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4 **RESOLUTION**
5 **NUMBER 2024- 74**
6

7 **A RESOLUTION OF THE BOARD OF COUNTY**
8 **COMMISSIONERS OF LEVY COUNTY, FLORIDA,**
9 **ADOPTING RULES OF THE COUNTY COMMISSION;**
10 **PROVIDING A REPEALING CLAUSE AND AN EFFECTIVE**
11 **DATE.**
12

13 **WHEREAS**, on April 25, 2023, the Board of County Commissioners of Levy
14 County, Florida (“the Board”) adopted Resolution Number 2023-18 which updated rules
15 for the conduct of Board meetings, agenda management, public participation, quasi-
16 judicial proceedings and use of County letterhead by Commissioners; and
17

18 **WHEREAS**, on June 18, 2024, the Board discussed revisions to the Rules and on
19 October 15, 2024, the Chair, County Manager and County Attorney met to discuss these
20 revisions and then prepared this Resolution for Board consideration.
21

22 **NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners,
23 of Levy County, Florida, that:
24

25 **Section 1.** The following are adopted as rules of the Board:
26

27 **Rule 1. REGULAR MEETINGS**
28

29 Each regularly scheduled meeting of the Board (a “Regular Meeting”) will be held at the
30 date, time and location set forth in the schedule adopted by the Board for each calendar
31 year. The order of business for each Regular Meeting is as follows:
32

Order	Description/Instructions
Call to Order	By the presiding officer
Invocation	By a Commissioner designated by the presiding officer
Pledge of Allegiance	By a Commissioner designated by the presiding officer
Commission Roll Call	By the Clerk
Adoption of the Agenda	The Board may amend the agenda at this time, including setting time certain items; re-ordering, removing or continuing items and adding non-agenda items
Recognition of Public Officials	Any elected or appointed public officials present at the meeting may address the Board on matters of public interest

Proclamations or Special Recognitions	Since these items are often celebratory in nature, the general rule of no applause or cheering is waived for this portion of the meeting
General Public Comment	Any person may comment on matters that are not on the agenda, refer to Rule 10 for requirements
Agenda Items – these may be business, informational or public hearings	<ul style="list-style-type: none"> • Submitted by County Constitutional Officers • Submitted by County Commissioners • Submitted by the County Manager, County Attorney and/or County Departments <p>Quasi-judicial hearings will be identified on the agenda and will be conducted in accordance with Rule 12.</p>
General Public Comment	A second opportunity for any person to comment on matters that are not on the agenda, refer to Rule 10 for requirements
Commissioner Reports	Each Commissioner may share and discuss matters of public interest
Approval of Expenditures	As required by Section 136.06(1), Florida Statutes, the Board must review all proposed expenditures to determine they serve a County purpose prior to payment by the Clerk
Approval of Minutes	The minutes of prior Board meetings prepared by the Clerk
Adjourn	

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Rule 2. SPECIAL MEETINGS, JOINT MEETINGS & WORKSHOPS

A Special Meeting, Joint Meeting or Workshop may be called: (1) by vote of the Board at any Regular Meeting; or (2) by written request of the County Manager, County Attorney or a Commissioner submitted to the Board Office, which request must state the date, time and location of the meeting or workshop and a description of the matter(s) to be discussed.

Upon receipt of the written request, the Board Office will contact each Commissioner to determine if a quorum is available for the requested meeting or workshop. If the Board Office confirms a quorum is available, the Board Office will notify each Commissioner of the date, time, location and subject matter(s) to be discussed at the meeting or workshop.

A **Special Meeting** is for the limited purpose of discussing and/or transacting official business concerning the matters described in the notice. Votes on the noticed matters may be taken at a Special Meeting.

1 A **Workshop** is for informational items and informal discussions only and no votes on
2 business may be taken. Procedural or administrative votes, such as scheduling the
3 matter for a future meeting, directing staff to take further action, or adjourning the meeting
4 may be taken.

5
6 A **Joint Meeting** is a meeting with the governing body of any adjacent county or
7 municipality in Levy County to discuss matters regarding land development, economic
8 development, or any other matter(s) of mutual interest. In accordance with Section
9 125.001, Florida Statutes: (a) by adoption of this Resolution, the Board authorizes
10 participation in any Joint Meeting called in conformity with this Rule; (b) each Joint
11 Meeting must be held at a public place within the jurisdiction of Levy County or within the
12 jurisdiction of another participating county or municipality if due public notice of same is
13 provided in the jurisdiction of all participating counties and municipalities; (c) No official
14 vote by the Board may be taken at a Joint Meeting; (d) and the Joint Meeting may not
15 take the place of any public hearing required by law.

16 17 **Rule 3. EMERGENCY MEETINGS**

18
19 Emergency Meetings may be called when necessary by the Chair or by the County
20 Manager or County Attorney. A written call will be issued by the Board Office stating the
21 date, time, location and the business to be transacted at the Emergency Meeting. No
22 other business may be transacted. The Emergency Meeting may occur no sooner than
23 two (2) hours after the written call is issued and the Board Office will make reasonable
24 effort to notify members of the local news media (print and electronic) and the public.

25 26 **Rule 4. "SHADE" MEETINGS**

27
28 State law provides several exemptions from Florida's Government-in-the-Sunshine Law
29 (Section 286.011, Florida Statutes) that allow the Board to meet in a session that is closed
30 to the public (commonly referred to as a "Shade" Meeting). Shade meetings are exempt
31 from the requirements of this Resolution, but must strictly comply with the particular
32 statutory exemption under which the meeting is held.

33 34 **Rule 5. PUBLIC NOTICE OF MEETINGS AND WORKSHOPS**

35
36 The Board Office will post notice of all Board Meetings and Workshops on the calendar
37 on the County's website (www.levycounty.org) and on the bulletin board outside the
38 Board Office in the Levy County Government Center located at 310 School Street,
39 Bronson, Florida. In accordance with Sections 286.0105 and 286.26, Florida Statutes,
40 printed notices of Board meetings and Board agendas will contain the following
41 information (in the same or substantially similar language):

42
43 Should any agency or person decide to appeal any decision made by the
44 Board with respect to any matter considered at this meeting, such agency
45 or person will need a record of the proceedings, and for such purpose, may
46 need to ensure that a verbatim record of the proceeding is made, which

1 record includes the testimony and evidence upon which the appeal is to be
2 based.

3
4 In accordance with the Americans with Disabilities Act, persons needing a
5 special accommodation or an interpreter to participate in the proceeding
6 should contact the County Clerk's Office at (352) 486-5266, or the Office of
7 the Board of County Commissioners at (352) 486-5217, at least two (2) days
8 prior to the date of the meeting. Hearing impaired persons can access the
9 foregoing telephone number by contacting the Florida Relay Service at 1-
10 800-955-8770 (Voice) or 1-800-955-8771 (TDD).

11
12 **Rule 6. AGENDA PREPARATION**

13
14 An agenda for each Workshop and Meeting will be prepared by the County Manager or
15 designee based on complete agenda packages that are received from a County
16 Commissioner, the County Attorney, County Manager, a County Department Director or
17 a County Constitutional Officer.

18
19 The deadline for submitting a complete agenda package is:

- 20 • Noon on the Tuesday prior to each Regular Meeting; and
- 21 • Noon seven (7) calendar days prior to a Special Meeting, Joint Meeting or
22 Workshop

23
24 The County Manager may adjust agenda deadlines to accommodate holidays or other
25 circumstances and may allow agenda items submitted past the deadline (but prior to
26 public release of the agenda).

27
28 A "complete agenda package" includes all of the following:

29
30 (a) A properly filled out agenda cover sheet on the form provided by the County
31 Manager, which includes the presenter's name, the action/motion being requested
32 of the Board, an explanation of the agenda item including any relevant background
33 information that will help the Board understand the history, context or reason for
34 the request; a description of the source of funds and any other budgetary impacts
35 of the request;

36
37 (b) All supporting/back-up documentation, such as, reports, maps, and
38 documents for signature; and

39
40 (c) Hard copies of (a) and (b). The number of copies will be determined by the
41 County Manager or designee, and may change from time to time.

42
43 Documents proposed for Board adoption or approval that constitute legally binding
44 obligations of the Board, such as contracts or agreements, must be submitted to the

1 County Attorney for review and approval as to form and legal sufficiency prior to
2 submission of the agenda package to the County Manager.

3
4 If a County Commissioner, the County Attorney, County Manager, a County Department
5 Director or a County Constitutional Officer has a time sensitive or critical item that is not
6 on a Board agenda (a “non-agenda item”), such person may request that the non-agenda
7 item be added to the agenda at the time of Approval of the Agenda. The person
8 submitting the non-agenda item must provide hard copies of the item and back-up for
9 distribution to each Commissioner, the Clerk, the County Manager and the County
10 Attorney.

11
12 **Rule 7. AGENDA REVIEW FOR REGULAR MEETINGS; PUBLIC RELEASE OF THE**
13 **AGENDA**

14
15 By 9am on the Thursday before each Regular Meeting, a draft agenda will provided to
16 each Commissioner, so they may share any desired revisions or concerns with the
17 County Manager and/or County Attorney.

18
19 By noon on the Thursday before each Regular Meeting, the Chair (or in the Chair's
20 absence, the Vice Chair) may hold an Agenda Review Meeting with the County Attorney
21 and County Manager, or designee(s). The Agenda Review Meeting is for the purpose of
22 reviewing the proposed agenda, determining if more information is needed for any
23 agenda item and managing and finalizing the agenda.

24
25 By 2pm on the Friday prior to each Regular Meeting, the County Manager or designee
26 shall prepare and release to the public a final version of the agenda. Once released to
27 the public, the agenda will not be further modified until the adoption of the agenda on the
28 day of the meeting.

29
30 The foregoing dates may be adjusted by the County Manager to accommodate holidays
31 or other circumstances.

32
33 **Rule 8. ATTENDANCE; QUORUM; VOTING; RECESS, CONTINUANCE OR**
34 **CANCELLATION OF A MEETING**

35
36 Commissioners are expected to attend all scheduled Board meetings. Three (3)
37 Commissioners constitute a quorum for the transaction of business. If a quorum is lost
38 during a meeting, the remaining Commissioners may finish discussions (but take no
39 action) and may adjourn the meeting.

40
41 In accordance with Section 286.012, Florida Statutes, each Commissioner who is present
42 at a meeting shall vote on each matter, unless that member has a conflict of interest under
43 state ethics laws or, in the case of a quasi-judicial matter, is unable to be an impartial
44 decision-maker. Commissioners shall vote "yes" in support of a motion and "no" when
45 voting not to support a motion. Silence by a member will be recorded as a “yes” vote.

1 The Board may recess and reconvene or continue any meeting to a time certain as may
2 be determined by the Board during any meeting. Any meeting may be cancelled for cause
3 (including, but not limited to, emergency conditions, lack of agenda items, a quorum will
4 not be present) by the Chair and the County Manager. The Board Office will provide notice
5 of the cancellation to all Commissioners and will post public notice as specified in Rule 5.
6 Otherwise, upcoming meetings may be cancelled by vote of the Commission at any
7 Regular Meeting.

8
9 **Rule 9. PRESIDING OFFICER; RULES OF DEBATE**

10
11 The Chair shall be the presiding officer of the Board. At a Regular Meeting in December
12 each year, the Board will elect one of its members to serve as the Chair and one to serve
13 as the Vice Chair (who shall be the presiding officer in the absence of the Chair.) In the
14 absence of both the Chair and the Vice Chair, any member may call the meeting to order
15 and the quorum present will designate a presiding officer for that meeting.

16
17 All discussion and comment during a meeting should be directed to the Chair, as the
18 presiding officer. In the event the presiding officer must leave the meeting room, the
19 presiding officer shall pass the gavel to any Commissioner who will lead the meeting until
20 the presiding officer returns.

21
22 The presiding officer shall call the Commission to order at the time noticed for the meeting.
23 The presiding officer, with the assistance of the Sergeant-at-Arms, shall preserve order
24 and decorum at all meetings. The presiding officer, or other County staff person specified
25 by the Board in its motion, is authorized to and shall sign all ordinances, resolutions,
26 proclamations, contracts, agreements and other documents approved by the
27 Commission.

28
29 The presiding officer may move, second and debate, subject only to such limitations of
30 debate as are enforced by these rules on all members. If the presiding officer desires to
31 make a motion or second a motion, the presiding officer shall relinquish the gavel to any
32 Commissioner who shall serve as the presiding officer until the Chair has finished their
33 motion or second.

34
35 No motion may be debated or put to a vote unless seconded. No Commissioner may
36 reserve the priority to make a motion. At any time, a Commissioner may state "I move
37 that we vote immediately." This motion will apply to any pending motion(s). Further, any
38 motion to vote immediately: (1) must be seconded; (2) is not debatable; (3) cannot
39 interrupt a speaker; (4) requires a two-thirds vote (because it prevents or cuts off debate);
40 (5) takes precedence over all pending motions; and (6) can have no motion applied to it
41 except withdrawal by the Commissioner who made the motion. All motions or
42 amendments shall be reduced to writing, by the Clerk, upon request of a member of the
43 Board.

44
45 Each Commissioner desiring to speak shall address the presiding officer and, upon
46 recognition by the presiding officer, shall confine their remarks to the question under

1 debate and shall avoid personal attacks or inappropriate language. A Commissioner who
2 has the floor shall not be interrupted unless it is necessary for the presiding officer to call
3 the Commissioner to order. In which case, the Commissioner must cease speaking until
4 the question or order is determined by the presiding officer without debate and, if in order,
5 the Commissioner may proceed.
6

7 After the decision of any question, it shall be in order for any Commissioner to move
8 reconsideration. If the motion to reconsider is approved by a majority of those members
9 present, the item shall be placed on a future agenda for reconsideration, subject to legal,
10 contractual, fiscal, quasi-judicial and other constraints as staff may advise the Board. If
11 the Board does not specify the future date when the item will be heard, the Chair, in
12 consultation with the County Manager and/or County Attorney, will determine the date.
13

14 **Rule 10. PUBLIC PARTICIPATION**

15
16 **A. Public Participation Encouraged.** The Board recognizes the right of all persons to
17 address their elected officials and express their thoughts and opinions about County
18 government matters. The Board encourages participation in the County government
19 process, whether through public comment, volunteering to serve on a County Board, or
20 emailing, calling or meeting with County Commissioners or County Staff.
21

22 **B. How and When Public Comment is Taken.** It is recognized that Board Meetings
23 are a limited public forum in which the Board must conduct necessary County business
24 and so these rules balance the rights of persons to speak on County government issues,
25 while ensuring the transaction of County business in a timely manner.
26

27 1. General Public Comment. At Regular Meetings, general public comment is
28 an opportunity for persons to address the Board in person concerning issues that are **not**
29 on the agenda. Each speaker is limited to a maximum of 3 minutes and the total public
30 comment period is limited to 30 minutes. Since Special Meetings and Workshops are
31 limited to the specific matter(s) on the agenda, there is no general public comment.
32

33 2. Public Comment on Agenda Items. In accordance with Section 286.0114,
34 Florida Statutes, the Board will take public comment on all agenda items, except for
35 ministerial acts (such as approval of minutes and proclamations) and acts taken by the
36 Board to deal with an emergency situation affecting the public health, welfare or safety, if
37 allowing public comment would cause an unreasonable delay in the ability of the Board
38 to act. Generally, each speaker is limited to a maximum of 3 minutes and must confine
39 their comment to the agenda item being considered. As directed by the presiding officer,
40 public comment may be taken once during an item, rather than upon every motion
41 concerning that item.
42

43 3. Time Limits. Time limits in this Rule are a guide and may be revised by the
44 presiding officer based on the number of participants and/or to provide equal time for
45 opponents and proponents speaking to any particular issue.
46

1 **C. Procedures for Public Comment.** Each speaker must:
2

- 3 1. State their name in an audible tone of voice;
- 4 2. Limit their comments to the topic (general or agenda item) and the time provided;
- 5 3. Address their comments to the Chair as the presiding officer and not to any
6 individual member of the Board, staff, or any other person;
- 7 4. Follow directions given by the presiding officer; and
- 8 5. Provide 7 copies of any documents they present to the Clerk for distribution to
9 each Board member, the Board Office and the Clerk.

10
11 **RULE 11. ORDER AND DECORUM; SERGEANT-AT-ARMS**
12

13 **A. Conduct in Meetings.** Persons attending Board meetings are prohibited from
14 engaging in disruptive conduct (defined in B below) and from possessing food, drink,
15 props, signs, posters, or other similar materials in the meeting room.
16

17 **B. Disruptive Conduct.** “Disruptive conduct” in the meeting room or the County
18 Government Center includes, but is not limited to:
19

- 20 1. Entering discussion without being recognized by the presiding officer;
- 21 2. Refusal to confine comment to the topic;
- 22 3. Refusal to conform to time limits on speaking;
- 23 4. Refusal to leave speaking podium;
- 24 5. Refusal to follow orders given by the presiding officer; or
- 25 6. Any conduct that violates rules of order and disrupts the meeting. This
26 includes, but is not limited to:
27
 - 28 a. Violent or tumultuous conduct threatening the safety of another;
 - 29 b. Conduct creating danger to property or any person;
 - 30 c. Provoking or engaging in a fight;
 - 31 d. Use of words that may threaten or outrage others;
 - 32 e. Using obscene, profane, or vulgar language or language directed at
33 personalities; or
 - 34 f. Outbursts of approval or disapproval, jeers or heckling which interrupt a
35 speaker or the deliberation of the Board.

36
37 **C. Enforcement of Order and Decorum.** It is the duty of the presiding officer to maintain
38 order and decorum at each meeting and workshop. Any Commissioner may request the
39 presiding officer enforce order and decorum upon a motion and a majority vote of
40 Commissioners present. In the event of “disruptive conduct”:
41

- 42 1. The presiding officer will first warn the person(s) that their conduct is disrupting the
43 meeting and they must immediately stop the disruptive conduct or leave the
44 meeting.
45

- 1 2. If the disruptive conduct continues, the presiding officer will: (a) revoke the
2 person's right to speak at the meeting; or (b) revoke the person's right to attend
3 the meeting and direct the sergeant-at-arms to remove the person from the
4 meeting. In addition, the presiding officer may: recess the meeting, adjourn the
5 meeting, or take such other appropriate action as permitted by law.
6
- 7 3. Upon instructions of the presiding officer, the sergeant-at-arms (who may request
8 assistance from any law enforcement officer assigned to the meeting) shall escort
9 the person who engaged in the disruptive conduct from the Board meeting room
10 and/or the County Government Center or other location of a meeting. The
11 sergeant-at-arms will provide information explaining the law on trespass and
12 Section 871.01, Florida Statutes, regarding Disturbing Schools, and Religious and
13 Other Assemblies, and advise the person that there are alternate means of
14 presenting the person's views to the Board. If the person refuses or resists
15 removal, the person may be placed under arrest.
16

17 **D. Sergeant-At-Arms.** The County Manager or designee shall be sergeant-at-arms at
18 all Board meetings and workshops. The sergeant-at-arms will carry out all orders and
19 instructions given by the presiding officer for the purpose of maintaining order and
20 decorum.
21

22 **RULE 12. QUASI-JUDICIAL MATTERS**

23

24 **A. Parties and "Affected Party" status.** In a quasi-judicial hearing, the Parties (or
25 individually a "Party") are the applicant, the County and each "affected party."
26

27 A person who believes they have a special interest in the matter or would suffer an injury
28 distinct in kind and degree from that shared by the public at large, may request to be
29 recognized as an "affected party." A request to be recognized as an "affected party" must
30 be submitted on the application form (provided by the County) to the County Attorney
31 before the close of business at least ten (10) calendar days prior to the Board meeting
32 when the matter is noticed to be heard. At the hearing, the Board will make a
33 determination of affected party status by considering the facts articulated in the
34 application. If the Board determines that the person is not an affected party, that person
35 may participate during public comment.
36

37 **B. Quasi-Judicial Hearings; Formal or Informal hearing.** Quasi-judicial hearings
38 before the Board will be conducted as informal hearings, unless a Party (defined in A
39 above) requests a formal hearing. The difference between a formal and informal hearing
40 is the level of legal formality with which the hearing is conducted, with a formal hearing
41 including swearing-in of all parties, cross-examination, rebuttal and closing (as indicated
42 in C below). A Party that desires a formal hearing must submit a complete application for
43 a formal hearing (on the form provided by the County) to the County Attorney before the
44 close of business at least ten (10) calendar days prior to the Board meeting when the
45 matter is noticed to be heard.
46

1 **C. Order of Presentation for Quasi-Judicial Hearings; Time Limits.** The following is
 2 the order of presentation for each quasi-judicial hearing (the portions unique to a formal
 3 hearing are so labeled). The time limits listed may be modified by the presiding officer to
 4 avoid unnecessary repetition or by the Board on motion of a Commissioner or upon
 5 request of a Party. In considering such request, the Board should be mindful of providing
 6 each Party with due process, but without undue repetition and delay. Repetitious
 7 comment or information may be limited or stopped by the presiding officer and the
 8 sharing, transferring or yielding of speaking time to another person is not allowed.
 9

Order	Maximum Time Limit
Determination of affected party status, if any timely applications were submitted (refer to A above)	Not applicable
Disclosure of ex-parte communication (Refer to H below)	Not applicable
FORMAL HEARING ONLY: Swearing-in (Oath) of each Party who intends to testify	Not applicable
Introduction of the matter by County staff	3 minutes
Applicant presentation (the Applicant bears the burden of proof that their application has met all requirements) ¹	20 minutes
County Staff presentation (Staff will advise the Board of the requirements, provide professional analysis and recommendation(s)) ¹	20 minutes
Affected Party presentations (if any) ¹	10 minutes per person
FORMAL HEARING ONLY: Rebuttal (by Applicant and/or County Staff) ¹	5 minutes per person
FORMAL HEARING ONLY: Closing (by Applicant, County Staff and each Affected Party)	3 minutes per person
Public comment (the Board shall assign such weight and credibility to non-party comment as it deems appropriate)	3 minutes per person
Deliberation and vote of the Board (The Board shall deliberate and vote on a motion to approve, deny or continue the matter. The Board must base its decision on the competent, substantial evidence presented at the hearing and in the record.)	Not applicable

10 ¹ Witnesses may be presented by any Party and cross examined by the other Parties. However,
 11 cross examination is limited to 10 minutes per witness. In addition, the Board may call any witness
 12 it deems necessary to reach a complete and informed decision. The examination of witnesses
 13 shall be conducted by direct examination on matters which are relevant and material to the issue.
 14 After the conclusion of direct examination, the witness may be cross-examined by another Party.
 15 Cross-examination is limited to matters raised in the direct examination of the witness All

1 questions shall be directed through the presiding officer and the witness shall answer the question
2 unless the presiding officer deems the question to be irrelevant or immaterial.

3
4 **D. Final action of the Board.** At the conclusion of the hearing, the Board may: (1)
5 continue the matter; (2) amend, approve or deny any written order or ordinance that is
6 before the Board; or (3) direct the County Attorney to prepare a written order or ordinance
7 (as appropriate to the matter being considered) that describes the approval and specifies
8 any conditions, requirements or limitations; or that describes the reason(s) for denial, for
9 consideration by the Board at a subsequent Regular or Special Meeting. Upon Board
10 approval of a written order or ordinance, the presiding officer shall execute and the Clerk
11 shall attest same and it shall constitute final action of the Board.

12
13 **E. Representation of Parties.** Any Party may be represented by an attorney. If an
14 attorney represents a party, the attorney shall identify the person(s) they represent and
15 whether their client supports or opposes the matter before the Board.

16
17 **F. Evidence.** Evidence before the Board will include, but not be limited to, verbal
18 testimony and written evidence that addresses whether the application is consistent with
19 and meets the requirements of the County's adopted Comprehensive Plan, Code, rules,
20 policies or plans and other applicable laws. It is up to the Board to weigh the evidence
21 presented and to determine whether such evidence is competent and substantial. The
22 Board must base its decision on the competent, substantial evidence presented at the
23 hearing.

24
25 **G. Continuances.** The Board may, at any time during a hearing, continue the
26 hearing and may request further information from any Party.

27
28 **H. Ex Parte Communications.** In accordance with Section 286.0115, Florida
29 Statutes, the Board adopts this process to disclose ex-parte communications (e.g., site
30 visits, expert opinions, and other verbal or written communication outside of the quasi-
31 judicial hearing) in order to remove the presumption of prejudice and to allow parties who
32 have opinions contrary to those expressed in the ex-parte communication a reasonable
33 opportunity to refute or respond to the ex-parte communication. Any Party may question,
34 through the presiding officer, a Commissioner about any ex parte communications.

35
36 Before or during the hearing at which a vote is taken on the quasi-judicial matter, each
37 Commissioner who received or engaged in ex-parte communications must:

38
39 1. As to verbal communications, disclose the subject of the communication and
40 the identity of the person, group, or entity with whom the communication took place.

41
42 2. As to written communications, enter copies of all written communications into
43 the record.

44
45 3. As to site visits and consultation with experts, disclose any investigations or site
46 visits made by the Commissioner and the receipt of any expert opinions regarding the

1 quasi-judicial matter. If such are reduced to writing, then a copy of the written
2 communications must be entered into the record.

3
4 4. Confirm ability to be an impartial decision-maker, or if unable to be impartial, the
5 Commissioner must abstain from discussion and voting in the quasi-judicial hearing.

6
7 **RULE 13. WAIVER OF THESE RULES.** These Rules (except those that are required
8 by law or those that involve notice) may be waived by affirmative vote of three members
9 of the Commission at a public meeting.

10
11 **Section 2.** Resolution Number 2023-18 is hereby repealed and shall be of no further
12 force or effect. This Resolution shall become effective upon adoption.

13
14 **PASSED AND DULY ADOPTED** on December 17, 2024.

15
16 **BOARD OF COUNTY COMMISSIONERS**
17 **OF LEVY COUNTY, FLORIDA**

18
19 _____
20 Desiree Mills, Chair

21
22 ATTEST: Danny J. Shipp, Clerk
23 of the Circuit Court and Ex-officio Clerk
24 to the Board of County Commissioners

25
26 _____
27 Danny J. Shipp, Clerk

28
29 Approved as to form and legal sufficiency

30
31 _____
32 Nicolle M. Shalley, County Attorney