



Flagler County Board of County Commissioners Workshop Agenda

Monday, March 6, 2023 • 1:00 p.m.

Government Services Complex, 1769 E. Moody Blvd., Bldg 2, Board Chambers, Bunnell, FL 32110

1. Call to Order
2. Pledge to the Flag and Moment of Silence
3. Welcome: Flagler County Board Chair
4. Presentation of Annual Report FY2022
5. Rules of Procedure Discussion
6. Public Comment
7. Adjournment

While this is a workshop only and no decisions are expected to be made by any of the governmental bodies, if a person decides to appeal any matter that may be discussed for a future proceeding, a record of the workshop may be needed and, for such purposes, the person may need to ensure that a verbatim record of the workshop is made.

In accordance with the Americans with Disabilities Act, persons needing assistance to participate in this meeting should contact the (386) 313-4001 at least 48 hours prior to the meeting.

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
WORKSHOP / AGENDA ITEM # 5**

SUBJECT: Flagler County Board of County Commissioners Rules of Procedure Discussion

DATE OF MEETING: March 6, 2023

OVERVIEW/SUMMARY: The attachments listed below are for discussion. Staff will revise the documents as directed and bring them back to a regular meeting for approval.

ATTACHMENTS:

1. Flagler County Board of County Commissioners Rules of Procedure – March 21, 2016
2. March 21, 2016 BOCC Meeting Minutes – Item 9
3. Flagler County Board of County Commissioners Rules of Procedure – Redline – changes approved by the board since the last adoption.
4. Advisory Board Orientation Packet
5. Chart of Motions
6. Advisory Board Application



FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS RULES OF PROCEDURE

SECTION I. COMMISSION MEETINGS AND PUBLIC PARTICIPATION

1. Commission Meetings.

- (a) Unless otherwise advertised, all regular meetings of the Flagler County Board of County Commissioners shall be conducted at 9:00 a.m. on the first Monday of the month and at 5:00 p.m. on the third Monday of the month in the Board Chambers in the Government Services Building located at 1769 East Moody Boulevard, Bunnell, Florida. From time to time, regular meetings may be adjusted by the Commission to accommodate a holiday schedule or other special circumstances and special meetings and workshops may be scheduled as necessary to conduct County business. Prior notice of such change shall be provided to the public, the Clerk and the media. While a minimum notice of 24 hours is required, the Commission will provide as much advance notice of all meetings as is feasible.
- (b) The first Monday meeting beginning at 9:00 a.m. shall end before 5:00 p.m. unless the Board agrees by consensus or passes a motion to extend the time of adjournment. The Board shall recess for a lunch break at a time determined by consensus of the Board.
- (c) The second Monday meeting beginning at 5:00 p.m. shall end before 11:00 p.m. unless the Board agrees by consensus or passes a motion to extend the time of adjournment.
- (d) All agenda items not concluded before the time of adjournment shall automatically be carried over to the next scheduled meeting unless State law requires the hearing to be conducted at a different time or unless the Board, by a majority vote, determines otherwise.

2. Commission Meetings – Open to the Public. All meetings of the Flagler County Commission, and of committees thereof, shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes.

- (a) The exception shall be those meetings statutorily exempt, such as executive collective bargaining sessions (Section 447.605(1), Florida Statutes); meetings regarding risk management claims (Section 768.28(15), Florida Statutes); and litigation meetings pursuant to Section 286.011(8), Florida Statutes. The Commission shall follow all statutory requirements for exempt meetings.
- (b) For public safety purposes, no signs or placards mounted on sticks, posts, poles or similar structures will be allowed in County Commission meeting rooms. Other signs, placards, or banners shall not disrupt meetings or interfere with a person's ability to observe the meeting.

3. Appearance Before the Commission. Persons desiring to address the Commission on a matter which is scheduled as a General Business or Public Hearing item, may do so during the public comment segment of the item, upon recognition and introduction by the Chair. For all other matters which are scheduled on the agenda, to include the consent agenda, persons may address the Commission during the first Community Outreach period of the meeting.

(a) After being recognized, the person should:

- Step up to the speakers' rostrum and give his/her name and where they reside;
- Unless further time is granted by the Chair, limit comments to three (3) minutes;
- Address all remarks to the Commission as a body, and not a member thereof;
- Make comments and present documents to the Commission and the Commission's Clerk; and
- Speakers should make comments concise and to the point, and present any data or evidence they wish the Commission to consider. No person may speak more than once on the same subject unless granted permission by the Chair.
- Any person who disrupts or interrupts a Board meeting by the use of profane language or the threat of physical violence or who makes personal, impertinent remarks or who exhibits loud or boisterous behavior while the Board is in session, may be removed from the meeting by the Sheriff's office. Removal may be requested at the direction of the Chair or by consensus of the Board, or by the Sheriff's office, if there is perceived to be an immediate threat to any person. No demonstrations of approval or disapproval from the audience shall be permitted. Any person violating the provisions of this section may be removed from the meeting; and/or the Chair may recess the meeting until order is restored. The Chair shall call upon the Sheriff's officers or other security officer who may be present during the meeting to enforce directions given by the Chair for any violation of this section.

(b) The Commission may discuss the matter, assign it to a committee, refer it to the Administrator and/or Attorney for review and comment, question the speaker and/or take other appropriate action or no action.

(c) No person other than a member of the Commission, and the person having the floor, may be permitted to enter into any discussion, either directly or through a member of the Commission, without permission of the Chair. No question may be asked except through the Chair.

(d) A person may not interfere with, or interrupt, the orderly procedure of the Commission, any Commissioner, or the person speaking whom the Chair has properly recognized.

(e) If the Chair or the Commission declares an individual out-of-order, s/he will be requested to relinquish the speaker's rostrum. If the person does not do so, s/he is subject to removal from the Commission Chambers.

(f) Prior to the beginning of a meeting or public hearing, the Chair may require that all persons who wish to be heard sign in with the Clerk, give their names, the agenda item, and whether they wish to speak as a proponent, opponent, or otherwise. If a large number of individuals

wish to be heard on a proposition, a representative of those individuals may be designated to speak to the Commission on behalf of the group. The representative shall sign in with the Clerk and indicate that the representative desires to be heard on behalf of the group. If a sign-in sheet is required, any person who does not sign in may be permitted to speak after all those who signed in have done so.

(g) Employees of the County may address the Commission on matters of public concern. Employees or those speaking on their behalf shall not be permitted to address a grievance/arbitration or employee appeal matter as a part of Community Outreach. Employees will be advised of the appropriate forum and process for presenting or discussing such matters.

(h) In the event that an item is added to the agenda for the Commission's consideration after the first Community Outreach period, the Chair will make an opportunity available for public comment on the item in conformance with these procedures.

(i) These procedures may be waived by the Chair, pursuant to Section 286.0114 (3), F.S.

4. Public Comments and Inquiries For Items Not on the Agenda. Persons may address the Commission on items not on the agenda during the Community Outreach periods. The Commission shall not take final action on public comment items presented at the same meeting unless it waives its Rules of Procedure. When inquiries and comments are brought before the Commission, other than for items already on an agenda, the Chair may first determine whether the issue is legislative or administrative in nature and then:

(a) If legislative, and the inquiry or comment is about the letter or intent of legislative acts or suggestions for changes to such acts, and if the Commission finds consideration of such suggestions advisable, the Commission may refer the matter to a committee, to the Administrator and/or Attorney for review and recommendation, or may take other action or no action as it deems appropriate.

(b) If administrative, and the inquiry or comment is regarding the performance of administrative staff, administrative interpretation of legislative policy, or administrative policy within the authority of the County Administrator, the Chair should then refer the complaint directly to the County Administrator for his/her review, if said complaint has not been so reviewed. The Commission may direct that the County Administrator report to the Commission when his/her review is completed. Where the Flagler County Code provides a specific procedure for administrative review or appeal, that procedure shall govern.

5. Commission Inspection Trips and Media Conferences.

(a) The Chair, Commission, or County Administrator may schedule inspection trips as directed by the Commission. Advance notice of these meetings shall be given in the same manner as special meetings. County Commission staff shall make minutes of these meetings.

- (b) Any and every media conference officially sponsored by the Flagler County Government will be open to all media representatives and to the general public. Press conferences will be conducted in a location that is publicly accessible.

6. Public Hearings; Time; Location; 11 p.m. Rule.

Public hearings conducted at Commission meetings are normally conducted at 9:30 a.m. on the first Monday of the month and at 5:30 p.m. on the third Monday of the month. Unless advertised otherwise, public hearings are conducted in the Board Chambers in the Government Services Building located at 1769 East Moody Boulevard, Bunnell, Florida.

The matters under consideration shall be heard at the designated time, or as soon thereafter as practicable. Public hearings may be continued from a prior meeting, or scheduled on days or evenings in addition to the first and third Monday of each month. No public hearing shall continue past 11:00 p.m. If a public hearing is not completed by 11:00 p.m., it shall be continued to a time certain as determined by the Commission. It is the intent of the Commission that this 11:00 p.m. rule not be waived.

Prior to the beginning of any meeting or public hearing, the Chair may require that all persons who wish to be heard sign in with the Clerk, give their name, the agenda item and whether they wish to speak as a proponent, opponent, or otherwise. If a sign-in sheet is required, any person who does not sign in will be permitted to speak after all those who signed in have done so. Each speaker will be allowed up to three minutes to present his/her position.

7. Public Hearing; Procedures.

(a) General Public Hearings:

- (1) The Chair shall announce the opening of the Public Hearing and the topic being considered.
- (2) The County Administrator or his/her designee shall describe the agenda item to be considered, and provide the staff recommendation, if any. The Chair shall then inquire as to whether any Commissioners have questions for administration.
- (3) The Chair shall invite all speakers, if any, and the public to address the matter being considered.
- (4) Following public comment, the Chair shall close the public hearing and inquire if any Commissioner wishes to put forth a motion. Following the motion and its second, discussion shall occur among Commissioners.
- (5) The Chair shall inquire if there is any further discussion by the Commissioners and ask for any final comments or recommendations from administration. The maker of the motion or Clerk may be asked to restate the motion if necessary for clarification.
- (6) The Chair shall inquire if the Commissioners are ready for the question and call the vote.

(b) Quasi-Judicial Public Hearings for zoning changes and other agenda items requiring a quasi-judicial hearing:

Quasi-Judicial Policy Statement

It shall be the general policy of the Board that the following statement of intent shall be applicable to all quasi-judicial public hearings:

“All persons wishing to participate have the right, through the Chair, to ask questions of staff or other speakers, to seek clarification of comments made by staff or other speakers. All persons who present written materials to Commissioners for consideration must ensure that a copy of such materials is provided to the Clerk for inclusion in the Board’s record of proceeding and official minutes.”

“While the Board welcomes comments from all persons with an interest in this proceeding, Florida law requires that the County Commission’s decision in a quasi-judicial action be supported by competent substantial evidence presented to the Commission during the hearing on the application. Competent substantial evidence is such evidence as a reasonable mind would accept as adequate to support a conclusion. There must be a factual basis in the record to support opinion testimony from both expert and non-expert witnesses. Persons presenting testimony may rely on factual information that they present, that is presented by a County staff, that the applicant presented, or on factual information included in the County staff report to support their testimony.”

Applicant/Public Testimony and Evidence Statement

Any person intending to speak on behalf of another person, partnership, association, corporation, organization, or other legal entity making application, must present written or other evidence of his/her authority to do so from the party represented except in the case where the applicant is present before the Board and can duly authorize this representative in person to speak on his/her behalf. Such authorization shall specify the application or item under consideration and the authority granted. This shall be presented prior to submission of testimony and will be made a part of the official record of the Board meeting. Failure to provide such evidence shall not preclude any person from speaking for himself/herself, but rather on behalf of another. Testimony presented to the Board shall be confined to facts pertinent to the case in question. In cases involving professional expert testimony, it may be accepted from those individuals (i.e., planners, architects, physicians, attorneys, engineers, etc.), when their credentials are accepted by the Commission and that they are testifying in their particular field of expertise.

Order of Procedure for Conducting the Hearing

The order of procedure to be followed for quasi-judicial hearings shall generally be as follows:

Ex-Parte Disclosure Statement by the Chair

(1) The Chair shall make the following inquiry of the County Commissioners:

“Has any Commissioner received any oral or written communications regarding the quasi-judicial item? If so, please disclose the substance of the communication and identify the person making the communication.”

Disclosure must be made before or during the public meeting at which a vote is taken on quasi-judicial matters, so that persons who have opinions contrary to those expressed in the ex-parte communication are given a reasonable opportunity to refute or respond to the communication.

Staff Presentation of Application

- (2) The County Administrator or his/her designee shall describe the quasi-judicial item to be considered and will make a presentation pertaining to the item as desired. Staff shall not exceed ten (10) minutes during its presentation. The Chair shall then inquire as to whether the Commissioners have questions for the staff members who made the presentation.

Applicant Presentation

- (3) The applicant or his/her representative shall make a presentation pertaining to the application. The Chair shall inquire as to whether Commissioners and the parties to the proceeding have questions of the applicant and the applicant’s representatives. The applicant will generally have up to fifteen (15) minutes to present the application unless this time is extended by consensus of the Board.

Proponent and Opponent Presentations

- (4) The Chair shall next ask if any members in the audience in favor of the application wish to present evidence and testimony; each speaker shall give his/her name and address for the record and will be allowed up to three (3) minutes. The Chair shall then invite all members of the public who are opposed to the application to present his/her testimony and evidence in support of his/her position; opponents shall give their name and address for the record and will be allowed up to three (3) minutes. Proponents and opponents may be allowed to exceed the three (3) minute time limit with a maximum of a five (5) minute time limit if s/he represents and speaks on behalf of other persons wishing to address the matter. At the conclusion of the testimony, the Chair shall ask if any of the Commissioners or any of the parties to the proceeding have questions of the witness.

Applicant Rebuttal and Closing Staff Comments

- (5) There shall be an opportunity for applicant rebuttal (not to exceed ten (10) minutes) and staff closing comments.

Commission Motions to Approve or Deny

- (6) The Chair shall then inquire if any of the Commissioners wish to put forth a motion. If there is a second to the motion, the Commissioners may discuss the motion after which the Chair shall call the vote. No motions shall be accepted by the Chair until the close of the applicant’s rebuttal and the public hearing portion of the hearing.

Notice to the Applicant if Application is Not Approved

- (7) If a motion is not passed in favor of the application, the application shall be deemed to be denied and the applicant shall be so notified by the Chair.

(c) Ex-parte Communications

Florida Statutes Section 286.0115 provides that any person who is not otherwise prohibited by statute, charter provision or ordinance may discuss with any Commissioner the merits of any matter on which the County Commission may take action. The following procedures, which remove the presumption of prejudice, shall be followed for ex-parte communication.

- (1) The substance of any ex-parte communication with a Commissioner which relates to a quasi-judicial action pending before the Commission (such as a zoning decision) is not presumed prejudicial to the action if the subject of the communication and the identity of the person, group or entity with whom the communication took place is disclosed and made a part of the record before the final action on the matter.
- (2) A Commissioner may read a written communication from any person. A written communication that relates to quasi-judicial action pending before the Commission (such as a zoning decision) shall not be presumed prejudicial to the action. Such written communication shall be made a part of the record before final action on the matter.
- (3) Commissioners may conduct investigations and site visits and may receive expert opinions regarding quasi-judicial action pending before the Commission. Such activities shall not be presumed prejudicial to the action if the existence of the investigation, site visit or expert opinion is made a part of the record before final action on the matter.

8. Public Records; Inspection; Duplication. Pursuant to Chapter 119, Florida Statutes, all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, email messages, or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business by any agency, are public records. A public record (including information stored in computers) is open to public inspection and duplication, unless exempted by law.

- (a) If the purpose of a document prepared in connection with the official business of the agency is to perpetuate, communicate or formalize knowledge, then it is a public record regardless of whether it is in final form, or the ultimate product of an agency.
- (b) Requests for copies of public information for Commission meetings (videotapes, CD, audiotapes, etc. of County Commission meetings and workshops) should be made through the Clerk's office.

(c) Inspection and duplication fees shall be as specified in Chapter 119, Florida Statutes.

SECTION II. PREPARATION OF AGENDA; ORDER OF BUSINESS

1. **Preparation of Agenda.** The County Administrator shall prepare the agenda according to policies developed by the Commission. The Chair, any Commissioner, the County Administrator or the County Attorney may place an item on the agenda.
 - a) The Chair, any Commissioner, the County Administrator or the County Attorney may request that an item be scheduled for a time certain.
 - b) The Chair, any Commissioner or the County Administrator may schedule an item for a time certain that recognizes County employees or citizens. These recognitions will generally honor individuals, teams, or organizations for activities or actions that benefit Flagler County.
 - c) The County Administrator shall have broad discretion in managing the items to be placed on the agenda. In order to conduct efficient meetings, he/she shall have the power to add or delete items, except for those items requested to be placed on the agenda by a Commissioner.

Presentations on time certain items shall be a maximum of fifteen (15) minutes in length.

2. **Agenda Material.** A copy of the agenda and supporting materials shall be prepared for Commissioners, the public and the media **generally** by the Tuesday prior **or soon thereafter** to the next regular Commission meeting or Public Hearing, except when legally observed holidays affect copying and distribution. The agenda, as well as lengthy reports that are part of agenda documentation, shall be available for review in the County Administrator's office. The County Commissioners, the County Administrator and County Attorney shall have the authority to add agenda items up to the time of the meeting when it is essential, necessary and in the County's best interest to do so.
3. **Meeting; Order of Business.** The business of all regular meetings of the Commission should be transacted as follows: (provided, however, that the Chair may, by simple majority vote or consensus of the Commission, rearrange items on the agenda to more expeditiously conduct the business before the Commission).
 - Pledge to the Flag
 - Announcements by the Chair and presentation of amendments to the Agenda. (An amendment to the agenda is a necessary addition to the regular or consent agenda and consists of items that are submitted for agenda consideration after the established deadline. Examples of such items include grant applications. Amendments will be permitted only when warranted.)

- Removal of agenda items: Any Commissioner, the County Administrator or County Attorney may request that an item be pulled from the agenda and the Commission shall vote by consensus whether or not to delete the item from the agenda.
- Community Outreach: A thirty minute time period will be provided for discussion of items NOT on the Agenda. There is a three (3) minute time limit for all speakers, unless an individual has written documentation that they are representing a group.
- Proclamations, awards and presentations
- Approval of the Consent Agenda
Prior to a vote on the motion to adopt the Consent Agenda, the Chair shall inquire if any Commissioner wishes any item to be withdrawn from the Consent Agenda. If any member of the Commission requests an item be pulled from the Consent Agenda and discussed separately, the Chair shall place the item at an appropriate place on the agenda for the current or a future meeting. If two Commissioners remove the same item from the agenda, the first Commissioner to indicate the removal will be the first to speak.
- Public Hearings: For the 9:00 a.m. meeting, the Public Hearings shall commence at 9:30 a.m. or as advertised. For the 5:00 p.m. meeting, the Public Hearings shall commence at 5:30 p.m. or as advertised.

Public Hearings will not be scheduled on a “first come, first served” basis but rather the County Administrator shall schedule Public Hearings so that they can be conducted in the most expeditious and timely manner.

- The County Administrator shall schedule all general business items so that they may be acted on in the timeliest manner. A general business item may not last more than one hour unless the Board rules by consensus or passes a motion to extend the one hour limit.
- County Administrator Reports
- County Attorney Reports
- Commission Action/Reports
- Community Outreach: Discussion of items NOT on the Agenda. There is a three (3) minute time limit for all speakers.
- Adjournment
- If a person decides to appeal any decision made by the Board of County Commissioners with respect to any matter considered at the meeting, a record of the proceedings may be needed and, for such purposes, the person will need to ensure that a verbatim record is made, which record includes the testimony and evidence upon which the appeal is to be based.

- 4. Quorum.** A quorum for the transaction of business by the Commission consists of three (3) Commissioners. Once a quorum has been established, a majority of Commissioners present at the meeting and eligible to vote shall be required to carry a motion, unless by statute, ordinance or other regulation, an extraordinary majority (4/5th) of the Commission is required for approval of an item (i.e., consideration of emergency ordinances, gas tax and other proposals requiring an extraordinary majority).
- 5. Required Attendance of Officials.** In addition to Commissioners, County officials whose regular attendance shall be required at meetings of the Commission are the: Clerk of the Court, County Administrator, County Attorney, or their designees. A Flagler County Deputy Sheriff shall be present to provide security and assistance in maintaining order.
- 6. Clerk of the Commission; Minutes.**
- a) The Clerk of the Court shall make correct minutes of the proceedings of each regular, special or emergency Commission meeting or workshop.
 - b) The Clerk shall notify the County Administrator's office to place the minutes on the agenda for approval by the Commission. Such minutes may be placed on the consent agenda and shall stand confirmed at the regular Commission meeting without a reading in open meeting, unless some error is shown. In such event, an appropriate correction shall be made. Copies of all Commission meeting minutes shall be available for review at the reception desk in the Clerk's office.
- 7. Orderly Conduct of Meetings.** The Chair has the authority to ensure the orderly conduct and decorum at meetings. The Flagler County Sheriff's Office is authorized to assist the Chair in performing the duty of maintaining order and decorum at the Commission meetings. The following policy provides guidance in handling disruptions:
- (a) If an individual refuses to relinquish the podium after being allowed to address the Commission, the Chair will inform the individual that his/her time to address the Commission has expired and the Chair will direct the individual to leave the podium.
 - (b) If an individual causes disruption in the Commission meeting site, the Chair will inform the individual causing the disruption to cease the disruptive activity.
 - (c) If the disruption fails to stop:
 - 1) The Chair will inform the individual causing the disruption that his/her actions are contrary to the orderly function of the meeting and that the individual is to cease such action or the Sheriff's Deputy will be instructed to remove the individual from the meeting site.
 - 2) The Chair will direct the individual to leave the meeting site. The Chair will inform the individual that if s/he is directed to leave and fails to do so, the individual may be subject to arrest.

- 3) If the disruption fails to cease, the Chair shall be authorized to take final action and read the following: "As the Commission Chair, I inform you that your actions are inconsistent with the orderly function of this meeting and you have failed to comply with the lawful order of the Chair. I am instructing the Sheriff's Deputy to have you removed from this meeting site, and if deemed necessary to remove you from this building."

8. Rules of Order and Debate. Every Commission member desiring to speak shall address the Commission Chair and, upon recognition by the Chair, shall confine his/her comments to the question under debate.

- a) The maker of a motion shall be entitled to the floor first for debate.
- b) A member once recognized shall not be interrupted when speaking unless to call said member to order. The member shall then cease speaking until the question of order is determined, without debate, by the Chair. If in order, said member shall be at liberty to proceed.
- c) If the Commission Chair wishes to put forth or second a motion, s/he shall relinquish the chair to: (1) the Vice Chair; (2) the senior Commission member (if the Vice Chair is absent); or (3) another Commission member who has remained impartial; until the main motion on which the presiding officer spoke has been disposed.
- d) The Commission shall follow simplified parliamentary procedures based on these rules and on Robert's Rules of Order Newly Revised so long as they do not conflict with ordinances, statutes, or these rules. Examples of motions made pursuant to these rules are attached as Exhibit A; definitions of Parliamentary Terms used by the Board are attached as Exhibit B.

9. Voting. The votes during all Commission meetings should be transacted as follows:

- a) In order to expedite business, the Chair may determine to call for the vote by voice. At the request of any Commissioner, the Clerk shall take a roll call vote. A roll call vote can be conducted by ballot or by voice. If by ballot, each member indicates his or her name and vote on the ballot. If by voice, the chair puts the question and the secretary calls the members' names alphabetically, except that the chair's vote is taken last. Each member responds "Yea" for an affirmative vote, "Nay" for a negative vote. The secretary repeats the name of each member and states his or her vote to ensure accuracy in recording.
- b) When the Chair calls for a vote on a motion, every member, who was in the Commission chambers must give their vote, unless the member has publicly stated that s/he is abstaining from voting due to a conflict of interest, pursuant to Section 112.3143 or Section 286.012, Florida Statutes, or other Florida law.
- c) The passage of any motion, policy or resolution shall require the affirmative vote of at least a majority of the membership of the Commissioners who are present and eligible to vote, unless otherwise required by statute or ordinance. In case of a tie in votes on any proposal, the proposal shall be considered to have failed and the requested item shall be deemed as denied.

- d) Any Commissioner shall have the right to express dissent from or protests against any ordinance, resolution or policy of the Commission, and to have the reason therefore entered in the minutes.
- e) If a motion is not carried by at least a majority of Commissioners present, the proposal shall be considered failed.

10. Conflict of Interest as Specified in Section 112.3143 or Section 286.012, Florida

Statutes. The County Commissioners are legally obligated to abide by all statutory requirements of Florida law, including but not limited to Section 112.3143 and Section 286.012, Florida Statutes. No Commissioner shall vote in his/her official capacity on a matter which would inure to his/her special private gain or loss, or which the Commissioner knows would inure to the special private gain of any principal by who s/he is retained, of the parent organization or subsidiary of a corporate principal by which s/he is retained, or a relative or of a business associate. If a Commissioner abstains from voting to avoid a legal conflict of interest, s/he shall file with the Clerk to the Commission a Form 8B which describes the nature of his/her interest in the matter. The Form 8B shall be received by the Clerk and incorporated into the minutes of the meeting. This Form must be filed within fifteen (15) days following the Commission meeting.

11. Ordinances. An enacted ordinance is a legislative act that prescribes general, uniform, and permanent rules of conduct relating to the corporate affairs of the County.

- a) Commission action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty.
- b) All ordinances shall be introduced in writing, and scheduled for public hearing after advertisement.
- c) Emergency Ordinances. By vote of one more than simple majority, the Commission may without notice or hearing adopt an emergency ordinance. The emergency ordinance shall contain a declaration describing the emergency, and shall be passed in accordance with Section 125.66(3), Florida Statutes.

12. Resolutions. Generally, an enacted resolution is an internal legislative act that is a formal statement of policy concerning matters of special or temporary character. Commission action shall be taken by resolution when required by law, and in those instances where an expression of policy more formal than a motion is desired. All resolutions shall be reduced to writing. A resolution may be put to its final passage on the same day on which it was introduced.

13. Motions. An enacted motion is a form of action taken by the Commission to direct that a specific action be taken on behalf of the County. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law. All motions shall be made and seconded before debate.

Before a motion has been called for a vote, its proposer may change or withdraw it without the Commission's permission, and any member or the Chair may request that the maker withdraw it. A second to the motion may withdraw their second and the Chair would then request if any other Commissioner would like to second, otherwise the motion would die for lack of second. Once the motion has received a second and has been called for a vote, the Commission must vote on the motion.

14. Reconsideration of Action Previously Taken. A motion to reconsider enables the commission to set aside a vote on a main motion taken at the same meeting, and to consider that motion again as though no vote had been taken on it.

a) A motion to reconsider shall be allowed at any time by any Commissioner who voted on the prevailing side, during a meeting, except when a motion on some other subject is pending.

Rescinding Action Previously Taken. Commission action may be rescinded by a majority vote if the motion to reconsider is made by a Commissioner who voted on the prevailing side. After a motion to reconsider has been adopted by a majority vote, any Commissioner may, at the next regular Commission meeting, move to rescind action previously taken. Land use and other items requiring notice and a public hearing shall not be rescinded without re-notice and public hearing of the item being considered for rescission.

SECTION III. GENERAL PROVISIONS

1. Newly Elected Commissioners. The term of County Commissioners elected to office shall commence on the second Tuesday following the general election as specified in Florida Statutes Section 100.041.

A swearing-in ceremony for newly elected Commissioners will be conducted by the Honorable Circuit Court Judge or his/her designee. The County Administrator shall provide an orientation program.

2. Election of Chair and Vice-Chair; Succession in Office. Procedures for electing officers are as follows:

(a) Every year or any other time it deems appropriate, the Board shall elect a Chairperson from among its members. The Circuit Court Judge (or the County Attorney in a non-election year) shall conduct a roll-call vote on each nomination in order if there is more than one nomination. If a vacancy occurs in the office of the Chair, the Commission shall, immediately or at its next meeting, select a Chair.

(b) In conjunction with the above election, a Vice-Chair shall also be elected in a like manner except the proceeding shall be conducted by the newly elected Chair rather than the Circuit Court Judge.

(c) In case of the absence or temporary disability of the Chair, the Vice-Chair shall serve as Chair during the absence. In case of the absence or temporary disability of the Chair and the Vice-Chair, an Acting Chair and Vice-Chair, shall be selected by members of the Commission to serve during the continuance of the absences or disabilities. The order of succession shall be based upon the length of seniority that the Commissioners have served in office, and in case of a tie, by drawing of lots.

3. Commission Chair; Presiding Officer. The Presiding Officer (Chair) shall preside at all meetings of the Commission, and be recognized as the head of the County for all ceremonial purposes. In addition to the powers conferred upon him/her as Chair, s/he shall continue to have all the rights, privileges and immunities of a member of the Commission. The Chair's responsibilities are:

- a) Call the meeting to order, having ascertained that a quorum is present;
- b) Recognize all Commissioners who seek the floor under correct procedure. All questions and comments are to be directed through the Chair and restated by him/her, and s/he declares all votes;
- c) Preserve order and call to order any member of the Commission who violates any of these procedures; and, when presiding, decide questions of order, subject to a majority vote on a motion to appeal;
- d) Expedite business in every way compatible with the rights of members;
- e) The Chair shall have the same rights in debate as any other member. If the Chair wishes to make a motion, the gavel must be relinquished.

Based upon these Rules of Procedure, the gavel will be relinquished in the following order:

- 1. Vice-Chair;
- 2. Other Commissioners based upon seniority;
- 3. Another Commission member who has remained impartial;

The presiding officer who relinquished the Chair shall not return to it until the pending main question has been disposed of, since s/he has expressed partisanship as far as that particular matter is concerned.

- (f) Declare the meeting adjourned when the Commission so votes, or at any time in the event of an emergency affecting the safety of those present;
- (g) When time constraints dictate, the Chair is authorized to approve authorizations to advertise for public hearings.
- (h) Invoke rules of procedure and parliamentary decorum consistent with the Rules of Procedure necessary for the orderly conduct of public business.

4. **Commission Appointments to Boards and Committees.** Advisory Boards and Committees will be appointed and operated pursuant to the rules attached as Exhibit C.

5. **Suspension and Construction of Rules.** Temporary suspension of these procedures shall permit the Commission to take some action that would otherwise be prevented by a procedural rules already adopted. These rules of procedure may be amended or temporarily suspended at any Commission meeting with an affirmative vote of a majority of the Commission. These rules are for the efficient and orderly conduct of Commission business only; no violation of such rules shall invalidate any action of the Commission when approved by a majority vote required by law.



Exhibit A EXAMPLES OF MOTIONS

1. **Main Motion:**

"Mr. Chair/Madam Chair, I move...."

Requires a second – is debatable.

SUBSIDIARY MOTIONS:

2. **Amend:**

a. *"Mr. Chair/Madam Chair, I move to amend the motion."*

OR

b. *"Mr. Chair/Madam Chair, I move to strike the word(s) _____."*

"Mr. Chair/Madam Chair, I move to insert the word(s) _____ and strike the word(s) _____."

Requires a second – majority vote necessary for approval.

3. **Refer:**

"Mr. Chair/Madam Chair, I move we refer the question to...."

Requires a second – majority vote necessary for passage – limited debate.

4. **Defer to a time certain (postpone):**

"Mr. Chair/Madam Chair, I move we postpone the question until (state a specific time)."

Requires a second – majority vote necessary for passage – not debatable.

5. **Limit Discussion or Debate:**

"Mr. Chair/Madam Chair, I move we limit debate (or discussion) to (state specific limit of time)."

Requires a second – a vote of a majority of the members present shall be required to pass. The motion is not debatable.

6. **Call the Question:**

"Mr. Chair/Madam Chair, I call the question." OR "I move to close discussion."

A majority of the members present shall be required to pass. The motion is not debatable, but must be voted upon.

7. **Amend Something Previously Adopted:**

“Mr. Chair/Madam Chair, I move to amend the motion adopted at our last meeting by...”

Second is required – is debatable – a majority vote of the members present shall be required to pass. This motion may only be made by a person who was on the prevailing side of the original motion.

8. **Reconsider:**

“Mr. Chair/Madam Chair, I move we reconsider the ... (previously adopted motion).”

Second is required – majority vote necessary for passage – is debatable as to the reasons for reconsideration. This motion may only be made by a person who was on the prevailing side of the original motion.

9. **Rescind:**

“Mr. Chair/Madam Chair, I move to rescind the”

Second is required – majority vote with previous notice – discussion on motion allowed. This motion may only be made by a person who was on the prevailing side of the original motion.

INCIDENTAL MOTIONS

1. **Point of Order:**

“Mr. Chair/Madam Chair, Point of Order”

After recognition by the Chair, the member states his/her objection. There can be no discussion on the Point of Order. No vote, unless a motion arises out of the Point of Order.

2. **Divide a Motion:**

“Mr. Chair/Madam Chair, I move to divide the motion so as to consider separately... (stating the issues to be considered).”

Second is required – majority vote necessary for passage – discussion shall be allowed on why it should be divided.

3. **Consider by paragraph or seriatim:**

“Mr. Chair/Madam Chair, I move that the motion be considered by paragraph (or seriatim).”

Second is required – majority vote necessary for passage – discussion shall be brief on the necessity for the action.

4. **Withdrawing a Motion:**

“Mr. Chair/Madam Chair, I withdraw the motion.”

The maker of a motion or the person who seconded the motion may withdraw their motion or second at any time before the motion has been called for a vote.

5. **Appeal the decision (of the Chair):**

“I appeal the decision of the Chair.”

Second is required – a majority or tie vote upholds the Chair’s decision – debate on motion to appeal is allowed with the Chair speaking first and last.

PRIVILEGED MOTIONS:

1. **Adjourn:**

“Mr. Chair/Madam Chair, I move to adjourn.”

Requires a second – majority vote necessary for passage – there can be no discussion.

2. **Motions of Privilege:**

“I rise to a question of privilege affecting the meeting.”

OR “I rise to a question of personal privilege.”

The Chair will then request that the member state his/her question or point of privilege. There can be no discussion on the question.

3. **Recess:**

“Mr. Chair/Madam Chair, I move to recess until ... (state exact limit of recess).”

Second is required – majority vote necessary for passage – there can be no discussion on the motion. The Chair may call for a recess, when necessary.



Exhibit B

DEFINITION OF PARLIAMENTARY TERMS

Adhere: to be attached to and dependent on; pending amendments adhere to the motion to which they are applied.

Ad-hoc Committee: a special committee chosen to do a particular task of work only.

Adjourn: to officially terminate a meeting.

Adjourned Meeting: a meeting that is a continuation at a later specified time of an earlier regular or special meeting. The continuation is always a part of the earlier meeting.

Adopt: to approve by vote; to pass by whatever vote required for the motion.

Affirmative Vote: the “aye” or “yes” vote supporting a motion as stated.

Agenda: the official list of items of business planned for consideration during a meeting.

Approval of Minutes: Formal acceptance of the record of a meeting thus making the record the official minutes of the Board.

Chair: the Flagler County Chair, or in his/her absence, the Vice-Chair or other Board member elected to preside.

Common Parliamentary Law: The body of rules and principles that is applied by the courts in deciding litigation involving the procedure of any organization. It does not include statutory law or particular rules adopted by any organization or board.

Convene: to open a meeting.

Debate: formal discussion of a motion under the rules of parliamentary law. (More often in these rules referred to as discussion.)

Defer: to not take action by either referring it to a committee; County Administrator or County Attorney for further action.

Delegation of Authority: authority given by the Board in certain matters to act for the Commission that is lawful and capable of being delegated.

Demand: an assertion of a parliamentary right by a member of the Commission.

Dilatory Motions or Tactics: misuse of procedures or motions that are out of order or would delay or prevent progress in a meeting.

Discretionary Duty: a duty that usually cannot be delegated to another because of the special intelligence, skill, or ability of the person chosen to perform the duty.

Ex-officio: a person who is assigned to a board or committee by virtue of the office they hold.

Floor (as in “have the floor”): when a member receives formal recognition from the Chair, s/he “has the floor” and is the only member entitled to make a motion or to speak.

General Consent: an informal method of disposing of routine motions by assuming unanimous approval unless objection is raised. Method: Are there any objections? Hearing none, the motion has passed.

Germane Amendment: an amendment relating directly to the motion to which it is applied.

Hearing: a meeting of the Commission for the purpose of listening to the views of an individual or of a particular group on a particular subject.

Hostile Amendment: an amendment that is opposed to the spirit or purpose of the motion to which it is applied.

In Order: permissible and right from a parliamentary standpoint, at the particular time.

Invariable in Wording: when a motion can be worded only one way and therefore is not subject to amendment, it is said to be invariable in wording.

Majority Vote: more than half of the number of legal votes cast for a motion.

Minutes: the legal record of the action of the Board (or any body) that has been approved by vote of the body.

Motion: a proposal submitted to the Board for its consideration and decision; it is introduced by the words, “I move....”

Objection: the formal expression of opposition to a proposed action.

Order of Business: the adopted order in which the business is presented to the meeting of the Board.

Out of Order: not correct, from a parliamentary standpoint, at the particular time.

Parliamentary Authority: the code of procedure adopted by the Board as its parliamentary guide and governing in all parliamentary situations not otherwise provided for in the Board’s rules or Florida Statutes.

Pending Motion: sometimes referred to as Pending Question. Any motion that has been proposed and stated by the Chair for the Board's consideration and is awaiting decision by vote.

Precedence: the rank or priority governing the motion.

Precedent: a course of action that may serve as a guide or rule for future similar situations.

Proposal or Proposition: a statement of a motion of any kind for consideration and action.

Quorum: the number of persons that must be present at a meeting of the Board to enable it to act legally on business.

Recognition: acknowledgement by the Chair, giving a member sole right to speak.

Reconsider: to review again a matter previously disposed of, and to vote on it again. Can be made at the same meeting day or at a future meeting.

Request: a statement to the Chair asking a question or some "right."

Rescind: to nullify or cancel a previous action.

Resolution: a formal motion, usually in writing, and introduced by the word "resolved," that is presented to the Board for a decision.

Resolution of Thanks: a formal resolution given to a person(s) for a special service(s) from the Board.

Restricted Discussion: discussion on certain motions in which discussion is restricted to a few specified points.

Roll Call Vote: a recorded vote taken by calling the roll of the Board.

Ruling: a pronouncement of the Chair that relates to the procedure of the Board.

Second: after a motion has been proposed, the statement "I second the motion" by another member who thus indicates his/her willingness to have the motion considered.

Seriatim: consideration by sections or paragraphs.

Standing Committees or Boards: committees or boards that have a fixed term and perform any work in its field assigned to it by the County or the Commissioners.

Statute: a law passed by the Legislature.

Tie Vote: a vote in which the affirmative and negative vote are equal on a motion. A motion receiving a tie vote is deemed denied, since a majority vote is required to take action.

Unanimous Consent: deciding a routine motion without voting on it. If anyone objects, a vote must be taken.

Unfinished Business: any business that is postponed definitely to a time certain.

Voice Vote: a vote taken by asking for the “ayes” and “nays”. A person voting “aye” shall be in favor and a person voting “nay” shall be opposed. “Aye” may never be used to vote in opposition.



EXHIBIT C

FLAGLER COUNTY ADVISORY BOARDS, COMMITTEES AND COUNCILS

Flagler County currently has the following active advisory boards, committees or councils:

1. Airport Advisory Board
2. Contractor Review Board
3. Emergency Medical Services Advisory Board
4. Economic Opportunity Advisory Council
5. Housing Task Force/Affordable Housing Advisory Committee
6. Land Acquisition Selection Advisory Committee (Environmentally Sensitive Lands)
7. Land Development Code Advisory Committee
8. Library Board of Trustees
9. Parks and Recreation Advisory Board
10. Planning and Development Board
11. Public Safety Coordinating Council
12. Tourist Development Council
13. Veterans Advisory Council

The following list of advisory boards, committees or councils are named in the Flagler County Code, but have no members appointed.

- Code Enforcement Board
- Construction Board of Adjustments and Appeals
- Educational Impact Fee Committee (meets as needed but not sunset)
- Housing Finance Authority
- Human Services Allocation Committee
- Small Business Council

These boards, committees or councils were either established by state law, County ordinance, resolution, Board of County Commissioners recommendation or a combination of state and local law. This section contains a general set of rules which shall be applicable to all boards, committees or councils, that currently exist and any that may be subsequently created, followed by a brief summary of the boards, committees or councils and their enabling legislation. A general application form (Attachment 1) must be completed for any person desiring to be appointed to any Board of County Commissioners' board, committee or council.

**GENERAL RULES FOR CITIZEN BOARDS,
COMMITTEES AND COUNCILS
APPOINTED BY THE BOARD OF COUNTY COMMISSIONERS**

All citizen boards, committees and councils reporting to the Board of County Commissioners shall be governed by the following general provisions, unless where said boards are governed by state law, County Ordinance or Resolution, such state law, County Ordinance or Resolution shall prevail to the extent of such conflict:

1. Comply with Florida Statutes Chapter 286, "The Sunshine Law." The Sunshine Law requirements include, but are not limited to:
 - a. Meetings of boards, committees and councils must be open to the public;
 - b. Members of the public shall have an opportunity to address the board, committee, or council during the public comment portion of the meeting.
 - c. Reasonable notice of such meetings must be given; and
 - d. Minutes of the meeting must be taken.
2. Comply with Florida Statutes Chapter 119, "The Public Records Act."
3. Comply with Florida Statutes Chapter 112 (public officers and employees) as required by that Chapter.
4. Comply with the Flagler County Employment policies pertaining to prohibiting discrimination, sexual harassment, and workplace violence.
5. Each member shall be an elector of Flagler County unless otherwise waived by the Board of County Commissioners. Additional considerations would include whether or not the applicant is a property owner, resident, a United States citizen or specializes in a field pertinent to the goals of the advisory board.
6. Unless otherwise required by statute or ordinance, the membership shall be available to citizens at large as opposed to elected officials in order to avoid the necessity of making positions available to each municipality and give more citizens opportunity.
7. Members shall be appointed in accordance with established Board of County Commission policies and procedures related to the establishment of and appointment of boards, committees and councils. Unless otherwise provided, members who have served the duration of their term and are subject to term limits for their board or committee may remain until a successor is appointed.
8. Members may be removed without notice and without assignment of cause by a majority vote of the County Commission.

9. Unless otherwise determined by the board, members of each board, committee or council shall annually elect a chair and vice-chair from among the members and may create and fill other offices as the Board deems needed. Exceptions to above statement include where any state statute or County Ordinance/Resolution otherwise mandates that the Chair of the Board of County Commissioners (or their designee) shall serve as the chair of the council/committee.
10. Each board, committee or council shall create whatever subcommittees it deems needed to carry out the purposes of the board.
11. The chair of the board, committee or council shall appoint the membership of each subcommittee as required by the board.
12. The County Administrator shall appoint a County employee to serve as secretary of the board, committee or council, recorder and custodian of all board, committee or council records.
13. Members shall not be compensated, but may be paid for travel and other expenses incurred on board business under procedures prescribed in advance by the County Commission, in accordance with Florida law.
14. The County Commission shall appropriate funds to permit each board, committee or council to perform its prescribed function.
15. If any member fails to attend three (3) successive unexcused, or 5 of 12 regularly scheduled meetings that have been noticed, the position shall be declared vacant and a replacement determined under customary Board appointment policy. The 12-month time period will begin with the first absence.
16. Bylaws, outlining the purpose and intent of the advisory board or committee, membership criteria, officers and their duties, and meeting guidelines including information on a quorum, attendance, agenda development and rules of procedure, shall be adopted by each board, committee or council. Bylaws will be approved as to form by the County Attorney and Approved by the County Administrator. (A template is provided as Attachment 2)
17. Citizen boards, committees and councils may change meeting dates, locations and times at their discretion provided proper public notice is given.
18. If any specific provision herein conflicts with a specific provision in the County Code or Florida Statutes, the County Code or Florida Statutes shall govern. Florida Statutes govern over the County Code in case of any conflict between them.

SUMMARY OF BOARDS, COMMITTEES, AND COUNCILS APPOINTED BY THE FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS

AIRPORT ADVISORY BOARD

Established by the Board of County Commissioners, 1989

Function: To assist and make recommendations to the Board of County Commissioners on matters pertaining to the Flagler County Airport.

Membership: Consists of five regular members and one alternate with an interest in aviation, appointed by the Board of County Commissioners.

Terms: Appointed for three-year terms.

Meetings: Held at 4:00 p.m. on the second Thursday of the month at the Flagler County Airport.

CONTRACTOR REVIEW BOARD

Flagler County Code (Ordinance 2007-10)

Adopted by Flagler County (July 23, 2007)

Function: The Contractor Review Board will assist in the proper administration of this Ordinance. The Board shall have the power and authority to discipline authorized or Certified contractors as set forth in Section 8-15 of this Ordinance.

Membership: The Contractor Review Board shall consist of ten (10) members who are residents and registered voters of Flagler County. The members shall not be elected officials or employees of Flagler County or its municipalities. Members shall serve without compensation. The members of the Contractor Review Board shall include:

- a. A licensed general, building, or residential contractor;
- b. A licensed roofing contractor;
- c. A licensed electrical contractor;
- d. A licensed plumbing contractor;
- e. A licensed mechanical or air conditioning contractor;
- f. A licensed swimming pool/spa contractor;
- g. Three (3) consumer members;
- h. A licensed engineer or architect;

In the event it is not possible to obtain a member in one of the licensed categories specified herein, any other state licensed contractor may serve as a substitute, provided there are no duplicate trade holders on the Board.

In the event of a vacancy, removal or resignation of a member, the Building Official shall make a recommendation to the Board of County Commissioners, for a replacement.

Terms: Appointment of a member to the Flagler County Contractor Review Board shall be for a term of four (4) years, except that the initial term for a licensed mechanical or air conditioning contractor; a licensed swimming pool/spa contractor; and two of the consumer members shall be for two years to provide staggered terms. Upon expiration of initial terms, any member may be reappointed to serve one additional four (4) year term.

Meetings: Held at 5:00 p.m. on the third Wednesday of the month in the Board Chambers at the Government Services Building.

ECONOMIC OPPORTUNITY ADVISORY COUNCIL **Resolution 2011-40 and 2011-62**

Function: The duties listed below shall be the charge of the Economic Opportunity Advisory Council. Although charged to the Council, the actual performance of many of the tasks listed shall be through the Executive Director or consultants with the creativity, guidance, and oversight and economic outreach provided by the Council.

- a. Development of policies and programs/courses of action designed to attract new businesses and to facilitate the expansion/retention of existing businesses that create quality jobs and diversify our community tax base.
- b. Preparation of the community for potential prospects to include the encouragement of the development of sites and buildings suitable for targeted business growth.
- c. Collect, update and disseminate accurate community information.
- d. Prepare quality marketing materials and messages and conducting marketing to potential community prospects.
- e. Screening of potential economic prospects.
- f. Representation of the County economically with the State of Florida and other outside economic development organizations.
- g. Coordination with all private and public community partners related to economic development.
- h. Monthly, quarterly, and annual reports to the Board of County Commissioners and the public.
- i. Preparation of an annual budget, annual work plans with measureable benchmarks, and long-range strategic plans for accomplishing these missions.
- j. Recommend to the BOCC on the hiring and firing of the Economic Development Executive Director.
- k. Update the County's Economic Development Strategy Plan as necessary and provide input into the County's Comprehensive Plan Economic Development Element.

The EOAC shall act in an advisory capacity only and shall have no legislative or quasi-judicial powers or authority.

Membership: Consists of nine (9) members selected by the Flagler County Board of County Commissioners. The council shall be comprised of members, with expertise/experience in areas listed below, preferably with some economic development experience: (a) County Commissioner Chair or Designee; (b) Finance/Investment Banking/Angel Investment; (c) At-Large; (d) Agriculture; (e) Marketing; (f) Manufacturer; (g) Industrial Park Developer/ General Contractor/ Commercial Realtor; (h) Hi-tech Business; and (i) At-Large.

Terms: Three year terms followed the initial staggered terms.

Meetings: Held the fourth Wednesday of each month at 10:00 a.m. in the Board Chambers at the Government Services Building.

EMERGENCY MEDICAL SERVICES ADVISORY BOARD
Flagler County Code, Section 19-162
(Pursuant to Section 401.25(6), Florida Statutes)

Function: The advisory board shall hold a public hearing for the purpose of considering all pending applications for certificate of public convenience and necessity and make a finding and determination to be forwarded to the Board of County Commissioners for the granting or denial of certificates.

Membership: Consists of 10 members appointed by the Board of County Commissioners consisting of: Director of Nursing, Medical Director, EMS Division Chief, County Medical Director, EMT-Paramedic, Lay Person, EMT (non-fire), Palm Coast Fire/Rescue, Flagler County Fire Service & EMT, Flagler County Operations Chief, and Service Provider (private sector).

Terms: NA

Meetings: Held six times per year (January, March, May, July, September, November) at 9:30 a.m. on the second Monday of the month at the Emergency Operations Center.

HOUSING TASK FORCE / AFFORDABLE HOUSING ADVISORY COMMITTEE
Flagler County Code Section 16-77; and Section 420.9076, Florida Statutes

Function: To make recommendations to the Board of County Commissioners regarding specific initiatives to encourage or facilitate affordable housing in Flagler County. Now acting as the local affordable housing advisory committee pursuant to Section 420.9076, Florida Statutes, Section 16-77 of the Flagler County Code and the State Housing Initiatives Partnership (SHIP) Procedures Manual.

Membership: Consists of 12 members – One citizen/residential home building industry, One citizen/Banking/Mortgage Industry, One citizen/Labor Industry, One citizen/Low Income Advocate, One citizen/For-Profit, One citizen/Not-for-Profit, One citizen/Real Estate Professional, One citizen/Local Planning Agency, and One citizen/Resident of Local Jurisdiction, three citizen-at-large and one alternate

Terms: Members serve two-year terms.

Meetings: Held at 8:30 a.m. the second Tuesday of the month in the Financial Services Conference Room at the Government Services Building.

LAND ACQUISITION SELECTION ADVISORY COMMITTEE
Flagler County Code Section 2-77

Function: Serves as an advisory board to the Board of County Commissioners on issues involving the acquisition and management of environmentally sensitive lands, recreation and water recharge areas.

Membership: Consists of seven members appointed by the Board of County Commissioners.

Terms: No limit to terms of office.

Meetings: Held at 3:30 p.m. the second Monday of the month in the First Floor Conference Room at the Government Services Building.

LAND DEVELOPMENT CODE ADVISORY COMMITTEE
Established March 20, 2006; Revised May 2, 2011.

Function: To assist with the Land Development Code rewrite review and provide recommendations for Land Development Code standards, regulations, and provisions to the Board of County Commissioners.

Membership: Consists of nine members: two members of the Planning Board, two members formerly serving on the Future Committee, four Citizens-at-Large, with two members either residing in or having a place of business in the unincorporated portion of Flagler County, and an appointee from the Board of County Commissioners.

Terms: NA

Meetings: Held at 5:30 p.m. the first Thursday of the month at the Emergency Operations Center.

LIBRARY BOARD OF TRUSTEES
Flagler County Code Section 25-2

Function: To establish policies regarding the delivery of public library services and to report to the Board of County Commissioners and citizens of the County at least once a year regarding the status, progress, and needs of the library in regard to the provision of these services.

Membership: Consists of seven members appointed by the Board of County Commissioners.

Terms: Members serve three-year terms.

Meetings: Held at 4:30 p.m. on the second Monday of the month at the Flagler County Library.

PARKS AND RECREATION ADVISORY BOARD
Established by the Board of County Commissioners, 1987

Function: To make recommendations to the Board of County Commissioners on matters pertaining to County parks, recreational programs, and facilities.

Membership: Consists of seven members loosely representative of different areas of the County. (Reduced from eight members to seven members at the August 7, 2006 Board of County Commission meeting).

Terms: Appointed for two year terms.

Meetings: Held at 6:30 p.m. on the fourth Wednesday of the month at the Parks and Recreation Office.

PLANNING AND DEVELOPMENT BOARD
Established by Ordinance 2009-07, Section 2 of the
Flagler County Land Development Code

Function: To review and make recommendations to the Board of County Commissioners regarding development plans submitted under the County Land Development Code.

Membership: Consists of seven members in the following categories:

- Architect, landscape architect or urban planner
- Neighborhood or environmental activist
- Agricultural interests (farmer, timber, sod, cattle)
- Real estate or development
- Businessman or attorney
- Engineer, botanist, biologist, geologist, or similar geo-science profession

Terms: The Committee members shall serve staggered terms. For three members, the initial term of office shall be for two years. The remaining four members will serve terms of three years, and three years shall be the standard term for all members in the future.

Meetings: Held at 6:00 p.m. the second Tuesday of the month in the Board Chambers at the Government Services Building.

PUBLIC SAFETY COORDINATING COUNCIL
Pursuant to Section 951.26, Florida Statutes
Created by the Board of County Commissioners at its 02-19-07 meeting

Function:

- Assessing the population status of all detention or correctional facilities owned or contracted by the County.
- Formulating recommendations to ensure that the capacities of such facilities are not exceeded.
- Council recommendations shall also include an assessment of the availability of pretrial intervention or probation programs, work-release programs, substance abuse programs, gain-time schedules, applicable bail bond schedules, and the confinement status of the inmates housed within each facility owned or contracted by the County.
- The council may also develop a local public safety plan for future construction needs, but the plan must cover a five year period. The plan may be submitted for consideration to the local planning agency for the County. If it does so, it must be submitted at least 120 days before the adoption of, or amendment to, the comprehensive plan pursuant to Part II of Chapter 163.

Membership:

1. The chairperson of the Board of County Commissioners or another County Commissioner designee, shall serve as the chairperson of the council until the council elects a chairperson from the membership of the council.
2. The state attorney or his designee. (no term limit)
3. The public defender or his designee. (no term limit)
4. The chief circuit judge or his designee. (no term limit)
5. The chief County judge or his designee. (no term limit)
6. The chief correctional officer. (no term limit)
7. The sheriff or his designee. (no term limit)
8. The state probation circuit administrator or his designee. (4 year term)
9. The director of any County probation or pretrial intervention program. (4 year term)
10. The director of a local substance abuse treatment program or his designee. (4 year term)
11. Representatives from County and state jobs programs and other community groups who work with offenders and victims, appointed by the chairperson of the Board of County Commissioners. (4 year terms)
12. At large members.
13. Representing area homeless programs.
14. Representing consumers of substance abuse services.
15. Representing consumers of mental health services.
16. Representing family member of consumer of mental health services.
17. Representing director of community mental health provider.
18. Representing family member of consumer of substance abuse services.
19. Representing police chief or designee from local police chief's association.
20. Representing direction of detention facility.

Terms: Varied.

Meetings: Held at 8:45 a.m. on the second Wednesday of the month at the Emergency Operations Center.

TOURIST DEVELOPMENT COUNCIL
Flagler County Code Section 19-49
(Pursuant to Section 125.0104, Florida Statutes)

Function: To recommend to the Board of County Commissioners expenditures of tourist development tax monies and to generally review and make recommendations on other aspects of tourism in the County.

Membership: Consists of nine members – Chair of the Board of County Commissioners, 2 elected municipal officials (1 from the most populous municipality in the County), 3 owners or operators of businesses subject to tourist development tax, and 3 involved in tourist industry.

Terms: Appointed for four-year terms.

Meetings: Held at 10:00 a.m. on the third Wednesday of the month in the Board Chambers at the Government Services Building.

VETERANS ADVISORY COUNCIL
Resolution 1984-20

Function: To represent the various member service organizations and for carrying out the duties and responsibilities outlined below:

- Promote harmony and improve relationships among the various service organizations, inform the general public of the importance of veterans and improve morale of the veterans;
- Promote patriotism;
- Assist all veterans in every way possible;
- Insure that the Committee becomes a viable part of the community and a way of life in Flagler County;
- Make presentations, charters and proclamations to either City or County Commissioners when necessary;
- Work with the various private organizations to further the aims and objectives of the veteran and improve the way of life by assisting in jobs programs, working with the Chamber of Commerce, State Employment Service and the VA Regional Office; and
- Submit proposals, grievances and complaints to the Governor’s Veterans Advisory Council for all veterans, especially the Vietnam veteran, to improve and prevent loss of veterans benefits.

Membership: Consists of representatives from veterans service organizations servicing Flagler County.

Terms: Appointments by the member organizations are made in January of each year.

Meetings: Held on the first Monday in January, February, March, April, October, November and December, and on the second Monday in May and September. All meetings are held at 4:00 p.m. in the First Floor Conference Room of the Government Services Building.



ATTACHMENT 1

**FLAGLER COUNTY GENERAL APPLICATION
FOR VOLUNTEER BOARD, COMMITTEE OR COUNCIL MEMBERSHIP
(Please Print)**

Name: _____ Date: _____

Home Mailing Address: _____

Home Physical Address: _____

County of Residence: _____ Voter Registration #: _____

Home Phone: _____ Cell Phone: _____

Fax No: _____

E-mail Address: _____

Education: _____

Business: (name & type): _____

Business Address: _____

Business Phone: _____ Position: _____

Professional Organizations: _____

Have you ever served on a Flagler County appointed Board, Committee or Council?

Yes ___ No ___ If yes, please identify those on which you have served.

BOARD, COMMITTEE OR COUNCIL

DATES SERVED

PLEASE LIST ANY BOARD, COMMITTEE OR COUNCIL FOR WHICH YOU WOULD LIKE TO BE CONSIDERED:

Training or experience related to activities of board, committee or council to which appointment is sought:

If appointed, I will attend meetings in accordance with adopted policies of Flagler County. If at any time my business or professional interests conflict with the interests of this Board, Committee or Council, I will not participate in such deliberations. I understand that if appointed, I will serve at the pleasure of the Board of County Commissioners.

References may be secured from the following individuals (print name, address and phone number):

- (1) _____
- (2) _____
- (3) _____

Signature of Applicant

Applicants are encouraged to provide additional information (including a resume) to better explain their qualifications for the position to which they are making application.

**BYLAWS OF THE
FLAGLER COUNTY
ADVISORY COMMITTEE NAME HERE**

PART I: PURPOSE & INTENT

The Flagler County Board of County Commissioners has established the **Advisory Committee Name** under **how it was established**, to **what its function is**.

PART II: MEMBERSHIP

Section 1. MEMBERSHIP. The Committee shall consist of **Number (#)** members, who **describe the make up of the Committee here**. All appointees shall be residents and registered voters of Flagler County and shall serve at the discretion of the Board of County Commissioners.

Section 2. TERMS. The Committee members shall serve staggered terms and the term of office shall be for **Number (#)** years. If a vacancy occurs prior to the expiration of any member's full term, the Board of County Commissioners shall advertise the position and replace with another candidate accordingly.

Section 3. COMPENSATION. All members of the Committee shall serve without compensation; none are entitled to pension or retirement benefits for service on the Committee.

PART III: OFFICERS

Section 4. OFFICERS. Except where otherwise required by statute or ordinance, the Committee shall elect its Chair and Vice-Chair from among its members. The term of the Chair and Vice-Chair shall be one (1) year with eligibility for reelection.

Section 5. DUTIES OF OFFICERS. The duties and power of the officers of the Committee shall be as follows:

A. Chair

- (1) To preside at all meetings of the Committee;
- (2) To call special meetings of the Committee in accordance with these Bylaws;
- (3) To sign documents within the purview and authority of the Committee; and
- (4) To see that all actions of the Committee are properly taken.

B. Vice-Chair

During the absence, disability or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all responsibilities of the Chair.

PART IV: MEETINGS

Section 6. ANNUAL MEETING. The annual meeting of the **Advisory Committee name** shall be the first regular meeting in the month of January (**unless already established**) each year. Such meeting shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by the Committee.

Section 7. REGULAR MEETINGS. Regular meetings of the Committee shall be held on the **regular day held** of the month at **time held** in the **Name of room and building (if applicable)** located at **address, City**, Florida. Time and place changes of meetings may be called by the Chair, provided that reasonable advance notice is given to each member and the public in accord with Florida's Sunshine Law.

Section 8. QUORUM. **50% + 1 (denote the number using that formula)** members of the Committee shall constitute a quorum for transaction of business. The only business that can be transacted in the absence of a quorum is (1) to adjourn; (2) to recess for a period of time within the same day; and (3) to continue any agenda item to a date and time certain.

Section 9. NOTICE OF INABILITY TO ATTEND MEETING. Each member of the Committee that will not be able to attend a scheduled meeting shall, at the earliest possible opportunity, advise the County staff liaison. The County staff liaison shall notify the Chair in the event that projected absences will produce a lack of a quorum. If any appointed member of the Committee fails to attend three (3) unexcused consecutive, regularly scheduled meetings or five (5) of twelve (12) regular or special meetings or workshops of the Committee, the County staff liaison shall notify the County Administrator. The County Administrator will present to the Board of County Commissioners the name of any appointed member of an advisory committee established by the Board of County Commissioners who has failed to attend the required number of meetings as noted previously in this section. The Board of County Commissioners shall determine whether in such circumstances it shall declare the position vacant and to obtain a successor applicant for membership with the particular advisory committee.

Section 10. VOTING. At all meetings of the Committee, each member attending shall be required to cast a vote on all matters requiring action by the Committee. Any member who has a conflict of interest on any issue being voted shall recuse themselves from voting on matters relating to the issue. The member must have a special gain or loss as defined by the Florida Commission on Ethics in order to have a conflict of interest. The member should consult with the County Administrator's office on whether a conflict exists. In the event of conflict, the required form must be completed and made a part of the minutes. The conflict and recusal shall be stated in the minutes of the Committee. Otherwise the member is required to cast a vote.

Section 11. PROCEEDING.

- A. The order of business, unless otherwise adopted by the members present, at all regular meetings shall be as follows:
 - (1) Roll call and Pledge of Allegiance
 - (2) Approval of minutes of previous meetings
 - (3) Agendaed items
 - (4) Adjournment

- B. Minutes will be taken and maintained by County staff. Copies of all minutes will be sent to the County Administrator and made available to each Flagler County Commissioner.

Section 12. RULES OF PROCEDURE. All meetings of the Committee shall be conducted with *Robert's Rules of Order Revised as a guideline*. The Committee shall be governed by the Florida Sunshine Law, Public Records Law, **Ordinance #, Resolution # or Flagler County Code Section (if applicable)** and these Bylaws.

Section 13. DEADLINE FOR AGENDA. The deadline for placement of an item on the agenda of the Committee shall be seven (7) calendar days prior to any scheduled meeting.

Section 14. AMENDMENTS. These Bylaws may be amended at any meeting of the Committee, only to the extent consistent with County Ordinance/Resolution and provided that said notice of said proposed amendment is given to each member in writing at least five (5) business days prior to said meeting and the approved as to form by the County Administrator and approved by the County Administrator.

Section 15. RELATION TO COUNTY COMMISSION RESOLUTIONS AND STATE LAWS. Any section or provision of any section of the Bylaws as adopted by the **Name of the Committee** which conflicts with County resolution or State laws shall have no force and effect.

Section 16. MATTERS REFERRED BY THE FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS. Matters referred to the Committee by the Board of County Commissioners shall be placed on the calendar for consideration and action at the first meeting of the Committee after such referral.

Section 17. THESE BYLAWS SHALL BECOME EFFECTIVE IMMEDIATELY UPON APPROVAL AS TO FORM BY THE COUNTY ATTORNEY AND APPROVAL BY THE COUNTY ADMINISTRATOR.

These Bylaws adopted this ____ day of _____, 20__.

Name, Committee Chair

ATTEST:

Name, Committee Recording Secretary

APPROVED:

County Administrator

Date

APPROVED AS TO FORM:

County Attorney

FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS

MARCH 21, 2016

REGULAR MEETING

Present: Chair Barbara Revels, Vice Chair Nate McLaughlin, Commissioners George Hanns, Frank Meeker and Charles Ericksen, County Administrator Craig Coffey, County Attorney Al Hadeed and Deputy Clerk Andrew Moss

Chair Revels called the meeting to order at 5:00 p.m. in the Board Chambers of the Government Services Building in Bunnell, Florida.

ITEM 1 - PLEDGE TO THE FLAG AND MOMENT OF SILENCE

Chair Revels led the Pledge to the Flag and requested a moment of silence.

ITEM 2 - ADDITIONS, DELETIONS AND MODIFICATIONS TO THE AGENDA

A video was added under Item 4C - Presentations.

ITEM 3 - ANNOUNCEMENTS BY THE CHAIR

Chair Revels announced the following:

- 61st Annual Cracker Day - March 26, 2016 at the Flagler County Fairgrounds
- Matanzas Woods Parkway Interchange Ribbon Cutting - March 28, 2016
- Flagler County Veterans Employment Seminars - March 29, 30 and 31, 2016
- Flagler County soliciting registered voters residing in Flagler County for various citizen volunteer boards and councils
- Upcoming meetings:
 - April 4, 2016 at 9:00 a.m. - Regular Meeting in the Board Chambers
 - Workshop pending

ITEM 4A - RECOGNITIONS

None

March 21, 2016
Regular Meeting

**ITEM 4B1 - PROCLAMATIONS VICTIMS' RIGHTS WEEK BY FLAGLER COUNTY
SHERIFF'S OFFICE SPECIAL VICTIM ADVOCATE, LINDA BLUM**

The following proclamation was read by Commissioner Hanns.

**A PROCLAMATION OF THE
FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
DESIGNATING APRIL 10-16, 2016 AS
"CRIME VICTIMS' RIGHTS WEEK" IN FLAGLER COUNTY, FLORIDA**

WHEREAS, Americans are the victims of more than 20 million crimes each year, and crime can touch the lives of anyone regardless of age, national origin, race, creed, religion, gender, sexual orientation, immigration, or economic status; and

WHEREAS, many victims face challenges in finding appropriate services, including victims with disabilities, young victims of color, deaf and hard of hearing victims, LGBTQ victims, tribal victims, elder victims, victims with mental illness, immigrant victims, teen victims, victims with limited English proficiency, and others; and

WHEREAS, too many communities feel disconnected from the justice and social response system, and have lost trust in the ability of those systems to recognize and respond to their needs; and

WHEREAS, victims of repeat victimization who fail to receive supportive services are at greater risk for long-term consequences of crime; and

WHEREAS, the victim services community has worked for decades to create an environment for victims that is safe, supportive, and effective; and

WHEREAS, intervening early with services that support and empower victims provides a pathway to recovery from crime and abuse; and

WHEREAS, honoring the rights of victims, including the right to be heard and to be treated with fairness, dignity and respect, and working to meet their needs rebuilds their trust in the criminal justice and social services systems; and

WHEREAS, serving victims and rebuilding their trust restores hope to victims and survivors, as well as their communities; and

WHEREAS, National Crime Victims' Rights Week, April 10-16, 2016, is an opportune time to commit to ensuring that all victims of crime, even those who are challenging to reach or serve are offered culturally and linguistically accessible and appropriate services in the aftermath of crime.

NOW THEREFORE, BE IT PROCLAIMED BY THE FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS that they hereby proclaim April 10-16, 2016 as "Crime Victims' Rights Week" in Flagler County Florida and urge all citizens to join us in expressing that our sincere gratitude and appreciation for those community members, victim service providers, and criminal justice professionals who are committed to improving our response to all victims of crime so that they may find relevant assistance, support, justice, and peace.

Jim Manfre, Flagler County Sheriff, accepted the proclamation and introduced Victims' Advocate Linda Blum and Sergeant Jen Taylor, who headed the County's Crimes Against Persons Division.

A motion was made by Commissioner McLaughlin to adopt the proclamation. Seconded by Commissioner Hanns.

Chair Revels called the question. Motion carried unanimously.

March 21, 2016
Regular Meeting

**ITEM 4B2 - PROCLAMATIONS MOTORCYCLE AWARENESS MONTH 2016 BY
ABATE (A BROTHER AGAINST TOTALITARIAN ENHANCEMENTS)
OF FLORIDA INC., STATE SECRETARY SHELLY JOHNSON**

The following proclamation was read by Commissioner Meeker

**A PROCLAMATION OF THE
FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
PROCLAIMING MAY 2016 AS
"MOTORCYCLE SAFETY AWARENESS MONTH" IN FLAGLER COUNTY**

WHEREAS, motorcycle riding is a popular form of efficient transportation and recreation for more than 1,000,000 people in Florida; and

WHEREAS, it is important that the drivers of all vehicles be aware of one another and learn to share the road and practice courtesy; and

WHEREAS, motorcycles provide a means of transportation that uses fewer resources, causes less wear and tear on public roadways, and increases available parking areas; and

WHEREAS, it is especially important that the citizens of Florida be aware of motorcycles on the streets and highways and recognize the importance of motorcycle safety; and

WHEREAS, the safety hazards created by automobile operators who have not been educated to watch for motorcyclists on the streets and highways of Florida are of prime concern to motorcyclists; and

WHEREAS, the American Bikers Aimed Toward Education (ABATE) of Florida, Vintage Chapter, representing Flagler County, the Town of Beverly Beach, the Town of Hastings, St. Augustine Beach, the City of St. Augustine, the City of Flagler Beach, the City of Bunnell, the City of Palm Coast, and St. Johns County is an organization that is actively promoting the safe operation, increased rider training, and increased motorist awareness of motorcycles; and

WHEREAS, it is important to recognize the need for awareness on the part of all drivers, especially with regard to sharing the road with motorcycles, and to honor motorcyclists' many contributions to the communities in which they live and ride.

NOW THEREFORE, BE IT PROCLAIMED BY THE FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS that they hereby declare the month of May 2016 as "**Motorcycle Safety Awareness Month**" and encourage all residents of Flagler County to be aware of motorcycles on our streets.

Marcus Hotelling, Chapter President, accepted the proclamation and requested the County to put up motorcycle safety signs.

A motion was made by Commissioner McLaughlin to adopt the proclamation. Seconded by Commissioner Ericksen.

Chair Revels called the question. Motion carried unanimously.

March 21, 2016
Regular Meeting

**ITEM 4B3 - PROCLAMATIONS PEDESTRIAN AND CYCLIST SAFETY WEEK BY
FLAGLER COUNTY SCHOOLS COMMUNITY PROBLEM SOLVING
TEAM STREET TALK**

The following proclamation was read by Commissioner Ericksen.

**A PROCLAMATION OF THE
FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
DESIGNATING THE WEEK OF AUGUST 15-19, 2016 AS
"PEDESTRIAN AND CYCLE SAFETY WEEK" IN FLAGLER COUNTY**

WHEREAS, walking and bicycling to school are viable and environmentally sound forms of transportation, an excellent form of exercise and provide quality recreation; and

WHEREAS, a lack of physical activity plays a leading role in rising rates of obesity, diabetes and other health problems among children and being able to bicycle or walk to school offers an opportunity to build activity into a daily routine; and

WHEREAS, students driven to school by private vehicle contributes to traffic congestion and air pollution; and

WHEREAS, Flagler County has seen an increase in the number of accidents involving bicycles and/or pedestrians over the past year; and

WHEREAS, hundreds of children can be saved each year when communities take steps to make pedestrian and bicycle safety a priority; and

WHEREAS, parents and legal guardians play an important role in teaching children about pedestrian and bicycle safety helping students become aware of the challenges and dangers they face on their trip to school each day; and

WHEREAS, Flagler County believes that raising bicyclist and pedestrian safety awareness is vital to ensuring the health and well-being of all citizens in the Flagler County; and

WHEREAS, the Community Problem Solvers Group known as "Street Talk" have planned school-based pedestrian and cyclist safety activities/events during the first full week of school allowing students the opportunity to gain the skills and knowledge necessary to walk or cycle safely to and from school.

NOW THEREFORE, BE IT PROCLAIMED BY THE FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS that they hereby proclaim the week of August 15-19, 2016 as "**Pedestrian and Cyclist Safety Week**" in Flagler County and urge all citizens to be alert for bicyclists and pedestrians, especially when making turns and urge all bicyclists and pedestrians to wear bright reflective clothing, use lights and ride/walk safely according to the law.

Sarah Main accepted the proclamation on behalf of her school group "Street Talk."

A motion was made by Commissioner McLaughlin. to adopt the proclamation. Seconded by Commissioner Hanns.

Chair Revels called the question. Motion carried unanimously.

March 21, 2016
Regular Meeting

**ITEM 4B4 - PROCLAMATIONS CURRENT EVENTS IN EDUCATION DAY BY
FLAGLER COUNTY SCHOOLS COMMUNITY PROBLEM SOLVING
TEAM POV (PERSPECTIVE, OPINION, VALIDATION!)**

The following proclamation was read by Commissioner McLaughlin.

**A PROCLAMATION OF THE
FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
RECOGNIZING JANUARY 22, 2016 AS,
"CURRENT EVENTS IN EDUCATION DAY" IN FLAGLER COUNTY, FLORIDA**

WHEREAS, knowledge of current events sets the foundation for community members and students to become involved in their community; and

WHEREAS, 80.8% of middle school students polled in Flagler County stated applying social studies to themselves would help them understand the subject better; and

WHEREAS, current events are often overlooked in classroom curriculum due to strict testing standards and time restraints; and

WHEREAS, Team P.O.V. (Perspective, Opinion, Validation!) was created on September 2, 2015, for the purpose of improving current events education, especially in social studies; and

WHEREAS, Team POV has been working with students and educators to incorporate current events into our local education system; and

WHEREAS, it is crucial to ensure that students are well-informed and actively participating in the discussion of global events to help them become active community members; and

WHEREAS, today's students are tomorrow's leaders, and it is imperative we encourage a culture of informed citizens by placing a high priority on teaching current events in schools.

NOW THEREFORE, be it proclaimed by the Flagler County Board of County Commissioners that they do hereby recognize January 22, 2016 as "Current Events in Education Day" in Flagler County.

Alexandra Feldman accepted the proclamation on behalf of her school group "POV."

A motion was made by Commissioner McLaughlin to adopt the proclamation. Seconded by Commissioner Hanns.

Chair Revels called the question. Motion carried unanimously.

March 21, 2016
Regular Meeting

ITEM 4C - PRESENTATIONS

A video was shown of National Guard troops returning home from Afghanistan, noting the group was based in Flagler County. The BCC expressed its appreciation for the military.

ITEM 5 - COMMUNITY OUTREACH

Shoreline/Sheriff's Legal Fees

Jack Carall, Palm Coast, questioned what the County was doing about the rising tides. He also asked who was paying for the Sheriff's legal fees.

Item 9 Synopsis/Marijuana Possession Civil Citations

George Mayo, Palm Coast, requested a synopsis of Item 9. He also requested a review of marijuana possession civil citations and presented an article (*on file in the Clerk's Office*) that revealed the citations were leading to criminal convictions, which was not the intent.

CONSENT AGENDA - ITEMS 6A THROUGH 12

Chair Revels removed Item 9 for discussion and action.

Commissioner Ericksen removed Items 7 and 8 for discussion and action.

A motion was made by Commissioner McLaughlin to approve the Consent Agenda with the exception of Items 7, 8 and 9. Seconded by Commission Meeker.

Chair Revels called the question. Motion carried unanimously.

The following Consent Agenda items were approved in the above motion:

ITEM 6A - BILLS AND RELATED REPORTS

The report(s) of funds withdrawn from County depositories by the Flagler County Clerk of the Circuit Court and the Revenue Collected Report presented in compliance with the provisions of Section 136.06, Florida Statute as listed below were approved as part of the Consent Agenda.

- Disbursement Report for Week Ending Feb. 26, 2016 in the amount of \$1,566,854.67
- Disbursement Report for Week Ending Mar. 4, 2016 in the amount of \$3,673,091.17
- Disbursement Report for Week Ending Mar. 11, 2016 in the amount of \$1,337,922.79

ITEM 6B - APPROVAL OF BOARD MEETING MINUTES

The minutes from the following meeting minutes were approved as part of the Consent Agenda:

- March 7, 2016 - Regular Meeting

March 21, 2016
Regular Meeting

The following items were removed from the Consent Agenda for discussion and action:

ITEM 7 - APPROVAL OF THE SMALL COUNTY OUTREACH PROGRAM (SCOP) AGREEMENT AND THE AUTHORIZING RESOLUTION BETWEEN FLAGLER COUNTY AND THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE DESIGN AND CONSTRUCTION OF COUNTY ROAD 305 FROM BRIDGE 734084 TO STATE ROAD 100

The following information was provided by Faith Alkhatib, County Engineer:

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
CONSENT / AGENDA ITEM # 7**

SUBJECT: Approval of the Small County Outreach Program (SCOP) Agreement and the Authorizing Resolution between Flagler County and the Florida Department of Transportation (FDOT) for the design and construction of County Road 305 from Bridge 734084 to State Road 100 in the amount of \$2,342,684.00, FDOT Financial Project No. 424351-2-54-01

DATE OF MEETING: March 21, 2016

OVERVIEW/SUMMARY: Flagler County received funding from the FDOT which will provide funding to complete design and construction for resurfacing, rehabilitation and associated improvements on County Road 305 from Bridge 734084 to State Road 100, a total distance of approximately 6.1 miles.

The project will be administered by the County through the FDOT as a Small County Outreach Program (SCOP) project. The SCCP Agreement will formalize the Department's contribution toward the construction project.

FUNDING INFORMATION: Funding in the amount of \$2,332,684 was included in the FY15-16 Budget in the anticipated grants account. A budget transfer will be processed moving the budgeted amount to the assigned revenue (112-0000-334.49-37) and expenditure accounts(112-8277-541.31-10 and 63-10) assigned to this project (#402591). The additional \$40,000 awarded above what was anticipated will be appropriated at the next available public hearing.

DEPT./CONTACT/PHONE #: Faith Alkhatib, Engineering Department, 313-4045

RECOMMENDATIONS: Request the Board approve the Small County Outreach Program (SCOP) Agreement and the Authorizing Resolution between Flagler County and the Florida Department of Transportation to complete the design and construction for CR 305 Resurfacing and Rehabilitation Project the amount of \$2,342,684.00.

ATTACHMENTS:


1. Authorizing Resolution
2. SCOP Agreement



Faith Alkhatib, County Engineer

3-16-2016

Date



Craig M. Coley, County Administrator

16 March 2016

Date

March 21, 2016
Regular Meeting

(Item 7 – continued)

Commissioner Ericksen asked if funding for drainage improvements was included.

County Administrator Coffey replied not currently, but could be included during the design phase, noting some drainage improvements were done previously.

Chair Revels requested public comment. There was none.

A motion was made by Commissioner Ericksen to approve Item 7. Seconded by Commission Hanns.

Chair Revels called the question. Motion carried unanimously.

March 21, 2016
Regular Meeting

ITEM 8 - APPROVAL OF THE SMALL COUNTY OUTREACH PROGRAM (SCOP) AGREEMENT AND THE AUTHORIZING RESOLUTION BETWEEN FLAGLER COUNTY AND THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE DESIGN OF OLD DIXIE HIGHWAY FDOT FINANCIAL PROJECT NO. 433729-1-54-01 AND AUTHORIZATION FOR THE CHAIR TO EXECUTE A WORK AUTHORIZATION

The following information was provided by Faith Alkhatib, County Engineer:

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
CONSENT / AGENDA ITEM # 8**

SUBJECT: Approval of the Small County Outreach Program (SCOP) Agreement and the Authorizing Resolution between Flagler County and the Florida Department of Transportation (FDOT) for the design of Old Dixie Highway in the amount of \$250,000.00, FDOT Financial Project No. 433729-1-54-01 and Authorization for the Chair to Execute a Work Authorization, not to exceed \$250,000.00 with a firm under Flagler County's Continuing Civil Engineering Services Contract Q009-0-2015.

DATE OF MEETING: March 21, 2016

OVERVIEW/SUMMARY: Flagler County received funding from the FDOT which will provide funding to complete design and permitting for resurfacing, rehabilitation and associated improvements on Old Dixie Highway. The project limits extend from US1 to the I-95 Right of Way, a distance of approximately 2.7 miles.

The project will be administered by the County through the FDOT as a Small County Outreach Program (SCOP). The SCOP Agreement will formalize the Department's contribution toward the construction project.

The design will be completed under Flagler County's Continuing Civil Engineering Services Contract Q009-0-2015.

FUNDING INFORMATION: Funding in the amount of \$250,000 was included in the FY15-16 Budget in the anticipated grants account for the design portion of this project. A budget transfer will be processed moving the budgeted amount to the assigned revenue (112-0000-334.40-38) and expenditure accounts (112-8278-541.31-10 and 63-10) assigned to this project. (#580590).

DEPT./CONTACT/PHONE #: Faith Alkhatib, Engineering Department, 313-4045

RECOMMENDATIONS: Request the Board approve the Small County Outreach Program (SCOP) Agreement and the Authorizing Resolution between Flagler County and the Florida Department of Transportation to design the Old Dixie Highway Resurfacing and Rehabilitation Project the amount of \$250,000.00. Authorize the Chair to Execute a Work Authorization, not to exceed \$250,000 with a firm under Flagler County's Continuing Civil Engineering Services Contract Q009-0-2015.

ATTACHMENTS:

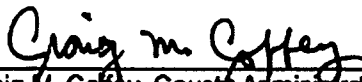
1. Authorizing Resolution
2. SCOP Agreement



Faith Alkhatib, County Engineer

3-16-2016

Date



Craig M. Coffey, County Administrator

16 March 2016

Date

March 21, 2016
Regular Meeting

(Item 8 – continued)

Commissioner Ericksen asked if funding for drainage improvements was included.

County Administrator Coffey explained drainage improvements were already included.

Commissioner Meeker asked if signage or landscaping was incorporated in the item.

County Administrator Coffey stated they were not incorporated in the Flagler County portion.

Chair Revels requested public comment. There was none.

**A motion was made by Commissioner Meeker to approve Item 8. Seconded by
Commission Ericksen.**

Chair Revels called the question. Motion carried unanimously.

March 21, 2016
Regular Meeting

ITEM 9 - APPROVAL OF AN UPDATE TO THE FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS RULES OF PROCEDURE

The following information was provided by Craig M. Coffey, County Administrator:

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
CONSENT / AGENDA ITEM # 9**

SUBJECT: Approval of an Update to the Flagler County Board of County Commissioners Rules of Procedure

DATE OF MEETING: March 21, 2016

OVERVIEW/SUMMARY: The Commission's Rules of Procedure were originally adopted by the Board on April 7, 2008, revised on May 19, 2008, August 4, 2008, and September 16, 2013. The Rules appear on the County's website, serving as a guide for Commissioners as well as citizens.

The following changes have taken place and are reflected in Exhibit C:

1. **Boards, Committees or Councils:**
 - a. The Economic Opportunity Advisory Council and Veterans Advisory Council have been established and should be added to the active list.
 - b. The Human Services Allocation Committee was move to boards with no appointed members.
2. **Dates, Times and/or Meeting Location:** Several boards, committees or councils have changed their meeting dates, times and/or meeting location. These changes have been made to better accommodate the tasks and schedules of the board, committee or council.
3. **General Rules:**
 - a. Item 6 Inserted: Unless otherwise required by statute or ordinance, the membership shall be available to citizens at large as opposed to elected officials in order to avoid the necessity of making positions available to each municipality and give more citizens opportunity.
 - b. Item 9 Edited: Unless otherwise determined by the board, members of each board, committee or council shall annually elect a chair and vice-chair from among the members and may create and fill other offices as the Board deems needed. Exceptions to above statement: on the Tourist Development Council- include where any state the statutes or County Ordinance/Resolution otherwise mandates that the Chairman of the Board of County Commissioners (or their designee) shall serve as the chair of the council/committee of the TDC.
 - c. Item 16 Edited: Bylaws, outlining the purpose and intent of the advisory board or committee, membership criteria, officers and their duties, and meeting guidelines including information on a quorum, attendance, agenda development and rules of procedure, shall be adopted by each board, committee or council. Bylaws will be approved as to form by the County Attorney and Approved by the County Administrator. (Template provided as Attachment 2)
 - d. Item 17 Inserted: Citizen boards, committees and councils may change meeting dates, locations and times at their discretion provided proper public notice is given.
4. **The Land Development Code Advisory Committee** was restructured by the County Commission on May 2, 2011: To assist with the Land Development Code rewrite and input recommendations for Land Development Code standards, regulations, and provisions to the Board of County Commissioners.

(Item 9 – continued)

The following changes are reflected in Bylaws Template:

5. Bylaws of Flagler County Template:

- a. Section 11B Edited: Minutes will be taken and maintained by County staff. Copies of all minutes will be sent to the County Administrator and made available to each Flagler County Commissioner and the County Administrator.
- b. Section 14 Edited: These Bylaws may be amended at any meeting of the Committee, only to the extent consistent with County Ordinance/Resolution and provided that said notice of said proposed amendment is given to each member in writing at least five (5) business days prior to said meeting and the action is ratified by the Board of County Commissioners approved as to form by the County Administrator and approved by the County Administrator.
- c. Section 17 Edited: THESE BYLAWS SHALL BECOME EFFECTIVE IMMEDIATELY UPON RATIFICATION BY THE BOARD OF COUNTY COMMISSIONERS APPROVAL AS TO FORM BY THE COUNTY ATTORNEY AND APPROVAL BY THE COUNTY ADMINISTRATOR.

Additionally, staff has made formatting changes throughout that do not affect the intent of the document.

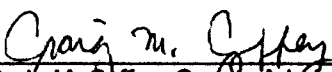
FUNDING INFORMATION: Not applicable.

DEPT./CONTACT/PHONE #: Craig Coffey, County Administrator (386) 313-4007

RECOMMENDATION: Request the Board approve the proposed amendments to the Flagler County Board of County Commissioners Rules of Procedure and allow the County Administrator, after review by the County Attorney, to update these documents as needed to reflect committee changes in the future.

ATTACHMENTS:

1. Flagler County Board of County Commissioners Rules of Procedure - Redline
2. Flagler County Board of County Commissioners Rules of Procedure - Amended and Restated



Craig M. Coffey, County Administrator
18 March 2016

Date

March 21, 2016
Regular Meeting

(Item 9 – continued)

County Administrator Coffey stated the item was simply to clean up matters that had procedural changes or changes in practice. He stated more would be coming, noting a lot of administrative guidelines, rules, and resolutions had changed over the years.

Commissioner Hanns wanted it clarified for the record that the Historical Society would not be affected.

Chair Revels said that might happen in a future cleanup, but was not included in this one.

Commissioner Hanns stated some people believed there would be no opportunity to request funding at a later date if it was not included.

Mr. Coffey stated that was misinformation, noting it would go to a workshop.

Chair Revels requested public comment. There was none.

**A motion was made by Commissioner McLaughlin to approve Item 9 as presented.
Seconded by Commissioner Meeker.**

Chair Revels called the question. Motion carried unanimously.

ITEM 10 – Reserved

ITEM 11 - Reserved

GENERAL BUSINESS

ITEM 12 - None

March 21, 2016
Regular Meeting

PUBLIC HEARINGS

ITEM 13 - REISSUANCE OF ORDINANCE ADOPTING AN AMENDMENT TO
FLAGLER COUNTY ORDINANCE 2006-28 PROVIDING FOR AN
AMENDMENT TO THE BULOW PRESERVE PUD DEVELOPMENT
AGREEMENT

The following information was provided by Adam Mengel, Planning & Zoning Director:

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
PUBLIC HEARING / AGENDA ITEM # 13**

SUBJECT: Re-issuance of Ordinance Adopting an Amendment to Flagler County Ordinance 2006-28 Providing for an Amendment to the Bulow Preserve PUD Development Agreement

DATE OF MEETING: March 21 2016

OVERVIEW/SUMMARY: The Board of County Commissioners on July 20, 2015 at a duly noticed public hearing approved Application #2979, which requested an amendment to the Site Development Plan and Development Agreement in a PUD for Seaside Landings, formerly known as Bulow Preserve. The applicant was seeking to amend the plan and agreement to shift project density from the portion of the project west of John Anderson Highway to the east, for 99 single-family detached residential units on 250+/- acres. The action resulted in the adoption of Flagler County Ordinance 2015-08.

Section 125.66(2)(b), Florida Statutes (2009) requires that "Certified copies of ordinances or amendments thereto enacted under this regular enactment procedure shall be filed with the Department of State by the clerk of the board of county commissioners within 10 days after enactment by said board and shall take effect upon filing with the Department of State." Due to the delay in time between action by the Board and the opportunity for completion of execution of the original, it is necessary for this item to be returned to the Board of County Commissioners for re-issuance of the Ordinance and filing with the Department of State in order to comply with the statutory section cited above.

The original Ordinance No. 2015-08 with its attachment is on file with the Board Secretary of the Clerk of the Court. The draft ordinance attached to this agenda item and its attachments are identical to the ordinance approved by the Board of County Commissioners on July 20, 2015, inclusive of the text requiring connection of the west lots to central potable water as required by the Board.

Legal notice has been provided in accordance with Chapter 125, Florida Statutes and Section 2.07.00, Flagler County Land Development Code.

DEPT./CONTACT/PHONE #: Planning & Zoning, Adam Mengel, (386) 313-4065

RECOMMENDATION: Request the Board re-issue the ordinance amending the PUD development agreement and site development plan for the Bulow Preserve PUD, now referenced as Seaside Landings PUD.

ATTACHMENTS:


1. Draft Ordinance
2. Legal Notice



Adam Mengel, Planning & Zoning Director

16 MAR 2016

Date



Craig M. Coffey, County Administrator

16 March 2016

Date

March 21, 2016
Regular Meeting

(Item 13 – continued)

Adam Mengel, Planning and Zoning Director, gave a brief overview of the ordinance.

Chair Revels requested public comment. There was none.

A motion was made by Commissioner McLaughlin to approve Item 13. Seconded by Commissioner Hanns.

Chair Revels called the question. Motion carried unanimously.

ITEM 14 - COUNTY ADMINISTRATOR REPORT/COMMENTS

County Administrator Coffey reported the following:

- Thanked Carlos Hernandez for the video of soldiers returning from Afghanistan
- Matanzas Woods Parkway Interchange Ribbon Cutting to be held on March 28, 2016
- Job Fair was a success
- Moody Boat Launch closed for dredging and floating dock installation from April 6 – May 20, 2016
- Flagler County Fair to be held April 6 – 10, 2016 at the County Fairgrounds
- Budget in Tallahassee was approved. Flagler County was successful in two of three projects
- Workshops scheduled for April 4, 2016 and April 19, 2016.
- Inmate Facility Tour and Ribbon Cutting being scheduled with Sheriff
- Refinancing the Environmentally Sensitive Lands debt
- \$2.3 million Florida Communities Trust Grant received for Bay Drive Park

ITEM 15 - COUNTY ATTORNEY REPORT/COMMENTS

None

ITEM 16 - COMMISSION ACTION

Commissioner McLaughlin asked staff to consider placing motorcycle safety signs around the county.

Commissioner Hanns asked staff to consider cleaning or replacing the sign at Pellicer Creek.

Chair Revels mentioned a letter from Mayor Netts of Palm Coast requesting a joint meeting between the two bodies to discuss emergency services, noting the City had plans it wanted to present. She considered setting up something up in May.

Commissioner Meeker asked if anyone knew what specific problem the City wanted to address as he thought the only issue was that it did not like using expensive trucks for emergency calls. He asked Mr. Coffey to get some clarification as to what problem the City was trying to solve.

Chair Revels offered to respond to the mayor's letter and to figure out what the issue was.

Further discussion ensued.

Chair Revels wanted to add "personal gender identity" and "sexual orientation" to the list of protected classes regarding discrimination in the sale or rental of housing. She requested staff work on the change, noting there might be additional sections besides housing that also needed to reflect the change.

March 21, 2016
Regular Meeting

ITEM 17 - COMMUNITY OUTREACH

George Mayo, Palm Coast, asked if the new Emergency Manager would introduce himself at a BCC meeting.

County Administrator Coffey responded he would at a later date, noting it was his first day.

ITEM 18 - COMMISSION REPORTS/COMMENTS

Commissioner Hanns stated he attended the Arcadia Rodeo event as well as the Indian Pow-Wow in Ormond Beach, noting some felt there were too many vendors at the event.

Chair Revels mentioned the upcoming "Motown Madness" dinner/dance event being held at the Carver Gym on March 26, 2016. She also stated the Carver Gym auction would begin the first week in April.

Commissioner Ericksen stated he was pleased with the results the Carver Gym was getting.

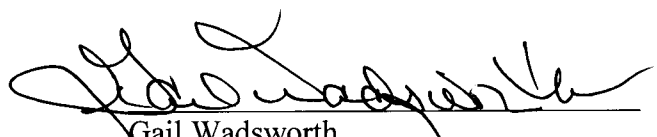
ADJOURNMENT

A motion was made by Commissioner McLaughlin to adjourn at 6:16 p.m. Seconded by Commissioner Ericksen

APPROVED AND ADOPTED APRIL 4, 2016

ATTEST:

FLAGLER COUNTY BOARD OF
COUNTY COMMISSIONERS


Gail Wadsworth
Clerk of the Circuit Court & Comptroller


Barbara S. Revels
Chair



Flagler County Board of County Commissioners Rules of Procedure

SECTION I. COMMISSION MEETINGS AND PUBLIC PARTICIPATION

1. Commission Meetings:

- a. Unless otherwise advertised, all regular meetings of the Flagler County Board of County Commissioners shall be conducted at 9:00 a.m. on the first Monday of the month and at 5:00 p.m. on the third Monday of the month in the Board Chambers in the Government Services Building located at 1769 East Moody Boulevard, Bunnell, Florida. From time to time, regular meetings may be adjusted by the Commission to accommodate a holiday schedule or other special circumstances and special meetings and workshops may be scheduled as necessary to conduct County business. Prior notice of such change shall be provided to the public, the Clerk and the media. While a minimum notice of 24 hours is required, the Commission will provide as much advance notice of all meetings as is feasible.
- b. The first Monday meeting beginning at 9:00 a.m. shall end before 5:00 p.m. unless the Board agrees by consensus or passes a motion to extend the time of adjournment. The Board shall recess for a lunch break at a time determined by consensus of the Board.
- c. The second Monday meeting beginning at 5:00 p.m. shall end before 11:00 p.m. unless the Board agrees by consensus or passes a motion to extend the time of adjournment.
- d. All agenda items not concluded before the time of adjournment shall automatically be carried over to the next scheduled meeting unless State law requires the hearing to be conducted at a different time or unless the Board, by a majority vote, determines otherwise.

2. Commission Meetings – Open to the Public: All meetings of the Flagler County Commission, and of committees thereof, shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes.

- a. The exception shall be those meetings statutorily exempt, such as executive collective bargaining sessions (Section 447.605(1), Florida Statutes); meetings regarding risk management claims (Section 768.28(15), Florida Statutes); and litigation meetings pursuant to Section 286.011(8), Florida Statutes. The Commission shall follow all statutory requirements for exempt meetings.
- b. For public safety purposes, no signs or placards mounted on sticks, posts, poles or similar structures will be allowed in County Commission meeting rooms. Other signs, placards, or banners shall not disrupt meetings or interfere with a person's ability to observe the meeting.

3. Appearance Before the Commission: Persons desiring to address the Commission on a matter which is scheduled as a General Business or Public Hearing item, may do so during the public comment segment of the item, upon recognition and introduction by the Chair. For all other matters which are scheduled on the agenda, to include the consent agenda, persons may address the Commission during the first Community Outreach period of the meeting.

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Flagler County Board of County Commissioners Rules of Procedure

- a. After being recognized, the person should:
- Step up to the speakers' rostrum and give his/her name and where they reside;
 - Unless further time is granted by the Chair, limit comments to three (3) minutes;
 - Address all remarks to the Commission as a body, and not a member thereof;
 - Make comments and present documents to the Commission and the Commission's Clerk; and
 - Speakers should make comments concise and to the point, and present any data or evidence they wish the Commission to consider. No person may speak more than once on the same subject unless granted permission by the Chair.
 - Any person who disrupts or interrupts a Board meeting by the use of profane language or the threat of physical violence or who makes personal, impertinent remarks or who exhibits loud or boisterous behavior while the Board is in session, may be removed from the meeting by the Sheriff's office. Removal may be requested at the direction of the Chair or by consensus of the Board, or by the Sheriff's office, if there is perceived to be an immediate threat to any person. No demonstrations of approval or disapproval from the audience shall be permitted. Any person violating the provisions of this section may be removed from the meeting; and/or the Chair may recess the meeting until order is restored. The Chair shall call upon the Sheriff's officers or other security officer who may be present during the meeting to enforce directions given by the Chair for any violation of this section.
- b. The Commission may discuss the matter, assign it to a committee, refer it to the Administrator and/or Attorney for review and comment, question the speaker and/or take other appropriate action or no action.
- c. No person other than a member of the Commission, and the person having the floor, may be permitted to enter into any discussion, either directly or through a member of the Commission, without permission of the Chair. No question may be asked except through the Chair.
- d. A person may not interfere with, or interrupt, the orderly procedure of the Commission, any Commissioner, or the person speaking whom the Chair has properly recognized.
- e. If the Chair or the Commission declares an individual out-of-order, s/he will be requested to relinquish the speaker's rostrum. If the person does not do so, s/he is subject to removal from the Commission Chambers.
- f. Prior to the beginning of a meeting or public hearing, the Chair may require that all persons who wish to be heard sign in with the Clerk, give their names, the agenda item, and whether they wish to speak as a proponent, opponent, or otherwise. If a large number of individuals wish to be heard on a proposition, a representative of those individuals may be designated to speak to the Commission on behalf of the group. The representative shall sign in with the Clerk and indicate that the representative desires to be heard on behalf of the group. If a sign-in sheet is required, any person who does not sign in may be permitted to speak after all those who signed in have done so.

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Flagler County Board of County Commissioners Rules of Procedure

- g. Employees of the County may address the Commission on matters of public concern. Employees or those speaking on their behalf shall not be permitted to address a grievance/arbitration or employee appeal matter as a part of Community Outreach. Employees will be advised of the appropriate forum and process for presenting or discussing such matters.
- h. In the event that an item is added to the agenda for the Commission's consideration after the first Community Outreach period, the Chair will make an opportunity available for public comment on the item in conformance with these procedures.
- i. These procedures may be waived by the Chair, pursuant to Section 286.0114 (3), F.S.

4. Public Comments and Inquiries for Items Not on the Agenda: Persons may address the Commission on items not on the agenda during the Community Outreach periods. The Commission shall not take final action on public comment items presented at the same meeting unless it waives its Rules of Procedure. When inquiries and comments are brought before the Commission, other than for items already on an agenda, the Chair may first determine whether the issue is legislative or administrative in nature and then:

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- a. If legislative, and the inquiry or comment is about the letter or intent of legislative acts or suggestions for changes to such acts, and if the Commission finds consideration of such suggestions advisable, the Commission may refer the matter to a committee, to the Administrator and/or Attorney for review and recommendation, or may take other action or no action as it deems appropriate.
- b. If administrative, and the inquiry or comment is regarding the performance of administrative staff, administrative interpretation of legislative policy, or administrative policy within the authority of the County Administrator, the Chair should then refer the complaint directly to the County Administrator for his/her review, if said complaint has not been so reviewed. The Commission may direct that the County Administrator report to the Commission when his/her review is completed. Where the Flagler County Code provides a specific procedure for administrative review or appeal, that procedure shall govern.

5. Commission Inspection Trips and Media Conferences:

- a. The Chair, Commission, or County Administrator may schedule inspection trips as directed by the Commission. Advance notice of these meetings shall be given in the same manner as special meetings. County Commission staff shall make minutes of these meetings.
- b. Any and every media conference officially sponsored by the Flagler County Government will be open to all media representatives and to the general public. Press conferences will be conducted in a location that is publicly accessible.

6. Public Hearings - Time, Location, and 11 p.m. Rule: Public hearings conducted at Commission meetings are normally conducted at 9:30 a.m. on the first Monday of the month and at 5:30 p.m. on the third Monday of the month. Unless advertised otherwise, public hearings are conducted in the Board Chambers in the Government Services Building located at 1769 East Moody Boulevard, Bunnell, Florida.

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Flagler County Board of County Commissioners Rules of Procedure

The matters under consideration shall be heard at the designated time, or as soon thereafter as practicable. Public hearings may be continued from a prior meeting, or scheduled on days or evenings in addition to the first and third Monday of each month. No public hearing shall continue past 11:00 p.m. If a public hearing is not completed by 11:00 p.m., it shall be continued to a time certain as determined by the Commission. It is the intent of the Commission that this 11:00 p.m. rule not be waived.

Prior to the beginning of any meeting or public hearing, the Chair may require that all persons who wish to be heard sign in with the Clerk, give their name, the agenda item and whether they wish to speak as a proponent, opponent, or otherwise. If a sign-in sheet is required, any person who does not sign in will be permitted to speak after all those who signed in have done so. Each speaker will be allowed up to three minutes to present his/her position.

7. Public Hearing; Procedures.

a. General Public Hearings:

1. The Chair shall announce the opening of the Public Hearing and the topic being considered.
2. The County Administrator or his/her designee shall describe the agenda item to be considered, and provide the staff recommendation, if any. The Chair shall then inquire as to whether any Commissioners have questions for administration.
3. The Chair shall invite all speakers, if any, and the public to address the matter being considered.
4. Following public comment, the Chair shall close the public hearing and inquire if any Commissioner wishes to put forth a motion. Following the motion and its second, discussion shall occur among Commissioners.
5. The Chair shall inquire if there is any further discussion by the Commissioners and ask for any final comments or recommendations from administration. The maker of the motion or Clerk may be asked to restate the motion if necessary for clarification.
6. The Chair shall inquire if the Commissioners are ready for the question and call the vote.

b. Quasi-Judicial Public Hearings for zoning changes and other agenda items requiring a quasi-judicial hearing:

Quasi-Judicial Policy Statement: It shall be the general policy of the Board that the following statement of intent shall be applicable to all quasi-judicial public hearings:

“All persons wishing to participate have the right, through the Chair, to ask questions of staff or other speakers, to seek clarification of comments made by staff or other speakers. All persons who present written materials to Commissioners for consideration must ensure that a copy of such materials is provided to the Clerk for inclusion in the Board’s record of proceeding and official minutes.”

“While the Board welcomes comments from all persons with an interest in this proceeding, Florida law requires that the County Commission’s decision in a quasi-judicial action be supported by competent substantial evidence presented to the Commission during the

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Flagler County Board of County Commissioners Rules of Procedure

hearing on the application. Competent substantial evidence is such evidence as a reasonable mind would accept as adequate to support a conclusion. There must be a factual basis in the record to support opinion testimony from both expert and non-expert witnesses. Persons presenting testimony may rely on factual information that they present, that is presented by a County staff, that the applicant presented, or on factual information included in the County staff report to support their testimony."

Applicant/Public Testimony and Evidence Statement:

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Any person intending to speak on behalf of another person, partnership, association, corporation, organization, or other legal entity making application, must present written or other evidence of his/her authority to do so from the party represented except in the case where the applicant is present before the Board and can duly authorize this representative in person to speak on his/her behalf. Such authorization shall specify the application or item under consideration and the authority granted. This shall be presented prior to submission of testimony and will be made a part of the official record of the Board meeting. Failure to provide such evidence shall not preclude any person from speaking for himself/herself, but rather on behalf of another. Testimony presented to the Board shall be confined to facts pertinent to the case in question. In cases involving professional expert testimony, it may be accepted from those individuals (i.e., planners, architects, physicians, attorneys, engineers, etc.), when their credentials are accepted by the Commission and that they are testifying in their particular field of expertise.

Order of Procedure for Conducting the Hearing: The order of procedure to be followed for quasi-judicial hearings shall generally be as follows:

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1. Ex-Parte Disclosure Statement by the Chair: The Chair shall make the following inquiry of the County Commissioners:

"Has any Commissioner received any oral or written communications regarding the quasi-judicial item? If so, please disclose the substance of the communication and identify the person making the communication."

Disclosure must be made before or during the public meeting at which a vote is taken on quasi-judicial matters, so that persons who have opinions contrary to those expressed in the ex-parte communication are given a reasonable opportunity to refute or respond to the communication.

2. Staff Presentation of Application: The County Administrator or his/her designee shall describe the quasi-judicial item to be considered and will make a presentation pertaining to the item as desired. Staff shall not exceed ten (10) minutes during its presentation. The Chair shall then inquire as to whether the Commissioners have questions for the staff members who made the presentation.

3. Applicant Presentation: The applicant or his/her representative shall make a presentation pertaining to the application. The Chair shall inquire as to whether Commissioners and the parties to the proceeding have questions of the applicant and the applicant's representatives. The applicant will generally have up to fifteen (15) minutes to present the application unless this time is extended by consensus of the Board.

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Flagler County Board of County Commissioners Rules of Procedure

- 4. Proponent and Opponent Presentations:** The Chair shall next ask if any members in the audience in favor of the application wish to present evidence and testimony; each speaker shall give his/her name and address for the record and will be allowed up to three (3) minutes. The Chair shall then invite all members of the public who are opposed to the application to present his/her testimony and evidence in support of his/her position; opponents shall give their name and address for the record and will be allowed up to three (3) minutes. Proponents and opponents may be allowed to exceed the three (3) minute time limit with a maximum of a five (5) minute time limit if s/he represents and speaks on behalf of other persons wishing to address the matter. At the conclusion of the testimony, the Chair shall ask if any of the Commissioners or any of the parties to the proceeding have questions of the witness.
 - 5. Applicant Rebuttal and Closing Staff Comments:** There shall be an opportunity for applicant rebuttal (not to exceed ten (10) minutes) and staff closing comments.
 - 6. Commission Motions to Approve or Deny:** The Chair shall then inquire if any of the Commissioners wish to put forth a motion. If there is a second to the motion, the Commissioners may discuss the motion after which the Chair shall call the vote. No motions shall be accepted by the Chair until the close of the applicant's rebuttal and the public hearing portion of the hearing.
 - 7. Notice to the Applicant if Application is Not Approved:** If a motion is not passed in favor of the application, the application shall be deemed to be denied and the applicant shall be so notified by the Chair.
- c. Ex-parte Communications:** Florida Statutes Section 286.0115 provides that any person who is not otherwise prohibited by statute, charter provision or ordinance may discuss with any Commissioner the merits of any matter on which the County Commission may take action. The following procedures, which remove the presumption of prejudice, shall be followed for ex-parte communication.
- 1.** The substance of any ex-parte communication with a Commissioner which relates to a quasi-judicial action pending before the Commission (such as a zoning decision) is not presumed prejudicial to the action if the subject of the communication and the identity of the person, group or entity with whom the communication took place is disclosed and made a part of the record before the final action on the matter.
 - 2.** A Commissioner may read a written communication from any person. A written communication that relates to quasi-judicial action pending before the Commission (such as a zoning decision) shall not be presumed prejudicial to the action. Such written communication shall be made a part of the record before final action on the matter.
 - 3.** Commissioners may conduct investigations and site visits and may receive expert opinions regarding quasi-judicial action pending before the Commission. Such activities shall not be presumed prejudicial to the action if the existence of the investigation, site visit or expert opinion is made a part of the record before final action on the matter.

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Flagler County Board of County Commissioners Rules of Procedure

8. Public Records; Inspection; Duplication: Pursuant to Chapter 119, Florida Statutes, all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, email messages, or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business by any agency, are public records. A public record (including information stored in computers) is open to public inspection and duplication, unless exempted by law.

- a. If the purpose of a document prepared in connection with the official business of the agency is to perpetuate, communicate or formalize knowledge, then it is a public record regardless of whether it is in final form, or the ultimate product of an agency.
- b. Requests for copies of public information for Commission meetings (videotapes, CD, audiotapes, etc. of County Commission meetings and workshops) should be made through the Clerk's office.
- c. Inspection and duplication fees shall be as specified in Chapter 119, Florida Statutes.

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Flagler County Board of County Commissioners Rules of Procedure

SECTION II. PREPARATION OF AGENDA; ORDER OF BUSINESS

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1. Preparation of Agenda: The County Administrator shall prepare the agenda according to policies developed by the Commission. The Chair, any Commissioner, the County Administrator or the County Attorney may place an item on the agenda.

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- a) The Chair, any Commissioner, the County Administrator or the County Attorney may request that an item be scheduled for a time certain.
- b) The Chair, any Commissioner or the County Administrator may schedule an item for a time certain that recognizes County employees or citizens. These recognitions will generally honor individuals, teams, or organizations for activities or actions that benefit Flagler County.
- c) The County Administrator shall have broad discretion in managing the items to be placed on the agenda. In order to conduct efficient meetings, he/she shall have the power to add or delete items, except for those items requested to be placed on the agenda by a Commissioner.

Presentations on time certain items shall be a maximum of fifteen (15) minutes in length.

2. Agenda Material: A copy of the agenda and supporting materials shall be prepared for Commissioners, the public and the media **generally** by the Tuesday prior **or soon thereafter** to the next regular Commission meeting or Public Hearing, except when legally observed holidays affect copying and distribution. The agenda, as well as lengthy reports that are part of agenda documentation, shall be available for review in the County Administrator's office. The County Commissioners, the County Administrator and County Attorney shall have the authority to add agenda items up to the time of the meeting when it is essential, necessary and in the County's best interest to do so.

3. Meeting; Order of Business: The business of all regular meetings of the Commission should be transacted as follows: (provided, however, that the Chair may, by simple majority vote or consensus of the Commission, rearrange items on the agenda to more expeditiously conduct the business before the Commission).

1. Pledge to the Flag and Moment of Silence

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2. Additions, Deletions and Modifications to the Agenda

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- a. An amendment to the agenda is a necessary and consists of items that are submitted for agenda consideration after the established deadline. Examples of such items include grant applications. Amendments will be permitted only when warranted.
- b. Removal of agenda items: Any Commissioner, the County Administrator or County Attorney may request that an item be pulled from the agenda and the Commission shall vote by consensus whether or not to delete the item from the agenda.

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Flagler County Board of County Commissioners Rules of Procedure

3. Announcements by the Chair

4. Recognitions, Proclamations and Presentations

5. Community and Board Comments:

a. Community Outreach: A thirty-minutes time period provided for public comment on any consent agenda item or topic not of the agenda. There is a three (3) minute time limit for all speakers, unless an individual has written documentation that they are representing a group.

b. Board Comments on Consent Items: A Commissioner may speak about an item to highlight without pulling for discussion.

NOTE: Prior to the vote on the motion to approve Consent Agenda Items the Chair will inquire if any Commissioner wishes to pull an item for further discussion. If an item is pulled it will be discussed separately. If two Commissioners remove the same item, the first Commissioner to indicate the removal will be the first to speak.

6. Consent Agenda: Constitutional Officers,

7. Consent Agenda: BOCC Departments

8. General Business Items

9. Public Hearings: For the 9:00 a.m. meeting, the Public Hearings shall commence at 9:30 a.m. or as advertised. For the 5:00 p.m. meeting, the Public Hearings shall commence at 5:30 p.m. or as advertised.

10. Addition Reports and Comments;

a. County Administrator Report/Comments

b. County Attorney Report/Comments

c. Community Outreach: Community Outreach: A thirty-minutes time period provided for public comment on any topic not of the agenda. There is a three (3) minute time limit for all speakers, unless an individual has written documentation that they are representing a group.

d. Commission Reports/Action/Comments

11. Adjournment

Section 286.0105, Florida Statutes states that If a person decides to appeal any decision made by the Board of County Commissioners with respect to any matter considered at the meeting, a record of the proceedings may be needed and, for such purposes, the person will need to ensure that a verbatim record is made, which record includes the testimony and evidence upon which the appeal is to be based.

4. **Quorum:** A quorum for the transaction of business by the Commission consists of three (3) Commissioners. Once a quorum has been established, a majority of Commissioners present at the meeting and eligible to vote shall be required to carry a motion, unless by statute, ordinance or other regulation, an extraordinary majority (4/5th) of the Commission is required for approval of an item (i.e., consideration of emergency ordinances, gas tax and other proposals requiring an extraordinary majority).

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~~Deleted: and presentation of amendments to the Agenda. (An amendment to the agenda is a necessary addition to the regular or consent agenda and consists of items that are submitted for agenda consideration after the established deadline. Examples of such items include grant applications. Amendments will be permitted only when warranted.)~~

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~~Deleted: Removal of agenda items: Any Commissioner, the County Administrator or County Attorney may request that an item be pulled from the agenda and the Commission shall vote by consensus whether or not to delete the item from the agenda.~~

¶ Community Outreach: A thirty minute time period will be provided for discussion of items NOT on the Agenda. There is a three (3) minute time limit for all speakers, unless an individual has written documentation that they are representing a group.¶

Proclamations, awards and presentations¶ Approval of the Consent Agenda¶ Prior to a vote on the motion to adopt the Consent Agenda, the Chair shall inquire if any Commissioner wishes any item to be withdrawn from the Consent Agenda. If any member of the Commission requests an item be pulled from the Consent Agenda and discussed separately, the Chair shall place the item at an appropriate place on the agenda for the current or a future meeting. If two Commissioners remove the same item from the agenda, the first Commissioner to indicate the removal will be the first to speak.¶

Public Hearings: For the 9:00 a.m. meeting, the Public Hearings shall commence at 9:30 a.m. or as advertised. For the 5:00 p.m. meeting, the Public Hearings shall commence at 5:30 p.m. or as advertised.¶

Public Hearings will not be scheduled on a "first come, first served" basis but rather the County Administrator shall schedule Public Hearings so that they can be conducted in the most expeditious and timely manner.¶

The County Administrator shall schedule all general business items so that they may be acted on in the timeliest manner. A general business item may not last more than one hour unless the Board rules by consensus or passes a motion to extend the one hour limit.¶

County Administrator Reports¶ County Attorney Reports¶ Commission Action/Reports¶ Community Outreach: Discussion of items NOT on the Agenda. There is a three (3) minute time limit for all speakers.¶ Adjournment¶

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Flagler County Board of County Commissioners Rules of Procedure

5. **Required Attendance of Officials:** In addition to Commissioners, County officials whose regular attendance shall be required at meetings of the Commission are the: Clerk of the Court, County Administrator, County Attorney, or their designees. A Flagler County Deputy Sheriff shall be present to provide security and assistance in maintaining order.

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6. **Clerk of the Commission; Minutes:**

- a) The Clerk of the Court shall make correct minutes of the proceedings of each regular, special or emergency Commission meeting or workshop.
- b) The Clerk shall notify the County Administrator's office to place the minutes on the agenda for approval by the Commission. Such minutes may be placed on the consent agenda and shall stand confirmed at the regular Commission meeting without a reading in open meeting, unless some error is shown. In such event, an appropriate correction shall be made. Copies of all Commission meeting minutes shall be available for review at the reception desk in the Clerk's office.

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7. **Orderly Conduct of Meetings:** The Chair has the authority to ensure the orderly conduct and decorum at meetings. The Flagler County Sheriff's Office is authorized to assist the Chair in performing the duty of maintaining order and decorum at the Commission meetings. The following policy provides guidance in handling disruptions:

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(a) If an individual refuses to relinquish the podium after being allowed to address the Commission, the Chair will inform the individual that his/her time to address the Commission has expired and the Chair will direct the individual to leave the podium.

(b) If an individual causes disruption in the Commission meeting site, the Chair will inform the individual causing the disruption to cease the disruptive activity.

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(c) If the disruption fails to stop:

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1) The Chair will inform the individual causing the disruption that his/her actions are contrary to the orderly function of the meeting and that the individual is to cease such action or the Sheriff's Deputy will be instructed to remove the individual from the meeting site.

2) The Chair will direct the individual to leave the meeting site. The Chair will inform the individual that if s/he is directed to leave and fails to do so, the individual may be subject to arrest.

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3) If the disruption fails to cease, the Chair shall be authorized to take final action and read the following: "As the Commission Chair, I inform you that your actions are inconsistent with the orderly function of this meeting and you have failed to comply with the lawful order of the Chair. I am instructing the Sheriff's Deputy to have you removed from this meeting site, and if deemed necessary to remove you from this building."

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8. **Rules of Order and Debate:** Every Commission member desiring to speak shall address the Commission Chair and, upon recognition by the Chair, shall confine his/her comments to the question under debate.

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Flagler County Board of County Commissioners Rules of Procedure

- a) ~~The maker of a motion shall be entitled to the floor first for debate.~~
- b) ~~A member once recognized shall not be interrupted when speaking unless to call said member to order. The member shall then cease speaking until the question of order is determined, without debate, by the Chair. If in order, said member shall be at liberty to proceed.~~
- c) ~~If the Commission Chair wishes to put forth or second a motion, s/he shall relinquish the chair to: (1) the Vice Chair; (2) the senior Commission member (if the Vice Chair is absent); or (3) another Commission member who has remained impartial; until the main motion on which the presiding officer spoke has been disposed.~~
- d) ~~The Commission shall follow simplified parliamentary procedures based on these rules and on Robert's Rules of Order Newly Revised so long as they do not conflict with ordinances, statutes, or these rules. Examples of motions made pursuant to these rules are attached as Exhibit A; definitions of Parliamentary Terms used by the Board are attached as Exhibit B.~~

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9. Voting: The votes during all Commission meetings should be transacted as follows:

- a) ~~In order to expedite business, the Chair may determine to call for the vote by voice. At the request of any Commissioner, the Clerk shall take a roll call vote. A roll call vote can be conducted by ballot or by voice. If by ballot, each member indicates his or her name and vote on the ballot. If by voice, the chair puts the question and the secretary calls the members' names alphabetically, except that the chair's vote is taken last. Each member responds "Yea" for an affirmative vote, "Nay" for a negative vote. The secretary repeats the name of each member and states his or her vote to ensure accuracy in recording.~~
- b) When the Chair calls for a vote on a motion, every member, who was in the Commission chambers must give their vote, unless the member has publicly stated that s/he is abstaining from voting due to a conflict of interest, pursuant to Section 112.3143 or Section 286.012, Florida Statutes, or other Florida law.
- c) The passage of any motion, policy or resolution shall require the affirmative vote of at least a majority of the membership of the Commissioners who are present and eligible to vote, unless otherwise required by statute or ordinance. In case of a tie in votes on any proposal, the proposal shall be considered to have failed and the requested item shall be deemed as denied.
- d) Any Commissioner shall have the right to express dissent from or protests against any ordinance, resolution or policy of the Commission, and to have the reason therefore entered in the minutes.
- e) ~~If a motion is not carried by at least a majority of Commissioners present, the proposal shall be considered failed.~~

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10. Conflict of Interest as Specified in Section 112.3143 or Section 286.012, Florida Statutes:

The County Commissioners are legally obligated to abide by all statutory requirements of Florida law, including but not limited to Section 112.3143 and Section 286.012, Florida

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Flagler County Board of County Commissioners Rules of Procedure

Statutes. No Commissioner shall vote in his/her official capacity on a matter which would inure to his/her special private gain or loss, or which the Commissioner knows would inure to the special private gain of any principal by who s/he is retained, of the parent organization or subsidiary of a corporate principal by which s/he is retained, or a relative or of a business associate. If a Commissioner abstains from voting to avoid a legal conflict of interest, s/he shall file with the Clerk to the Commission a Form 8B which describes the nature of his/her interest in the matter. The Form 8B shall be received by the Clerk and incorporated into the minutes of the meeting. This Form must be filed within fifteen (15) days following the Commission meeting.

11. Ordinances: An enacted ordinance is a legislative act that prescribes general, uniform, and permanent rules of conduct relating to the corporate affairs of the County.

- a) Commission action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty. Deleted: ¶
- b) All ordinances shall be introduced in writing, and scheduled for public hearing after advertisement. Deleted: ¶
- c) Emergency Ordinances. By vote of one more than simple majority, the Commission may without notice or hearing adopt an emergency ordinance. The emergency ordinance shall contain a declaration describing the emergency, and shall be passed in accordance with Section 125.66(3), Florida Statutes. Deleted: ¶

12. Resolutions: Generally, an enacted resolution is an internal legislative act that is a formal statement of policy concerning matters of special or temporary character. Commission action shall be taken by resolution when required by law, and in those instances where an expression of policy more formal than a motion is desired. All resolutions shall be reduced to writing. A resolution may be put to its final passage on the same day on which it was introduced.

13. Motions: An enacted motion is a form of action taken by the Commission to direct that a specific action be taken on behalf of the County. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law. All motions shall be made and seconded before debate.

Before a motion has been called for a vote, its proposer may change or withdraw it without the Commission's permission, and any member or the Chair may request that the maker withdraw it. A second to the motion may withdraw their second and the Chair would then request if any other Commissioner would like to second, otherwise the motion would die for lack of second. Once the motion has received a second and has been called for a vote, the Commission must vote on the motion. Deleted: ¶

14. Reconsideration of Action Previously Taken: A motion to reconsider enables the commission to set aside a vote on a main motion taken at the same meeting, and to consider that motion again as though no vote had been taken on it.

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Flagler County Board of County Commissioners Rules of Procedure

- a) A motion to reconsider shall be allowed at any time by any Commissioner who voted on the prevailing side, during a meeting, except when a motion on some other subject is pending.

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Rescinding Action Previously Taken: Commission action may be rescinded by a majority vote if the motion to reconsider is made by a Commissioner who voted on the prevailing side. After a motion to reconsider has been adopted by a majority vote, any Commissioner may, at the next regular Commission meeting, move to rescind action previously taken. Land use and other items requiring notice and a public hearing shall not be rescinded without re-notice and public hearing of the item being considered for rescission.

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Flagler County Board of County Commissioners Rules of Procedure

SECTION III. GENERAL PROVISIONS

1. Newly Elected Commissioners: The term of County Commissioners elected to office shall commence on the second Tuesday following the general election as specified in Florida Statutes Section 100.041.

A swearing-in ceremony for newly elected Commissioners will be conducted by the Honorable Circuit Court Judge or his/her designee. The County Administrator shall provide an orientation program.

2. Election of Chair and Vice-Chair; Succession in Office: Procedures for electing officers are as follows:

a. Every year or any other time it deems appropriate, the Board shall elect a Chairperson from among its members. The Circuit Court Judge (or the County Attorney in a non-election year) shall conduct a roll-call vote on each nomination in order if there is more than one nomination. If a vacancy occurs in the office of the Chair, the Commission shall, immediately or at its next meeting, select a Chair.

b. In conjunction with the above election, a Vice-Chair shall also be elected in a like manner except the proceeding shall be conducted by the newly elected Chair rather than the Circuit Court Judge.

c. In case of the absence or temporary disability of the Chair, the Vice-Chair shall serve as Chair during the absence. In case of the absence or temporary disability of the Chair and the Vice-Chair, an Acting Chair and Vice-Chair, shall be selected by members of the Commission to serve during the continuance of the absences or disabilities. The order of succession shall be based upon the length of seniority that the Commissioners have served in office, and in case of a tie, by drawing of lots.

3. Commission Chair / Presiding Officer: The Presiding Officer (Chair) shall preside at all meetings of the Commission, and be recognized as the head of the County for all ceremonial purposes. In addition to the powers conferred upon him/her as Chair, s/he shall continue to have all the rights, privileges and immunities of a member of the Commission. The Chair's responsibilities are:

- a. Call the meeting to order, having ascertained that a quorum is present;
- b. Recognize all Commissioners who seek the floor under correct procedure. All questions and comments are to be directed through the Chair and restated by him/her, and s/he declares all votes;
- c. Preserve order and call to order any member of the Commission who violates any of these procedures; and, when presiding, decide questions of order, subject to a majority vote on a motion to appeal;
- d. Expedite business in every way compatible with the rights of members;

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Flagler County Board of County Commissioners Rules of Procedure

e. The Chair shall have the same rights in debate as any other member. If the Chair wishes to make a motion, the gavel must be relinquished. Based upon these Rules of Procedure, the gavel will be relinquished in the following order:

1. Vice-Chair;
2. Other Commissioners based upon seniority;
3. Another Commission member who has remained impartial;

The presiding officer who relinquished the Chair shall not return to it until the pending main question has been disposed of, since s/he has expressed partisanship as far as that particular matter is concerned.

f. Declare the meeting adjourned when the Commission so votes, or at any time in the event of an emergency affecting the safety of those present;

g. When time constraints dictate, the Chair is authorized to approve authorizations to advertise for public hearings.

h. Invoke rules of procedure and parliamentary decorum consistent with the Rules of Procedure necessary for the orderly conduct of public business.

4. Commission Appointments to Boards and Committees: Advisory Boards and Committees will be appointed and operated pursuant to the rules attached as Exhibit C.

5. Suspension and Construction of Rules: Temporary suspension of these procedures shall permit the Commission to take some action that would otherwise be prevented by a procedural rules already adopted. These rules of procedure may be amended or temporarily suspended at any Commission meeting with an affirmative vote of a majority of the Commission. These rules are for the efficient and orderly conduct of Commission business only; no violation of such rules shall invalidate any action of the Commission when approved by a majority vote required by law.

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Flagler County Board of County Commissioners
Rules of Procedure

Exhibit A: Examples of Motions (Replace with Chart of Motions)

Main Motion:

Mr. Chair/Madam Chair, I move...
Requires a second - is debatable.

SUBSIDIARY MOTIONS

Amend:

Mr. Chair/Madam Chair, I move to amend the motion.
Mr. Chair/Madam Chair, I move to strike the word(s)
Mr. Chair/Madam Chair, I move to insert the word(s) and strike the word(s)

Refer:

Mr. Chair/Madam Chair, I move we refer the question to...
Requires a second - majority vote necessary for passage - limited debate.

Defer to a time certain (postpone):

Mr. Chair/Madam Chair, I move we postpone the question until (state a specific time).
Requires a second - majority vote necessary for passage - not debatable.

Limit Discussion or Debate:

Mr. Chair/Madam Chair, I move we limit debate (or discussion) to (state specific limit of time).
Requires a second - a vote of a majority of the members present shall be required to pass. The motion is not debatable.

Call the Question:

Mr. Chair/Madam Chair, I call the question. OR I move to close discussion.
A majority of the members present shall be required to pass. The motion is not debatable, but must be voted upon.

Amend Something Previously Adopted:

Mr. Chair/Madam Chair, I move to amend the motion adopted at our last meeting by...
Second is required - is debatable - a majority vote of the members present shall be required to pass. This motion may only be made by a person who was on the prevailing side of the original motion.

Reconsider:

Mr. Chair/Madam Chair, I move we reconsider the ... (previously adopted motion).
Second is required - majority vote necessary for passage - is debatable as to the reasons for reconsideration. This motion may only be made by a person who was on the prevailing side of the original motion.

Rescind:

Mr. Chair/Madam Chair, I move to rescind the ...
Second is required - majority vote with previous notice - discussion on motion allowed. This motion may only be made by a person who was on the prevailing side of the original motion.

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Flagler County Board of County Commissioners Rules of Procedure

INCIDENTAL MOTIONS

Point of Order:

“Mr. Chair/Madam Chair, Point of Order”

After recognition by the Chair, the member states his/her objection. There can be no discussion on the Point of Order. No vote, unless a motion arises out of the Point of Order.

Divide a Motion:

“Mr. Chair/Madam Chair, I move to divide the motion so as to consider separately... (stating the issues to be considered).”

Second is required – majority vote necessary for passage – discussion shall be allowed on why it should be divided.

Consider by paragraph or seriatim:

“Mr. Chair/Madam Chair, I move that the motion be considered by paragraph (or seriatim).”

Second is required – majority vote necessary for passage – discussion shall be brief on the necessity for the action.

Withdrawing a Motion:

“Mr. Chair/Madam Chair, I withdraw the motion.”

The maker of a motion or the person who seconded the motion may withdraw their motion or second at any time before the motion has been called for a vote.

Appeal the decision (of the Chair):

“I appeal the decision of the Chair.”

Second is required – a majority or tie vote upholds the Chair’s decision – debate on motion to appeal is allowed with the Chair speaking first and last.

PRIVILEGED MOTIONS

Adjourn:

“Mr. Chair/Madam Chair, I move to adjourn.”

Requires a second – majority vote necessary for passage – there can be no discussion.

Motions of Privilege:

“I rise to a question of privilege affecting the meeting.” OR “I rise to a question of personal privilege.”

The Chair will then request that the member state his/her question or point of privilege. There can be no discussion on the question.

Recess:

“Mr. Chair/Madam Chair, I move to recess until ... (state exact limit of recess).”

Second is required – majority vote necessary for passage – there can be no discussion on the motion. The Chair may call for a recess, when necessary.

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Flagler County Board of County Commissioners Rules of Procedure

Exhibit B: Definition of Parliamentary Terms

Adhere: to be attached to and dependent on; pending amendments adhere to the motion to which they are applied.

Ad-hoc Committee: a special committee chosen to do a particular task of work only.

Adjourn: to officially terminate a meeting.

Adjourned Meeting: a meeting that is a continuation at a later specified time of an earlier regular or special meeting. The continuation is always a part of the earlier meeting.

Adopt: to approve by vote; to pass by whatever vote required for the motion.

Affirmative Vote: the "aye" or "yes" vote supporting a motion as stated.

Agenda: the official list of items of business planned for consideration during a meeting.

Approval of Minutes: Formal acceptance of the record of a meeting thus making the record the official minutes of the Board.

Chair: the Flagler County Chair, or in his/her absence, the Vice-Chair or other Board member elected to preside.

Common Parliamentary Law: The body of rules and principles that is applied by the courts in deciding litigation involving the procedure of any organization. It does not include statutory law or particular rules adopted by any organization or board.

Convene: to open a meeting.

Debate: formal discussion of a motion under the rules of parliamentary law. (More often in these rules referred to as discussion.)

Defer: to not take action by either referring it to a committee; County Administrator or County Attorney for further action.

Delegation of Authority: authority given by the Board in certain matters to act for the Commission that is lawful and capable of being delegated.

Demand: an assertion of a parliamentary right by a member of the Commission.

Dilatory Motions or Tactics: misuse of procedures or motions that are out of order or would delay or prevent progress in a meeting.

Discretionary Duty: a duty that usually cannot be delegated to another because of the special intelligence, skill, or ability of the person chosen to perform the duty.

Ex-officio: a person who is assigned to a board or committee by virtue of the office they hold.

Floor (as in "have the floor"): when a member receives formal recognition from the Chair, s/he "has the floor" and is the only member entitled to make a motion or to speak.

General Consent: an informal method of disposing of routine motions by assuming unanimous approval unless objection is raised. Method: Are there any objections? Hearing none, the motion has passed.

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Flagler County Board of County Commissioners Rules of Procedure

Germane Amendment: an amendment relating directly to the motion to which it is applied.

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Hearing: a meeting of the Commission for the purpose of listening to the views of an individual or of a particular group on a particular subject.

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Hostile Amendment: an amendment that is opposed to the spirit or purpose of the motion to which it is applied.

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In Order: permissible and right from a parliamentary standpoint, at the particular time.

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Invariable in Wording: when a motion can be worded only one way and therefore is not subject to amendment, it is said to be invariable in wording.

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Majority Vote: more than half of the number of legal votes cast for a motion.

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Minutes: the legal record of the action of the Board (or any body) that has been approved by vote of the body.

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Motion: a proposal submitted to the Board for its consideration and decision; it is introduced by the words, "I move..."

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Objection: the formal expression of opposition to a proposed action.

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Order of Business: the adopted order in which the business is presented to the meeting of the Board.

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Out of Order: not correct, from a parliamentary standpoint, at the particular time.

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Parliamentary Authority: the code of procedure adopted by the Board as its parliamentary guide and governing in all parliamentary situations not otherwise provided for in the Board's rules or Florida Statutes.

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Pending Motion: sometimes referred to as Pending Question. Any motion that has been proposed and stated by the Chair for the Board's consideration and is awaiting decision by vote.

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Precedence: the rank or priority governing the motion.

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Precedent: a course of action that may serve as a guide or rule for future similar situations.

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Proposal or Proposition: a statement of a motion of any kind for consideration and action.

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Quorum: the number of persons that must be present at a meeting of the Board to enable it to act legally on business.

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Recognition: acknowledgement by the Chair, giving a member sole right to speak.

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Reconsider: to review again a matter previously disposed of, and to vote on it again. Can be made at the same meeting day or at a future meeting.

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Request: a statement to the Chair asking a question or some "right."

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Rescind: to nullify or cancel a previous action.

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Resolution: a formal motion, usually in writing, and introduced by the word "resolved," that is presented to the Board for a decision.

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Flagler County Board of County Commissioners Rules of Procedure

Resolution of Thanks: a formal resolution given to a person(s) for a special service(s) from the Board.

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Restricted Discussion: discussion on certain motions in which discussion is restricted to a few specified points.

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Roll Call Vote: a recorded vote taken by calling the roll of the Board.

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Ruling: a pronouncement of the Chair that relates to the procedure of the Board.

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Second: after a motion has been proposed, the statement "I second the motion" by another member who thus indicates his/her willingness to have the motion considered.

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Seriatim: consideration by sections or paragraphs.

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Standing Committees or Boards: committees or boards that have a fixed term and perform any work in its field assigned to it by the County or the Commissioners.

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Statute: a law passed by the Legislature.

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Tie Vote: a vote in which the affirmative and negative vote are equal on a motion. A motion receiving a tie vote is deemed denied, since a majority vote is required to take action.

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Unanimous Consent: deciding a routine motion without voting on it. If anyone objects, a vote must be taken.

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Unfinished Business: any business that is postponed definitely to a time certain.

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Voice Vote: a vote taken by asking for the "ayes" and "nays". A person voting "aye" shall be in favor and a person voting "nay" shall be opposed. "Aye" may never be used to vote in opposition.

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Flagler County Board of County Commissioners Rules of Procedure

EXHIBIT C: Advisory Boards, Committees and Councils

Flagler County currently has the following active advisory boards, committees or councils:

1. Contractor Review Board
2. Emergency Medical Services Advisory Board
3. Housing Task Force/Affordable Housing Advisory Committee
4. Land Acquisition Selection Advisory Committee (Environmentally Sensitive Lands)
5. Land Development Code Advisory Committee
6. Library Board of Trustees
7. Parks and Recreation Advisory Board
8. Planning and Development Board
9. Public Safety Coordinating Council
10. Tourist Development Council
11. Veterans Advisory Council

The following list of advisory boards, committees or councils are named in the Flagler County Code, but have no members appointed.

- Code Enforcement Board
- Construction Board of Adjustments and Appeals
- Educational Impact Fee Committee (meets as needed but not sunset)
- Housing Finance Authority
- Human Services Allocation Committee
- Small Business Council

These boards, committees or councils were either established by state law, County ordinance, resolution, Board of County Commissioners recommendation or a combination of state and local law. This section contains a general set of rules which shall be applicable to all boards, committees or councils, that currently exist and any that may be subsequently created, followed by a brief summary of the boards, committees or councils and their enabling legislation. A general application form (Attachment 1) must be completed for any person desiring to be appointed to any Board of County Commissioners' board, committee or council.

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Flagler County Board of County Commissioners Rules of Procedure

General Rules for Citizen Boards, Committees and Councils, Appointed by the Flagler County Board of County Commissioners,

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All citizen boards, committees and councils reporting to the Board of County Commissioners shall be governed by the following general provisions, unless where said boards are governed by state law, County Ordinance or Resolution, such state law, County Ordinance or Resolution shall prevail to the extent of such conflict:

1. Comply with Florida Statutes Chapter 286, "The Sunshine Law." The Sunshine Law requirements include, but are not limited to:
 - a. Meetings of boards, committees and councils must be open to the public;
 - b. Members of the public shall have an opportunity to address the board, committee, or council during the public comment portion of the meeting.
 - c. Reasonable notice of such meetings must be given; and
 - d. Minutes of the meeting must be taken.
2. Comply with Florida Statutes Chapter 119, "The Public Records Act."
3. Comply with Florida Statutes Chapter 112 (public officers and employees) as required by that Chapter.
4. Comply with the Flagler County Employment policies pertaining to prohibiting discrimination, sexual harassment, and workplace violence.
5. Each member shall be an elector of Flagler County unless otherwise waived by the Board of County Commissioners. Additional considerations would include whether or not the applicant is a property owner, resident, a United States citizen or specializes in a field pertinent to the goals of the advisory board.
6. Unless otherwise required by statute or ordinance, the membership shall be available to citizens at large as opposed to elected officials in order to avoid the necessity of making positions available to each municipality and give more citizens opportunity.
7. Members shall be appointed in accordance with established Board of County Commission policies and procedures related to the establishment of and appointment of boards, committees and councils. Unless otherwise provided, members who have served the duration of their term and are subject to term limits for their board or committee may remain until a successor is appointed.
8. Members may be removed without notice and without assignment of cause by a majority vote of the County Commission.

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Flagler County Board of County Commissioners Rules of Procedure

9. Unless otherwise determined by the board, members of each board, committee or council shall annually elect a chair and vice-chair from among the members and may create and fill other offices as the Board deems needed. Exceptions to above statement include where any state statute or County Ordinance/Resolution otherwise mandates that the Chair of the Board of County Commissioners (or their designee) shall serve as the chair of the council/committee.
10. Each board, committee or council shall create whatever subcommittees it deems needed to carry out the purposes of the board.
11. The chair of the board, committee or council shall appoint the membership of each subcommittee as required by the board.
12. The County Administrator shall appoint a County employee to serve as secretary of the board, committee or council, recorder and custodian of all board, committee or council records.
13. Members shall not be compensated, but may be paid for travel and other expenses incurred on board business under procedures prescribed in advance by the County Commission, in accordance with Florida law.
14. The County Commission shall appropriate funds to permit each board, committee or council to perform its prescribed function.
15. If any member fails to attend three (3) successive unexcused, or 5 of 12 regularly scheduled meetings that have been noticed, the position shall be declared vacant and a replacement determined under customary Board appointment policy. The 12-month time period will begin with the first absence.
16. Bylaws, outlining the purpose and intent of the advisory board or committee, membership criteria, officers and their duties, and meeting guidelines including information on a quorum, attendance, agenda development and rules of procedure, shall be adopted by each board, committee or council. Bylaws will be approved as to form by the County Attorney and Approved by the County Administrator. (A template is provided as Attachment 2)
17. Citizen boards, committees and councils may change meeting dates, locations and times at their discretion provided proper public notice is given.
18. If any specific provision herein conflicts with a specific provision in the County Code or Florida Statutes, the County Code or Florida Statutes shall govern. Florida Statutes govern over the County Code in case of any conflict between them.



Flagler County Board of County Commissioners Rules of Procedure

Summary of Boards, Committees and Councils Appointed by the Flagler County Board of County Commissioners

CONTRACTOR REVIEW BOARD

Flagler County Code (Ordinance 2007-10), Adopted by Flagler County (July 23, 2007)

Function: The Contractor Review Board will assist in the proper administration of this Ordinance. The Board shall have the power and authority to discipline authorized or Certified contractors as set forth in Section 8-15 of this Ordinance.

Membership: The Contractor Review Board shall consist of ten (10) members who are residents and registered voters of Flagler County. The members shall not be elected officials or employees of Flagler County or its municipalities. Members shall serve without compensation. The members of the Contractor Review Board shall include:

- a. A licensed general, building, or residential contractor;
- b. A licensed roofing contractor;
- c. A licensed electrical contractor;
- d. A licensed plumbing contractor;
- e. A licensed mechanical or air conditioning contractor;
- f. A licensed swimming pool/spa contractor;
- g. Three (3) consumer members;
- h. A licensed engineer or architect;

In the event it is not possible to obtain a member in one of the licensed categories specified herein, any other state licensed contractor may serve as a substitute, provided there are no duplicate trade holders on the Board.

In the event of a vacancy, removal or resignation of a member, the Building Official shall make a recommendation to the Board of County Commissioners, for a replacement.

Terms: Appointment of a member to the Flagler County Contractor Review Board shall be for a term of four (4) years, except that the initial term for a licensed mechanical or air conditioning contractor; a licensed swimming pool/spa contractor; and two of the consumer members shall be for two years to provide staggered terms. Upon expiration of initial terms, any member may be reappointed to serve one additional four (4) year term.

Meetings: Held at 5:00 p.m. on the third Wednesday of the month in the Board Chambers at the Government Services Building.

EMERGENCY MEDICAL SERVICES ADVISORY BOARD

Flagler County Code, Section 19-162
(Pursuant to Section 401.25(6), Florida Statutes)

~~Deleted: SUMMARY OF BOARDS, COMMITTEES, AND COUNCILS APPOINTED BY~~

~~Deleted: THE FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS~~

~~Deleted: AIRPORT ADVISORY BOARD~~
~~Established by the Board of County Commissioners, 1989~~

~~Function:~~ To assist and make recommendations to the Board of County Commissioners on matters pertaining to the Flagler County Airport.

~~Membership:~~ Consists of five regular members and one alternate with an interest in aviation, appointed by the Board of County Commissioners.

~~Terms:~~ Appointed for three-year terms.

~~Meetings:~~ Held at 4:00 p.m. on the second Thursday of the month at the Flagler County Airport.

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~~Deleted: ECONOMIC OPPORTUNITY ADVISORY COUNCIL~~
~~Resolution 2011-40 and 2011-62~~

~~Function:~~ The duties listed below shall be the charge of the Economic Opportunity Advisory Council. Although charged to the Council, the actual performance of many of the tasks listed shall be through the Executive Director or consultants with the creativity, guidance, and oversight and economic outreach provided by the Council.

~~<#>~~Development of policies and programs/courses of action designed to attract new businesses and to facilitate the expansion/retention of existing businesses that create quality jobs and diversify our community tax base.

~~<#>~~Preparation of the community for potential prospects to include the encouragement of the development of sites and buildings suitable for targeted business growth.

~~<#>~~Collect, update and disseminate accurate community information.

~~<#>~~Prepare quality marketing materials and messages and conducting marketing to potential community prospects.

~~<#>~~Screening of potential economic prospects.

~~<#>~~Representation of the County economically with the State of Florida and other outside economic development organizations.

~~<#>~~Coordination with all private and public community partners related to economic development.

~~<#>~~Monthly, quarterly, and annual reports to the Board of County Commissioners and the public.

~~<#>~~Preparation of an annual budget, annual work plans with measurable benchmarks, and long-range strategic plans for accomplishing these missions.

~~<#>~~Recommend to the BOCC on the hiring and firing of the Economic Development Executive Director.

~~<#>~~ Update the County's Economic Development Strategy Plan as necessary and provide input into the County's Comprehensive Plan Economic Development Element.

~~The EOAC shall act in an advisory capacity only and shall have no legislative or quasi-judicial powers or authority.~~
~~Membership:~~ Consists of nine (9) members selected by the Flagler County Board of County Commissioners. The coun...

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Flagler County Board of County Commissioners Rules of Procedure

Function: The advisory board shall hold a public hearing for the purpose of considering all pending applications for certificate of public convenience and necessity and make a finding and determination to be forwarded to the Board of County Commissioners for the granting or denial of certificates.

Membership: Consists of 10 members appointed by the Board of County Commissioners consisting of: Director of Nursing, Medical Director, EMS Division Chief, County Medical Director, EMT-Paramedic, Lay Person, EMT (non-fire), Palm Coast Fire/Rescue, Flagler County Fire Service & EMT, Flagler County Operations Chief, and Service Provider (private sector).

Terms: NA

Meetings: Held six times per year (January, March, May, July, September, November) at 9:30 a.m. on the second Monday of the month at the Emergency Operations Center.

HOUSING TASK FORCE / AFFORDABLE HOUSING ADVISORY COMMITTEE Flagler County Code Section 16-77; and Section 420.9076, Florida Statutes

Deleted:

Function: To make recommendations to the Board of County Commissioners regarding specific initiatives to encourage or facilitate affordable housing in Flagler County. Now acting as the local affordable housing advisory committee pursuant to Section 420.9076, Florida Statutes, Section 16-77 of the Flagler County Code and the State Housing Initiatives Partnership (SHIP) Procedures Manual.

Membership: Consists of 12 members – One citizen/residential home building industry, One citizen/Banking/Mortgage Industry, One citizen/Labor Industry, One citizen/Low Income Advocate, One citizen/For-Profit, One citizen/Not-for-Profit, One citizen/Real Estate Professional, One citizen/Local Planning Agency, and One citizen/Resident of Local Jurisdiction, three citizen-at-large and one alternate

Terms: Members serve two-year terms.

Meetings: Held at 8:30 a.m. the second Tuesday of the month in the Financial Services Conference Room at the Government Services Building.

LAND ACQUISITION SELECTION ADVISORY COMMITTEE Flagler County Code Section 2-77

Function: Serves as an advisory board to the Board of County Commissioners on issues involving the acquisition and management of environmentally sensitive lands, recreation and water recharge areas.

Membership: Consists of seven members appointed by the Board of County Commissioners.

Terms: No limit to terms of office.

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Flagler County Board of County Commissioners Rules of Procedure

Meetings: Held at 3:30 p.m. the second Monday of the month in the First Floor Conference Room at the Government Services Building.

LAND DEVELOPMENT CODE ADVISORY COMMITTEE Established March 20, 2006; Revised May 2, 2011.

Function: To assist with the Land Development Code rewrite review and provide recommendations for Land Development Code standards, regulations, and provisions to the Board of County Commissioners.

Membership: Consists of nine members: two members of the Planning Board, two members formerly serving on the Future Committee, four Citizens-at-Large, with two members either residing in or having a place of business in the unincorporated portion of Flagler County, and an appointee from the Board of County Commissioners.

Terms: NA

Meetings: Held at 5:30 p.m. the first Thursday of the month at the Emergency Operations Center.

LIBRARY BOARD OF TRUSTEES Flagler County Code Section 25-2

Function: To establish policies regarding the delivery of public library services and to report to the Board of County Commissioners and citizens of the County at least once a year regarding the status, progress, and needs of the library in regard to the provision of these services.

Membership: Consists of seven members appointed by the Board of County Commissioners.

Terms: Members serve three-year terms.

Meetings: Held at 4:30 p.m. on the second Monday of the month at the Flagler County Library.

PARKS AND RECREATION ADVISORY BOARD Established by the Board of County Commissioners, 1987

Function: To make recommendations to the Board of County Commissioners on matters pertaining to County parks, recreational programs, and facilities.

Membership: Consists of seven members loosely representative of different areas of the County. (Reduced from eight members to seven members at the August 7, 2006 Board of County Commission meeting).



Flagler County Board of County Commissioners Rules of Procedure

Terms: Appointed for two year terms.

Meetings: Held at 6:30 p.m. on the fourth Wednesday of the month at the Parks and Recreation Office.

PLANNING AND DEVELOPMENT BOARD Established by Ordinance 2009-07, Section 2 of the Flagler County Land Development Code

Function: To review and make recommendations to the Board of County Commissioners regarding development plans submitted under the County Land Development Code.

Membership: Consists of seven members in the following categories:

- Architect, landscape architect or urban planner
- Neighborhood or environmental activist
- Agricultural interests (farmer, timber, sod, cattle)
- Real estate or development
- Businessman or attorney
- Engineer, botanist, biologist, geologist, or similar geo-science profession

Terms: The Committee members shall serve staggered terms. For three members, the initial term of office shall be for two years. The remaining four members will serve terms of three years, and three years shall be the standard term for all members in the future.

Meetings: Held at 6:00 p.m. the second Tuesday of the month in the Board Chambers at the Government Services Building.

PUBLIC SAFETY COORDINATING COUNCIL Pursuant to Section 951.26, Florida Statutes *Created by the Board of County Commissioners at its 02-19-07 meeting*

Function:

- Assessing the population status of all detention or correctional facilities owned or contracted by the County.
- Formulating recommendations to ensure that the capacities of such facilities are not exceeded.
- Council recommendations shall also include an assessment of the availability of pretrial intervention or probation programs, work-release programs, substance abuse programs, gain-time schedules, applicable bail bond schedules, and the confinement status of the inmates housed within each facility owned or contracted by the County.
- The council may also develop a local public safety plan for future construction needs, but the plan must cover a five year period. The plan may be submitted for consideration to the local planning agency for the County. If it does so, it must be submitted at least 120



Flagler County Board of County Commissioners Rules of Procedure

days before the adoption of, or amendment to, the comprehensive plan pursuant to Part II of Chapter 163.

Membership:

1. The chairperson of the Board of County Commissioners or another County Commissioner designee, shall serve as the chairperson of the council until the council elects a chairperson from the membership of the council.
2. The state attorney or his designee. (no term limit)
3. The public defender or his designee. (no term limit)
4. The chief circuit judge or his designee. (no term limit)
5. The chief County judge or his designee. (no term limit)
6. The chief correctional officer. (no term limit)
7. The sheriff or his designee. (no term limit)
8. The state probation circuit administrator or his designee. (4 year term)
9. The director of any County probation or pretrial intervention program. (4 year term)
10. The director of a local substance abuse treatment program or his designee. (4 year term)
11. Representatives from County and state jobs programs and other community groups who work with offenders and victims, appointed by the chairperson of the Board of County Commissioners. (4 year terms)
12. At large members.
13. Representing area homeless programs.
14. Representing consumers of substance abuse services.
15. Representing consumers of mental health services.
16. Representing family member of consumer of mental health services.
17. Representing director of community mental health provider.
18. Representing family member of consumer of substance abuse services.
19. Representing police chief or designee from local police chief's association.
20. Representing direction of detention facility.

Terms: Varied.

Meetings: Held at 8:45 a.m. on the second Wednesday of the month at the Emergency Operations Center.

TOURIST DEVELOPMENT COUNCIL Flagler County Code Section 19-49 (Pursuant to Section 125.0104, Florida Statutes)

Function: To recommend to the Board of County Commissioners expenditures of tourist development tax monies and to generally review and make recommendations on other aspects of tourism in the County.

Membership: Consists of nine members – Chair of the Board of County Commissioners, 2 elected municipal officials (1 from the most populous municipality in the County), 3 owners or operators of businesses subject to tourist development tax, and 3 involved in tourist industry.

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Flagler County Board of County Commissioners Rules of Procedure

Terms: Appointed for four-year terms.

Meetings: Held at 10:00 a.m. on the third Wednesday of the month in the Board Chambers at the Government Services Building.

VETERANS ADVISORY COUNCIL Resolution 1984-20

Function: To represent the various member service organizations and for carrying out the duties and responsibilities outlined below:

- Promote harmony and improve relationships among the various service organizations, inform the general public of the importance of veterans and improve morale of the veterans;
- Promote patriotism;
- Assist all veterans in every way possible;
- Insure that the Committee becomes a viable part of the community and a way of life in Flagler County;
- Make presentations, charters and proclamations to either City or County Commissioners when necessary;
- Work with the various private organizations to further the aims and objectives of the veteran and improve the way of life by assisting in jobs programs, working with the Chamber of Commerce, State Employment Service and the VA Regional Office; and
- Submit proposals, grievances and complaints to the Governor's Veterans Advisory Council for all veterans, especially the Vietnam veteran, to improve and prevent loss of veterans benefits.

Membership: Consists of representatives from veterans service organizations servicing Flagler County.

Terms: Appointments by the member organizations are made in January of each year.

Meetings: Held on the first Monday in January, February, March, April, October, November and December, and on the second Monday in May and September. All meetings are held at 4:00 p.m. in the First Floor Conference Room of the Government Services Building.



Flagler County Board of County Commissioners Rules of Procedure

ATTACHMENT 1 FLAGLER COUNTY GENERAL APPLICATION FOR VOLUNTEER BOARD, COMMITTEE OR COUNCIL MEMBERSHIP (Please Print)

Name: _____ Date: _____

Home Mailing Address:

Home Physical Address:

County of Residence: _____ Voter Registration #: _____

Home Phone: _____ Cell Phone: _____

Fax No: _____

E-mail Address: _____

Education: _____

Business: _____ (name & type):

Business Address: _____

Business Phone: _____ Position: _____

Professional Organizations: _____

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Flagler County Board of County Commissioners Rules of Procedure

Have you ever served on a Flagler County appointed Board, Committee or Council?
Yes ____ No ____ If yes, please identify those on which you have served.

BOARD, COMMITTEE OR COUNCIL	DATES SERVED

PLEASE LIST ANY BOARD, COMMITTEE OR COUNCIL FOR WHICH YOU WOULD LIKE TO BE CONSIDERED:

Training or experience related to activities of board, committee or council to which appointment is sought:

If appointed, I will attend meetings in accordance with adopted policies of Flagler County. If at any time my business or professional interests conflict with the interests of this Board, Committee or Council, I will not participate in such deliberations. I understand that if appointed, I will serve at the pleasure of the Board of County Commissioners.

References may be secured from the following individuals (print name, address and phone number):

(1) _____

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Flagler County Board of County Commissioners Rules of Procedure

(2) _____

(3) _____

Signature of Applicant

Applicants are encouraged to provide additional information (including a resume) to better explain their qualifications for the position to which they are making application.



Flagler County Board of County Commissioners Rules of Procedure

BYLAWS OF THE FLAGLER COUNTY ADVISORY COMMITTEE NAME HERE

PART I: PURPOSE & INTENT

The Flagler County Board of County Commissioners has established the **Advisory Committee Name** under **how it was established**, to **what its function is**.

PART II: MEMBERSHIP

Section 1. MEMBERSHIP. The Committee shall consist of **Number (#)** members, who **describe the make up of the Committee here**. All appointees shall be residents and registered voters of Flagler County and shall serve at the discretion of the Board of County Commissioners.

Section 2. TERMS. The Committee members shall serve staggered terms and the term of office shall be for **Number (#)** years. If a vacancy occurs prior to the expiration of any member's full term, the Board of County Commissioners shall advertise the position and replace with another candidate accordingly.

Section 3. COMPENSATION. All members of the Committee shall serve without compensation; none are entitled to pension or retirement benefits for service on the Committee.

PART III: OFFICERS

Section 4. OFFICERS. Except where otherwise required by statute or ordinance, the Committee shall elect its Chair and Vice-Chair from among its members. The term of the Chair and Vice-Chair shall be one (1) year with eligibility for reelection.

Section 5. DUTIES OF OFFICERS. The duties and power of the officers of the Committee shall be as follows:

- A. Chair
 - (1) To preside at all meetings of the Committee;
 - (2) To call special meetings of the Committee in accordance with these Bylaws;
 - (3) To sign documents within the purview and authority of the Committee; and
 - (4) To see that all actions of the Committee are properly taken.
- B. Vice-Chair

During the absence, disability or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all responsibilities of the Chair.

PART IV: MEETINGS

Section 6. ANNUAL MEETING. The annual meeting of the **Advisory Committee name** shall be the first regular meeting in the month of January (**unless already established**) each year. Such meeting shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by the Committee.



Flagler County Board of County Commissioners Rules of Procedure

Section 7. REGULAR MEETINGS. Regular meetings of the Committee shall be held on the **regular day held** of the month at **time held** in the **Name of room and building (if applicable)** located at **address, City, Florida**. Time and place changes of meetings may be called by the Chair, provided that reasonable advance notice is given to each member and the public in accord with Florida's Sunshine Law.

Section 8. QUORUM. 50% + 1 (denote the number using that formula) members of the Committee shall constitute a quorum for transaction of business. The only business that can be transacted in the absence of a quorum is (1) to adjourn; (2) to recess for a period of time within the same day; and (3) to continue any agenda item to a date and time certain.

Section 9. NOTICE OF INABILITY TO ATTEND MEETING. Each member of the Committee that will not be able to attend a scheduled meeting shall, at the earliest possible opportunity, advise the County staff liaison. The County staff liaison shall notify the Chair in the event that projected absences will produce a lack of a quorum. If any appointed member of the Committee fails to attend three (3) unexcused consecutive, regularly scheduled meetings or five (5) of twelve (12) regular or special meetings or workshops of the Committee, the County staff liaison shall notify the County Administrator. The County Administrator will present to the Board of County Commissioners the name of any appointed member of an advisory committee established by the Board of County Commissioners who has failed to attend the required number of meetings as noted previously in this section. The Board of County Commissioners shall determine whether in such circumstances it shall declare the position vacant and to obtain a successor applicant for membership with the particular advisory committee.

Section 10. VOTING. At all meetings of the Committee, each member attending shall be required to cast a vote on all matters requiring action by the Committee. Any member who has a conflict of interest on any issue being voted shall recuse themselves from voting on matters relating to the issue. The member must have a special gain or loss as defined by the Florida Commission on Ethics in order to have a conflict of interest. The member should consult with the County Administrator's office on whether a conflict exists. In the event of conflict, the required form must be completed and made a part of the minutes. The conflict and recusal shall be stated in the minutes of the Committee. Otherwise the member is required to cast a vote.

Section 11. PROCEEDING.

- A. The order of business, unless otherwise adopted by the members present, at all regular meetings shall be as follows:
- (1) Roll call and Pledge of Allegiance
 - (2) Approval of minutes of previous meetings
 - (3) Agendaed items
 - (4) Adjournment
- B. Minutes will be taken and maintained by County staff. Copies of all minutes will be sent to the County Administrator and made available to each Flagler County Commissioner.

Section 12. RULES OF PROCEDURE. All meetings of the Committee shall be conducted with *Robert's Rules of Order Revised as a guideline*. The Committee shall be governed by the Florida Sunshine Law, Public Records Law, **Ordinance #, Resolution # or Flagler County Code Section (if applicable)** and these Bylaws.

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Flagler County Board of County Commissioners Rules of Procedure

Section 13. DEADLINE FOR AGENDA. The deadline for placement of an item on the agenda of the Committee shall be seven (7) calendar days prior to any scheduled meeting.

Section 14. AMENDMENTS. These Bylaws may be amended at any meeting of the Committee, only to the extent consistent with County Ordinance/Resolution and provided that said notice of said proposed amendment is given to each member in writing at least five (5) business days prior to said meeting and the approved as to form by the County Administrator and approved by the County Administrator.

Section 15. RELATION TO COUNTY COMMISSION RESOLUTIONS AND STATE LAWS. Any section or provision of any section of the Bylaws as adopted by the **Name of the Committee** which conflicts with County resolution or State laws shall have no force and effect.

Section 16. MATTERS REFERRED BY THE FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS. Matters referred to the Committee by the Board of County Commissioners shall be placed on the calendar for consideration and action at the first meeting of the Committee after such referral.

Section 17. THESE BYLAWS SHALL BECOME EFFECTIVE IMMEDIATELY UPON APPROVAL AS TO FORM BY THE COUNTY ATTORNEY AND APPROVAL BY THE COUNTY ADMINISTRATOR.

These Bylaws adopted this ____ day of _____, 20__.

Name, Committee Chair

ATTEST:

Name, Committee Recording Secretary

APPROVED:

County Administrator

Date

APPROVED AS TO FORM:

County Attorney

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**Board of County
Commissioners**

1769 E. Moody Blvd., Bldg 2
Bunnell, FL 32110



www.FlaglerCounty.gov
Phone: (386)313-4001

**Congratulations on your Appointment to a
Flagler County Board of County Commissioners Advisory Board**

This orientation packet contains information to help you understand your responsibilities as an Advisory Board member as well as some of the rules that govern most board and committee members. As an advisory board member, you will work in conjunction with other advisory board members to make recommendations to the County Commission on various topics of public concern.

If you have additional questions, please do not hesitate to contact your staff liaison for clarification.

The Flagler County Board of County Commissioners extends our appreciation for your time and involvement.

Sincerely,

Gregory L. Hansen
Chair

FLAGLER COUNTY 2022

Board of County Commissioners



DISTRICT 1- VICE CHAIR
ANDY DANCE



DISTRICT 2 - CHAIR
GREG HANSEN



DISTRICT 3
DAVID SULLIVAN



DISTRICT 4
LEANN PENNINGTON



DISTRICT 5
DONALD O'BRIEN

The Flagler County Board of County Commissioners is comprised of five members. Commissioners are elected at-large, meaning they represent all residents of the County but must reside in the district they represent.

The County Commission is the legislative and policy making body for Flagler County Government. The County Administrator and County Attorney are both appointed by and report directly to the County Commission. The County Administrator oversees the day-to-day operations of all County services and carries out the policies and programs set by the Commission. The County Attorney serves as the chief legal advisor to the Board.

Regular meetings are held twice a monthly*:

First Monday of the month at 9:00 a.m.

Third Monday of the month at 5:00 p.m.

Government Services Complex
1769 E. Moody Blvd, Bldg 2, Board Chambers
Bunnell, FL 32110

**Unless otherwise noted on the posted yearly meeting schedule*

Your Role as an Advisory Board Member

Advisory Board members are appointed by the Flagler County Commission to provide recommendations on diverse matters of public concern. Advisory Board recommendations are always taken into consideration; however, please remember often there are other factors to consider before making a policy decision. Quasi-judicial boards, such as the Planning and Development Board as well as the County Commission, perform functions in a manner similar to courts, but more informally.

Board Members Should:

- Speak openly and clearly during the meeting. Remember to speak directly into the microphone, if one is present
- Listen to members of the public who attend the meetings
- All members (including the Board Chair) must vote on all motions, as abstentions are not permitted by rule of law unless you have a conflict of interest.
- Notify the staff liaison of any anticipated absence
- File a yearly **Financial Disclosure Form**, if applicable. Some board members are legally required to file an annual Florida Financial Disclosure Form (Flagler Commission on Ethics Section 112.3145, Florida Statutes). If appointed to one of these boards, you must file a Form 1, Statement of Financial Interest with the Flagler County Supervisor or Elections within 30 days of your appointment and annually thereafter during your term

Staff Members Liaison Will:

- Provide technical and administrative assistance to the board
- Provide initial orientation and education for Advisory Board members
- Supply background information on agenda items in advance of meetings
- Create the meeting agenda, with help from the Board Chair
- When requested, may make recommendations on agenda items
- Attend Advisory Board meetings in a non-voting capacity
- Inform Advisory Board members of County Commission actions concerning recommendations and appeals
- Record attendance
- Take and distribute meeting minutes

Advisory Board Members and Staff Should:

- Be on time for meetings
- Know and practice parliamentary procedure
- Adhere to Public Records and Sunshine Laws
- Be familiar with the issues by reviewing background information, the agenda and previous minutes prior the meeting
- Be courteous to each other and to members of the public
- Be open and responsive to questions and concerns
- Follow the direction of the Chair during meetings. This includes recognition from the Chair prior to speaking except during workshops which are conducted in a more informal manner

Public Records Law

A "Public Record" is defined in the Florida Statutes [Ch. 199.011(1)] as: all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

Record retention schedules set rules for how long these materials must be retained and when they are to be destroyed. Your County staff liaison will maintain the copy of record for your advisory board agendas, minutes and other documents. Please remember to give them any public records you receive directly from outside agencies.

Sunshine Law

Florida's Government-in-the-Sunshine Law was enacted in 1967. It establishes a basic right of access to most meetings of boards, committees and other governing bodies of state and local governmental agencies or authorities.

The Sunshine Law requires:

- Meetings of boards or committees to be open to the public
- Reasonable notice of meetings
- Minutes of the meeting be taken

The intent of the Florida Sunshine Law is to ensure public business is discussed in public at a scheduled meeting. Any discussion by two or more members of the same body outside of a public meeting about committee business or pending issues to come before the committee is a violation of the Sunshine Law. ***Discussion is not limited to face-to-face interactions, but also includes telephone, email, electronic communications (chat room, webcast, etc.) and other written correspondence. Using a "go between" or third party communication is also prohibited.***

Voting Conflicts

Simply put, you cannot vote on an issue that may benefit or cause loss to you, an immediate family member, or business that employs you (special private gain). Special private gain pertains to ongoing business relationships whose interests could be affected. If a conflict exists:

- **Publicly disclose the conflict before the issue is discussed.** Publicly disclose and explain the conflict for the record so the information is reflected in the official meeting minutes.
- **Do not vote or participate in the board's discussion of the issue** unless otherwise advised by the County Attorney.
- **Submit Florida Commission on Ethics Form 8B within 15 days** of the vote to your staff liaison.

Parliamentary Procedure

Parliamentary procedure promotes the orderly flow of ideas and discussion. Flagler County generally follows *Roberts Rules of Order Newly Revised*, a guide to parliamentary procedure used for more than a century. Rules may be waived by majority vote of the board or by board consensus when there is no member objecting to waiving of the rules.

A key element of parliamentary procedure is the motion. There are seven recognized steps in making a motion. They are as follows:

1. A member asks to be recognized: *"Mr. or Madam Chair"*.
2. The Chair recognizes the member: *"Ms. Smith"*.
3. The member states the motion: *"I move the application be approved"*.
4. Another member seconds the motion: *"I second the motion"*. This is done without waiting to be recognized. If no second is volunteered, the Chair will call for a second.
5. The Chair repeats the motion and calls for discussion: *"It has been moved and seconded that the application be approved. Is there any discussion?"*
6. After discussion and public comment, the Chair puts the motion to a vote: *"If there is nothing new to be added to the discussion, we are ready to vote. All those in favor of the application being approved say 'aye'",* followed by the Chair asking, *"any opposed"?*
7. The Chair counts the votes and announces the outcome, *"The motion passes/fails by a five to four vote,"* and states for the official record the names of the members casting the dissenting votes.

For Parliamentary Procedure information and charts on motions visit www.RobertsRules.org

Robert's Rules of Order Motions Chart

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.
 § indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes if urgent	No	No	No	None
§33	Request for information	Point of information	Yes if urgent	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly.

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

Robert's Rules of Order Motions Chart

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§ indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes if urgent	No	No	No	None
§33	Request for information	Point of information	Yes if urgent	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly.

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority



Flagler County Board of County Commissioners Volunteer Advisory Boards and Committees General Application

Name: _____ Date: _____

Mailing Address: _____

Physical Address (if different): _____

County of Residence: _____ Are you a registered voter? _____

Home Phone: _____ Cell Phone: _____

Email: _____ Years in Flagler: _____

Advisory Board or Committee Applying for:

What aspect of this Board/Committee interests you?

Describe your training and/or experience that would make you a good fit for this position:

What contributions do you feel you could make to this Board/Committee should you be selected?

Have you ever served on a Flagler County appointed Board or Committee?

No Yes, if so, please identify below those on which you have served:

Advisory Board / Committee

Dates Served

Education: _____

Business (name & type): _____

Business Address: _____

Business Phone: _____ Position: _____

Applicable Professional Organization Memberships:

As an applicant, you are encouraged to provide additional information (including a cover letter and/or resume) to better explain your qualifications for the position for which you are making application. This information will aid in the decision of the County Commission when making appointments.

Additional Information you wish to share:

If appointed, I will attend meetings in accordance with the adopted policies of Flagler County. If at any time my business or professional interests conflict with the interests of the Advisory Board or Committee, I will sign the appropriate (Form 8B) and excuse myself from participating in such deliberations. I understand that if appointed, I will serve at the pleasure of the Board of County Commissioners.

Signature of Applicant

Please Return To:
Flagler County BOCC
Attn: Administration
1769 E. Moody Blvd., Building 2, Suite 302, Bunnell, FL 32110
Email: LDance@FlaglerCounty.gov ♦ Phone (386) 313-4001

**Please note a hard copy is not required. Please feel free to email your application.*