

**PROPOSED RULES OF PROCEDURE**  
**(ABRIDGED)**

**C. ORDER OF BUSINESS AT PUBLIC MEETINGS**

The following shall be the order of business at all public meetings of the Board of Trustees:

1. Invocation & Pledge to the Flag
2. Roll call
3. **Emergency Public Comment**
4. Scheduled Public Comment
5. Public Meeting Calendar
  - a. Public Hearings
  - b. Items for action properly before the Board
    - (1) Preliminary Calendar of previous meeting
    - (2) Items placed on the Calendar by the County Manager
    - (3) Consent Agenda
6. Other items properly before the Board
7. County Manager's Comments and Proposals
8. Commissioner's Comments and Proposals
9. Public Comments
10. Adjournment of public meeting

**E. RESERVE CALENDAR**

1. **Any item tabled at a public meeting of the Board shall be placed upon a reserve calendar for possible future consideration unless upon a majority vote of the Board members then present the matter is adjourned for further consideration to the next administrative calendar at the next scheduled public meeting.**
2. Any member of the Board at any public meeting of the Board may direct that any item previously tabled to the reserve calendar be restored to the calendar **for the next public meeting.**

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G. VOTING BY THE BOARD

- 1. All Commissioners in attendance, including the chair or presiding officer shall vote. The chair shall vote last and be the tiebreaker on all tie votes.
- 2. Votes shall be cast by district beginning with the lowest and ending with the highest.
- 3. Any Commissioner abstaining from the vote will publicly state his or her reason and said reason will be incorporated in the minutes.

H. PUBLIC PARTICIPATION AT PUBLIC MEETINGS

1. Intent of this section:

- a. It is the belief of the Columbia County Board of Commissioners that the public should be involved in all steps of the process of decision making and to this end it is the duty and responsibility of the Commissioners of Columbia County to listen to the public on matters of public concern and solicit public comment on matters before voting upon them.
- b. This being said: There shall be the opportunity for the public to address the Board at all public meetings in keeping with the intent of the Constitution of the United States, the Sunshine Law, Florida Court decisions and the C.J.S.

2. Emergency Public Comment

Two minutes each will be set-aside after the roll call for those with pressing matters who<sup>1</sup> cannot wait and be in attendance for the public comment portion at the end of the meeting.

3. Scheduled Public Comment

Members of the public wishing address the Board on a matter of concern may be included on a meeting agenda by contacting the Assistant County Manager a minimum of ~~two weeks~~ one week (fn1) in advance. A time limit of ten minutes is placed on said item.

4. Public Calendar

<sup>1</sup> i.e. someone who cannot find a baby sitter or has someone watching their children; someone who is, because of medical reasons, unable to wait for the public comment session.

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a. Public Hearings: Public comment will be solicited by the Board for both those in favor or those opposed to the subject matter of the public hearing

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**b. Items For Action Properly Before the Board:**

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(1) Any member of the public wishing to address the Board on any item for action (i.e. item requiring Board vote), may, after the item has been moved and seconded for discussion, and after the Board has had the chance to discuss said item, be heard regarding said item.

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(2) After the public has been heard on said item, the Board may continue discussing said item until a seconded motion to end discussion has been passed.

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(3) The Chair shall then call for the vote on said item with "ayes" and "nays" recorded by the Clerk.

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c. Members of the public may also submit comments in writing as to any calendar item or as to any other matter of concern by submitting the same to the Assistant County Manager, who shall furnish copies of such written comments to each member of the Board of Trustees. Said comments shall be made a part of the minutes of the meeting as if they were made in person.

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5. With respect to a public meeting calendar item, the following procedure shall be observed:

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- a. Call of the item by the Chair
- b. Discussion of the item by the Board.
- c. Comment by the public
- d. Further discussion by the Board
- e. Action upon item, if any.

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**I. PUBLIC COMMENTS**

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Before the conclusion of the meeting, the public shall be able to address the Board on any matter of concern.

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**J. DECORUM**

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All persons in attendance at any public meeting of the Board shall at all times conduct themselves with the decorum, dignity and respect due the People of Columbia County.

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