policy, the public meeting notice, and Chair's statements at the opening of the meeting. No anonymous comments will be accepted.
  - ii. Pursuant to Fla. Stat. § 286.0114, members of the public shall be given a reasonable opportunity to be heard and provide public comment before the Board takes action on a matter, including items on the consent agenda. As stated in this Statute, this requirement allowing public comment does not apply to; a) emergency situations affecting the public's health, welfare, or safety, if compliance with the requirement would cause an unreasonable delay in the ability of the Board to act; b) if the official action is no more than a ministerial act; c) if the meeting is exempt from the Sunshine Act; and d) where the Board is acting in a quasi-judicial capacity. No public comment will be permitted for closed Board meetings exempt from the Sunshine Act and for when the Board is acting in a quasi-judicial capacity, such as an Exceptions hearing.
  - iii. Persons who desire to speak on Agenda items in-person before the Board may call or write to the Board Clerk's office prior to 12:00 p.m.—noon-- of the day of the Board meeting or workshop, to advise of their intent to address the Board and must state their name and identify the particular agenda item(s). Persons who desire to speak in-person before the Board at regular

Board meetings on non-agenda items (for Regular meetings only) may call or write to the Board Clerk's office prior to 12:00 p.m.—noon—of the day of the Board meeting, to advise of their intent to address the Board and must state their name and identify the particular non-agenda issue(s) or topic(s) the speaker intends to address. Speakers pursuant to this sub-paragraph will include those speakers who indicate that they will be appearing in-person at a District-provided remote video site (such as West Tech), if the Superintendent decides to provide such a location. The Clerk shall provide a list to the Chair of those persons who called or wrote to address the Board, as well as, the particular agenda item(s) to which they wish to speak or non-agenda issues or topics.

- iv. Persons who have not contacted the Board office by the noon deadline to pre-register who desire to speak before the Board must complete a 'Comments by the Public Form' card ("Blue Card") and provide the card to the Board's Clerk before the scheduled start time of that particular meeting. A copy of the form PBSB 1749 is incorporated herein by reference as part of this Policy and can be found at: <https://www2.palmbeachschools.org/formssearch/pdf/1749.pdf>.
- v. When speaking at the meeting, the speakers must state what agenda item(s) they are addressing or non-agenda topic(s) at a regular Board meeting. Speakers must state their name and are requested to provide their address, School District number, or city of residence. If speaking on a school boundary issue, the speaker must state their address, community, or SAC number. No anonymous comments will be accepted.
- vi. No employee or representative of the Board or School District shall contact a person who has signed to speak at a Board meeting or workshop for the purpose of dissuading, interfering, or discouraging the speaker from addressing the Board. School Board members will not engage in dialogue with the speakers, other than statements from the Board Chair or presiding officer as set forth in this Policy. However, the speaker, before or after the meeting or workshop, may be contacted by the District representative or Board member in an attempt to resolve any District issue, including the subject of the speaker's intended remarks.
- vii. **Time for Public Comment** - At regular and special meetings and workshops, speakers may address the Board for no longer than three (3) minutes on agenda or non-agenda items at the appropriate time., although public comment at special meetings shall be limited to agenda items for that meeting. At workshops, speakers may address the Board for no longer than three (3) minutes per agenda items at the appropriate time prior to the presentation. By a majority vote, the Board may allow a longer time period for good cause. The microphone will be turned off when the time limit has been reached. However, if arrangements are made by 12:00 p.m., noon on the day of the meeting with the Board Clerk, if the speaker has an interpreter or needs ADA accommodations, reasonable additional time will be provided by the Chair if needed.
- viii. The Board, however, by a two-thirds vote may vote to limit the time to a lesser amount due to the volume of speakers or the amount of time scheduled for a special meeting or workshop.
- ix. Agenda Item Speakers addressing consent and non-consent agenda items will be heard before the vote on the consent and non-consent agenda.
- x. **Public Comments at Policy Development Workshops** - Speakers for public comments are allowed by Fla. Stat. §120.54 (2) (c) in workshops relating to the development or modification of policies. As required by this Statute, at these policy workshops, the persons responsible for preparing the proposed policy or their designees with knowledge will be available to explain the proposed policy and respond to questions or comments relating to the policy. Notice of this policy development workshop shall indicate the subject area which will be addressed; the agency contact person; and the place, date, and time of the workshop.
- xi. **Written Public Comments** - The Board also accepts for regular or special meetings or workshops public comment submitted in writing (which includes emails to the Board Office at the email address noted below in this sub-paragraph), provided they meet the requirements in this sub-paragraph. The person must provide their name and is requested to provide their address, School District number, or city of residence. The writing is limited to 400 words and must be received by the Board office no later than 12:00 p.m. noon of the day before the Board meeting or workshop. An email address to send these requests that are not hand-delivered or sent by mail is [boardoffice@palmbeachschools.org](mailto:boardoffice@palmbeachschools.org). Non-agenda item written comments are accepted for regular meetings only. Board members are required to read emails or letters relating to agenda items that are received prior to delivery deadline set forth in this sub-paragraph. Written public

comments relating to agenda items shall clearly identify what agenda item(s) they pertain to and should be confined only to the agenda item(s) being discussed. Written comments submitted pursuant to this sub-paragraph will not be read aloud at the Board meeting or workshop. All timely received written comments on agenda items will be attached to meeting minutes.

- xii. **Relevant Public Comments to Maintain Order** - Speakers as to agenda items shall confine their comments only to the agenda item being discussed. All non-agenda speakers' public comments must relate to educationally relevant topics or pertaining to the education of students or the academics or operations of the School District or its schools. Speakers whose comments do not relate to the topic that the speaker indicated or are not otherwise relevant as outlined above, including, but not limited to, personal comments directed at Board Members, the Superintendent or District staff and/or their families; or the mention of any person's candidacy for elected office, are subject to having the microphone turned off at the direction of the presiding officer and forfeiting the right to speak at the remainder of that day's meetings. Speaker remarks should be directed to the presiding officer or the Board as a whole and not to individual Board members or other members of the public attending the meeting. Personal, irrelevant comments about individual Board members, the Superintendent, or District staff and/or their family members are prohibited. The Board is aware of the right for comments to be critical of the organization and will not engage in viewpoint discrimination.
- xiii. Members of the audience are not part of the deliberative body and do not have standing to be recognized during the deliberative process to raise questions including making procedural objections under Robert's Rules of Order or this Policy.
- xiv. **Student's Public Comment** - The School Board recognizes the right of Palm Beach County School District students, as with all members of the public, to speak at Board meetings as allowed by this Policy. Students shall be permitted and welcome to speak at Board meetings, subject to the parameters stated in this Policy.
- xv. **Designated Spokesperson for Several Speakers** - When a large number of individuals have signed up to speak according to this policy at a regular or special Board meeting or at a workshop, the Board encourages groups or factions on a proposition or item to designate a spokesperson to allow for a thorough and cohesive presentation of the group's or faction's position on the issue while avoiding repetitious comments. In the event the group or faction requests for a designated spokesperson be recognized, provided the person followed the provisions in sub-paragraphs A, (6) b), (iii) or (iv) above, the person will have five (5) minutes to address the Board in lieu of others in the group or faction speaking, subject to the limitations set forth in sub-paragraphs A, 6, (b) (vii) and (viii) above. The time granted the group's or faction's spokesperson may not be ceded by the spokesperson or individual to another speaker.
- xvi. **Non-Agenda Speakers at Regular Board Meetings** - Remarks of speakers addressing non-agenda items must relate to educationally relevant topics or the School District topics as those pertaining to the education of students or the academics or operations of the School District or its schools. However, if the agenda items at regular meetings that are scheduled to commence at 5:00 p.m. have not been concluded by 7:00 p.m., public comment shall be heard on non-agenda items from approximately 7:00 p.m. until 7:30 p.m. The time will begin at the conclusion of the last item being heard prior to 7:00 p.m. and will continue for 30 minutes if there are sufficient speakers to utilize this time. At that time, unless the Board votes to suspend the rules, the agenda of the meeting shall continue and, once concluded, any additional non-agenda speakers not heard between 7:00 p.m. and 7:30 p.m. may address the Board.

c. **Civility and Decorum to Prevent Disruption of the Meeting** -

- i. In order to foster an atmosphere of civility and decorum to prevent disruption of the meeting<sup>[2]</sup>, public speakers must refrain from obscene or vulgar language or conduct, or statements that tend to incite violence or the breach of the peace. In addition, no person attending the Board meeting is to harass any other person who attended the meeting. See also sub-paragraph A, (6) (b) (xii) above.
- ii. Shouting, heckling, jeering, hissing, booing, engaging in speech that defames individuals or stymies or blocks meeting progress or loud, excessive or prolonged applause that disrupts the meeting are prohibited.

- iii. To keep all participants and District employees safe, everyone must obey all lawful orders issued by School Police, which may include remaining or moving to a specific area or location, lowering voices for safety reasons, or other safety-related commands.
  - iv. For safety and security reasons and/or to ensure that visibility is not disrupted for school police officers and/or visitors attending the meeting, visitors are not permitted to bring flags, signage, placards, posters, banners, bundles and/or other objects that could be disruptive or used as weapons to Board meetings, including, flags, signs or placards mounted on sticks or poles. These objects may be allowed if approved in advance by the Superintendent or designee: 1) for agenda presentations or 2) by public speakers<sup>[3]</sup> to provide information while they are speaking related to their topic and if compliant with the standards stated in this Policy for public comment and decorum. School police shall monitor these objects for reasons stated above. As a condition to entry to a District administrative building, members of the public are subject to being wanded and having any bags searched for weapons.
  - v. Near the beginning of the meeting, the Chair or presiding officer shall announce and issue a warning that in the event of interference with the orderly processes of the meeting, failure to follow any health or safety procedures or otherwise disruptive conduct, will result in removal of the person from the meeting. Palm Beach County School District Police will remove any such person accordingly. Failure to adhere to the protocols listed herein may be cause for removal. The Board Chair or presiding officer's opening statement shall be deemed the warning against interference with the orderly processes of the meeting.
  - vi. The Chair or presiding officer has the power to turn off microphones or to recess the meeting if there is any time when one or more persons continuously breaches a call to order or attempts to disrupt the proceedings.
  - vii. The Board Chair or presiding officer may order the removal from a public Board meeting of any person interfering with the expeditious or orderly process of such meeting, provided such officer has first issued the warning at the beginning of the meeting that interference with the orderly processes of the meeting will result in removal and that a second warning has been issued. This authority to issue a second warning or to order removal of a person for these reasons is also delegated by the Chair or presiding officer to the School Police. School police shall remove any person ordered removed pursuant to this paragraph. School Police will remove persons with only such force as is necessary to remove the offender.
- d. If a Board member requests that a member of the audience be recognized and permitted to address the Board, the Chair will entertain a motion and second from the Board and a vote of the majority will prevail. If a Board member requests that a member of staff address or respond to the Board, the Chair will request the Superintendent to respond or to designate a staff member to respond.
  - e. A member of the public may be invited prior to the meeting to address the Board for a specified amount of time when required by law or Board policy or at the request of the Superintendent.
7. **Methods of Voting** - In putting the question for a vote, the Chair calls first for the affirmative vote, then calls for the negative vote. A unanimous vote will be considered if all members voting (not abstaining due to a potential conflict of interest) audibly vote 'yes,' show by hands a 'yes,' or all those who are voting and present have indicated a 'yes' vote electronically on BoardDocs, or if they remain silent it will also mean consent (unless they abstained due to a potential conflict of interest). A Board member is deemed present at the Board meeting if the member had been at the dais or online and recorded as present, unless the member had departed the meeting and notified the Board Clerk/designee. A vote may also be taken by paper ballot, but the ballots must identify the Board members' names and the vote announced at the meeting. However, if a member votes 'no', electronically, audibly, by paper ballot, or by show of hands, it will then be considered a split vote. If a vote is evenly tied for and against a measure, such tie vote shall defeat the measure. For each vote, the Chair or presiding officer shall announce the vote, and the names of any member in dissent, after it is tabulated. Any Board members may request the Chair to ask for a roll call vote, which shall be taken by District numerical order.
  8. **Responding to Agenda Questions** - Designated staff members shall respond to agenda questions received from Board members on the District's e-mail network as a 'reply' to the inquiring Board member. Copies of the response shall be forwarded by the Board Clerk to all other Board members so that the reply contains the original question or query. These communications are public records and shall be added by the Board Clerk to the appropriate agenda item as soon as possible before the Board

meeting commences. Board members shall not use the e-mail network to express or indicate their positions on a specific Board agenda item, and shall not use e-mails as a means of communicating among themselves on matters that are foreseeable to come before the Board for action.

9. **Minutes** - The official minutes of the Board shall be taken, recorded, and maintained permanently as required by the Florida's Sunshine Act, Public Records Statute, and Fla. Stat. § 1001.42(1), (a) & (b), shall be kept in a safe place by the Superintendent or Board Clerk, and shall be made available by the Superintendent or Board Clerk to any citizen desiring to examine the minutes during the hours the office is open. Recently adopted Board meeting minutes appear on the District's website.

Unless as otherwise required by Fla. Stat. § 1001.42(1)(b) or other law, minutes of regular and special Board meetings shall record only the date, starting and ending times, Board members in attendance, Board member disclosures, presenters, conclusion of discussion items, motions, resolutions, and necessary information related thereto, the name of the person making and seconding a motion, or submitting a resolution, and the vote thereon (specifying by member's name the votes cast; any abstentions, or if the member was out of the room for the vote). Certain resolutions shall be spread upon the minutes, i.e. quoted in full as part of the minutes, when required by law. If any member of the Board or the Superintendent wishes any of that person's statements to be included in the minutes, the Board member or Superintendent may request during the meeting that such statement become a part of the official minutes. If a member abstains, the Memorandum of Conflict --Ethics Commission form 8B-- shall be attached to the minutes. Disclosures of Board members shall include conflicts of interest and if required by the Board's Lobbyist Registration Policy 2.5905.

Unless as otherwise required by Fla. Stat. § 1001.42(1)(b) or other law, minutes of Board workshop sessions shall indicate the date, starting and ending time, attending participants and subject(s) presented and discussed. These minutes shall clearly indicate that no official actions were taken by the Board members during this session, other than directions stated in sub-paragraphs (5) (b) and (6) (a) above.

10. **Changes to Posted Agenda** - Once an agenda for any Board meeting, including workshops, is posted and available, the agenda may be changed only for good cause determined by the Chair or the presiding officer. The good cause for the change(s) shall be stated on the record as may be reflected in the Board report and/or discussion at the meeting and notification of such change shall be at the earliest practicable time.
11. **Expulsion Meetings** - Final Board proceedings on expulsion of students are exempted from Florida's Government in the Sunshine Law, unless properly waived by the parent or eligible student. A special closed meeting of the Board, which is not open to the public, will be scheduled on expulsions, to commence either approximately one-half (1/2) hour prior to a regular Board meeting, or at a special meeting on another day, although the scheduling time and date may vary or the meeting canceled depending on the number of expulsions to be heard. Expulsion meetings with the Board are not an evidentiary hearing. At these special meetings, each expulsion will be considered separately and consecutively. Individuals may speak relating to the specific expulsion and Board discussion may follow. The vote on the expulsion and final order, without discussing the name of the student, will be taken and entered in accordance with Board action at the Board's public meeting following this special closed meeting.
12. **Cellphones** - All cellular telephone verbal conversations while in the room when a Board meeting is being conducted are not permitted. Such conversations are permitted only during meeting breaks or recess. Ringers for all cellular telephones must be set to silent or vibrate mode to avoid disruption of proceedings. Individuals, including those on the dais, must exit the chambers to answer verbally incoming cell phone calls.
13. Board members may attend workshops and participate at such workshops through the use of an interactive video and/or telephone system, but for this to occur, a quorum of Board members must be physically present at the workshop.
14. **Virtual Participation Conditions** - Under the following extraordinary circumstances, Board members may attend Board meetings and participate and vote through the use of interactive video and/or telephone systems, as long as a quorum of Board members are physically present at the meeting: in those instances where the member is out of the District while attending to District business, confined to home or hospital due to illness or accident, where the member's absence is due to a death or serious illness of an immediate family member, or where the Board meeting calendar changes and the member has a scheduling conflict. Any other situations which cause a member to be absent from a meeting will

require a vote by majority of the Board, based only on extraordinary circumstances as required by law, to allow the member to participate and vote by the above referenced technology. The extraordinary circumstance should be stated at the meeting.

15. **Virtual Meetings in Emergencies** - In the event an emergency is declared by Executive Order, legislation, or other lawful authority, and virtual or telephonic meetings through communications media technology are authorized for local public bodies such as the School Board, the provisions of this Policy and any other Board policy relating to a quorum of the Board being required to be physically present to conduct business and vote, the physical location of the meeting for the public to attend, and the method of conducting public comment are superseded and modified. The meeting, however, unless it is exempt, must meet other Sunshine law and State law requirements, including accepting public comment. The meeting notice must state how the public can access the meeting and make comments. The Board may then conduct virtual or telephonic meetings during pendency of the emergency.
16. The Board may suspend the rules within these Standing Rules and By-Laws for particular meetings by a two-thirds (2/3) vote of those members present, if not contrary to Florida or Federal Law.

#### **B. Special Rules of Order**

1. When a main motion has been brought before the Board, the Chair shall ask if the maker of the motion wishes to be assigned the floor first in discussion. Any other Board member who desires to speak in discussion must obtain the floor by addressing the Chair as 'Mr. Chair' or 'Madam Chair.' When the Chair recognizes the member, the member then has the floor and can speak to the motion.
2. Board member, having obtained the floor while a debatable motion is immediately pending, can only speak twice to the motion for no longer than three (3) minutes the first time and three (3) minutes the second time, unless additional time is obtained by consent of the remaining Board members. Such consent must be given unanimously or by means of a motion to extend the limits of debate.
  - a. Where a Board member seeks additional information from the Superintendent or other staff members, the Board member requests a point of information and asks follow-up questions regarding the motion on the floor. The discussion shall be limited to the Board member receiving the information requested. The Chair will decide on whether to allow the Board member to request a point of information. The request shall be limited to a point of information related to the motion. The Chair shall determine if the Board member may ask follow up questions.
  - b. When an emergency item is submitted to the Board for review and adoption by Board members, there shall be no time limit on discussion.
  - c. After a vote is taken, there shall be no further debate on the motion. All requests for personal privilege shall be presented to the Board Chair.
3. A motion to table or motion to postpone cannot be made until all members have had an opportunity to speak to the motion on the floor.
4. The Board may change the limits of discussion, for one meeting only, by means of a main motion adopted by a two-thirds vote without notice.
5. A Board member's remarks must have bearing on whether the pending motion should be adopted.
6. When a motion is pending, a Board member can condemn the nature or likely consequences of the proposed measure in strong terms, but a Board member may not, under any circumstances, attack or question the motives of another Board member.
7. If a Board member repeatedly questions the motives of other members who are mentioned by name, or persists in speaking on completely irrelevant matters under discussion, the Chair should warn the member. If the member continues, the Chair shall state that the member is 'out of order.'
8. Board members may not address one another directly, but must address all remarks through the Chair.
9. A Board member cannot speak adversely on a prior action that is not pending unless a motion to reconsider, rescind or amend is pending, or unless the member intends to conclude remarks by making or giving notice of one of these motions.

10. In discussion, the maker of the motion is not allowed to speak against the motion, although the maker can vote against the motion. If the maker desires to speak against the motion, the Board shall be advised and the member may ask permission to withdraw the motion.
11. During discussion and during voting, no member will be permitted to disturb the meeting or hamper the transaction of business.

12. Procedures for electing the Chair and Vice Chair:

- a. The Chair and Vice Chair are selected by MAJORITY VOTE of the School Board at the annual organization meeting or at meetings as stated below.

- b. The procedures for electing the Chair are as follows:

i. The Superintendent calls for nominations for the Chair.

ii. Any School Board member may nominate another member or himself/herself for consideration. No second is required.

iii. After allowing the opportunity for any nominations, the Superintendent calls for a close of nominations.

iv. The Superintendent announces the names of all nominees.

v. A roll call vote is taken for each Board member to vote on one of the nominees.

vi. A nominee is allowed to vote for himself/herself.

vii. The nominee achieving the majority of the votes will be declared the new Chair. The first individual nominee to achieve 4 or more votes has achieved the majority vote.

viii. The voting continues until a MAJORITY winner is declared.

ix. The Clerk records the votes of the Board through the roll call vote.

x. If however, after three sets of votes for a position a majority is not achieved, the Board may by majority vote select one of the following options or suspend the rules by a 2/3 vote for another option to reach a majority:

(1) A motion by ballot instead of by a showing of hands where the ballots with each Board member's name would be collected and then read by the Clerk (this is an option because under the Board's Special Rules of Order sub-paragraph B, 12, (b), (v) above it states a roll call vote is taken); or

(2) To unanimously (or by majority) accept/ratify the plurality and declare the person with the highest number of votes Chair/Vice Chair; or

(3) To allow a run off to break a 2/2 tie until only two nominees remain followed by the Board members casting their vote for Chair/Vice Chair for their choice between the two remaining nominees, or

(4) One of the nominees during the meeting could ask another nominee if he/she would withdraw if the other nominee agrees not to run for that position the following year. If that second nominee states that agreement at the meeting and is bound by that agreement and the other nominee decides to withdraw (again, not required).

c. The procedures for electing the Vice Chair are the same as for the Chair above. The Superintendent continues to preside over the vote for the election of Vice Chair.

d. Per Fla. Stat. § 1001.371, if "a vacancy should occur in the position of chair, the district school board shall proceed to elect a chair at the next ensuing regular or special meeting."

e. If a vacancy should occur in the position of Vice Chair, the School Board shall proceed to elect a Vice Chair at the next ensuing regular or special meeting.

13. Organization Meeting During an Election Year if the Board Offices are Closed

a. The organization meeting required during an election year if the Board Offices are closed shall be limited to the requirements in Fla. Stat. § 1001.371:

1. Superintendent Presides: Nominations and Vote for School Board Chair;

2. Superintendent Presides: Nominations and Vote for School Board Vice Chair;
  3. Board Chair Presides: Dates and Times for the following year's Regular Board Meetings; and
  4. Board Chair Presides: Organization Documents.
- b. In addition, pursuant to Fla. Stat. § 286.0114, public comment on agenda items only will be allowed.
  - c. Newly elected Board members will be sworn in before a notary public or judge as per Fla. Stat. § 92.50 (probably the Board Clerk) and execute the oath of office that day before the meeting commences.
14. Selection Process of a Board member (s) to serve as a governing board member on another organization's committees or for a Board member to be the liaison to a Board advisory Committee
- a. Board members vote to select the Board member (s) to serve as a governing board member or alternate on another organization's committees and for a Board member to be the liaison to a Board advisory committee. This usually occurs during the annual Board organization meeting, except for the meeting stated above in Paragraph B, 13.
  - b. Committee reassignments may also occur at any time upon request of a Board member or if a Board member has left office and if allowed by the other organization's committee's bylaws or if authorized by that committee.
  - c. Membership on the governing board or liaisons to these committees will change every two years unless:
    1. The other organization's committee's bylaws do not allow a change at that time,
    2. The Board member is an officer of the other organization's committee,
    3. The Board member serving as another organization's committee's governing board member or as the liaison to a Board advisory committee wants to continue that role and no other Board member wants that role.
15. All persons present at a meeting have an obligation to obey orders of the Board and School Police.
16. Any of these Special Rules of Order may be suspended for a particular meeting by a two-thirds (2/3) vote of School Board members present, if not contrary to Florida or Federal law.

RULEMAKING AUTHORITY:

Fla. Stat. §§ 120.81 (1) (a);  
 1001.32(2);1001.372;1001.41(1) &  
 (2);1001.42;1001.43 (10)

LAWS IMPLEMENTED:

Fla. Stat. §§ 119.07;120.525, 120.54,  
 120.569,120.57,120.81(1); 286.011; 286.0114;  
 1001.32(2);1001.371;1001.372;1001.42; 1001.43(6)  
 & (10);1001.51(2) & (3);1001.42(1) (a) & (b);1006.07(1)(a)

HISTORY:

6/2/76; 7/21/82; 11/20/85; 07/09/01; 1/16/02;  
 4/5/2006; 9/30/09; 4/18/2012; 11/06/13; 10/18/17;  
 06/03/2020; ER 7/8/20; 9/30/20; 10/20/2021; 05/09/2023

[1] If a Committee is going to be presenting a Report to the Board at the meeting, the Clerk must be notified in advance of the meeting in order to provide a list to the Chair.

[2] Per Robert's Rules (Secs, 61.7, 61.8, and 61.19), "all persons present at a meeting have an obligation to obey the legitimate orders of the presiding officer". This includes disorder and attempts to disrupt the proceeding.

[3] The speaker would provide the object to the Board Clerk by noon of the day of the meeting for Superintendent to review in advance.

[1749 Comments by the Public \(Blue Card\) \(1\).pdf \(152 KB\)](#)

# AGENDA Riviera Beach ON ALL AGENDAS.

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## ADA Notice

This meeting is open to the Public. In accordance with the Americans with Disabilities Act of 1990, persons in need of a special accommodation to participate in the proceedings shall contact the Office of the City Clerk at 561-845-4090 no later than 2 days (48 hours) prior to the proceedings.

To request material in accessible format, sign language interpreters, hearing impaired accommodation, or any accommodation to review any document or participate in these proceedings, please contact the Florida Relay Services 1-800- 955-8771 (TDD) or 1-800-955-8770 (voice) for assistance.

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## Public Comments Information

If anyone wants to speak on an agenda item, please complete a public comment card located at the front desk and give it to the City Clerk staff before the City Council takes up the item for discussion and before the public comments section is announced. In no event will anyone be allowed to submit a comment card to speak on an agenda item after the title of the item is read or considered.

**Consent Agenda:** Total time allotted for comment on the Consent Agenda to each member of the public is three (3) minutes.

**Regular Agenda:** Members of the public will be given three (3) minutes to speak on any regular agenda item.

Please note that the time limit for public comment may be reduced by a vote of the City Council based on the voluminous nature of public comment cards.

**Civility and Decorum:** Please be reminded that the City of Riviera Beach is committed to civility and decorum by its officials, employees, and members of the public who attend this meeting. The City Council has adopted "Rules of Decorum Governing Public Conduct during Official Meetings", which provides in pertinent part:

- Officials shall be recognized by the Chair and shall not interrupt a speaker.
  - Public comment shall be addressed to the City Council as a whole and not to any individual on the dais or in the audience.
  - Displays of anger, rudeness, ridicule, impatience, lack of respect and personal attacks are strictly prohibited.
  - Unauthorized remarks from the audience, stamping of feet, clapping, whistles, yells and similar demonstrations shall not be permitted.
  - Offenders may be removed from the meeting.
  - Please mute or turn off cell phone at the start of the meeting. Failure to do so may result in being barred from the meeting.
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## Lobbying - Ordinance 4001 - Adopted September 2011

Lobbyist registration and reporting forms are available for you online and in print. Forms can be obtained in the Office of the City Clerk and Council Chambers. Registration and reporting forms shall be submitted to the Office of the City Clerk.