

**LAKE SHORE HOSPITAL AUTHORITY
MEETING RULES AND PROCEDURES**

1. **AGENDAS:**

- a. Agendas shall be prepared by Authority staff subject to the review and edification of the Chair of the Authority.
- b. Citizens desiring to be placed on the agenda shall request to do so no later than 7 days prior to the meeting agenda on which they desire to be placed. In addition, citizen must provide topic and reason for request. The Chair may waive the 7-day requirement for cause. The Chair will determine whether the requesting citizen shall be placed upon the agenda. This does not apply to matters which require a public hearing by law.
- c. No citizen shall be unreasonably denied the right to address the Authority. Citizens not placed on the agenda shall be given the opportunity to address the Authority at a specified time during the regular scheduled meetings.

2. **MEETINGS AND PUBLIC PARTICIPATION:**

Pursuant to Section 286.0114, Florida Statutes, members of the public shall be given a reasonable opportunity to be heard on any proposition coming before the Lake Shore Hospital Authority Board of Trustees. In order to maintain orderly conduct and proper decorum during Board meetings, the Board adopts the following guidelines to accommodate speakers:

- a. **PRESIDING OFFICER.** The Chair, or Vice-Chair in absence of the Chair, shall preside over all meetings of the Authority.
- b. **SIGN-IN SHEETS.** Any member of the Public who desires to be heard on a proposition coming before the Board, shall complete a form to be provided by the Authority and made available prior to the beginning of the meeting at a location designated for that purpose. The speaker will provide his or her name, the name of any person, group or entity on whose behalf the speaker is speaking and the specific proposition the speaker intends to address.
- c. **PUBLIC COMMENT TIME; ORDER OF SPEAKERS.** A time for public comment during the meeting will be placed on the Board's agenda. The forms submitted by speakers will be collected prior to the beginning of each meeting and be given to the Board Chair or presiding officer. The Board Chair shall have the authority to arrange the order of speakers in any manner deemed appropriate for the orderly conduct of the meeting. Speakers will be limited to the public comment time specified on the Board's agenda (generally three minutes) and extemporaneous comments by the public shall not be permitted during the meeting.

- d. **MULTIPLE SPEAKERS.** In the event that multiple representatives of a group or faction desire to address the board on the same topic at a meeting, where a large number of individuals wish to be heard, the Board Chair may ask the primary representative of the group or faction to designate a maximum of three individuals to speak on behalf of all members. In the event there is no primary representative and the members of the group or faction cannot agree among themselves who shall be designated speakers, the Board Chair shall select three members at random and limit comment by the members of the group or faction to the three individuals selected.
- e. **TIME LIMIT.** Speakers doing the public comment portion of the Board meeting shall be limited to a maximum time of three minutes each, unless extended by the Board Chair. The Board Chair may serve as timekeeper or designate another person to do so.
- f. There will be no audience participation during discussion by the Board of Trustees unless the Chair recognizes the individual from the audience.

3. **CONDUCT OF MEETING:**

- a. The Chair or other presiding officer shall have the power to conduct meetings in an orderly and civil manner. The Chair has the authority, in order to maintain civility, to recess a meeting, adjourn a meeting or have a person or persons removed from the podium and/or building, when necessary, to maintain an orderly and civil meeting. ~~Prior to invoking any of the above action against an individual, the Chair or other providing officer shall give the individual or individuals, two warnings in a single meeting, and the actions may be invoked on the third or subsequent warning.~~

4. **EXCEPTIONS:**

The Board may take action without allowing public comment for any matter related to:

- a. An emergency situation affecting the public health, welfare, or safety, if allowing public comment would cause an unreasonable delay in the ability of the Board to act;
- b. An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
- c. A meeting that is exempt from Section 286.011, Florida Statutes; or

d. A meeting during which the Board is acting in a quasi-judicial capacity.

5. **RECORDING AND VIDEO:**

The public will be allowed to record the meeting, video or audio, in a manner that will neither disrupt nor interfere with the meeting. Recording equipment must be set up before the meeting is called to order and must be dismantled following adjournment.

6. **PHOTOGRAPHS:**

The public will be allowed to photograph Board Members and staff ~~but must be done before the meeting is called to order or following adjournment. So as not to disrupt or distract, photographs will not be allowed during the meeting unless consent has been given by the Chairman prior to~~ in a manner that does not interrupt or disturb the meeting.

7. **VOTING BY TRUSTEES:**

- a. All Authority Trustees in attendance, except the Chair, shall vote on all issues unless legally abstaining. The Chair, or the Vice-Chair presiding in his or her absence, shall not be entitled to vote upon any matter before the Authority except when the votes cast shall be evenly divided.
- b. All official actions of the Authority Trustees shall be by motion and second, and vote on the motion.

ADOPTED at the regular meeting of the Lake Shore Hospital Authority Board of Trustees on the _____ day of _____, 2013.

LAKE SHORE HOSPITAL AUTHORITY

By: _____
Mr. Waseem Khan, M.D., Chairman

ATTEST: _____
Mrs. Loretta Chancy, Secretary

APPROVAL AS TO FORM

Marlin M. Feagle
Board Attorney