



HARDEE COUNTY ECONOMIC DEVELOPMENT COUNCIL
HARDEE COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY
RULES OF PROCEDURE



The Hardee County Economic Development Council and the Hardee County Industrial Development Authority Boards recognize that as a body it needs agreed upon procedures by which the behavior of the body and of individual members is to be governed. An orderly process is necessary not only for the Boards but also for members of the staff and general public or persons doing business with the Boards.

Although there are several Florida statutes which, in effect specify certain rules, many of the rules of an EDC/IDA board are not specified by state statute. The intent is that various boards develop rules that fit their specific situation.

In compiling our board rules we had three major considerations. The first is that the rules adopted should reflect procedures that enhance our Board's ability to operate. Second, the board adopts rules to operate as required by law. Third, the rules adopted should be internally consistent.

The Board can change or amend its rules not governed by statute by a simple majority vote during any meeting.

Adopted:

Vanessa Hernandez, EDC/IDA Chair

SECTION 1- PUBLIC PARTICIPATION IN COUNTY GOVERNMENT

1. **Board meetings open to the public-** All meetings of the Hardee County Economic Development/Industrial Development Authority Board shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, F.S.
 - A. Because of the need to comply with seating capacity requirements of the fire code, there may be occasions when entrance by the public to the Commission Chambers may be limited. At the sole discretion of the Board, when an unusually large crowd is anticipated, the Board may consider holding the meeting in the Hardee County Agri-Civic Center or other large public facility.
 - B. For public safety purposes, no signs or placards mounted on sticks, posts, poles or similar structures will be allowed in EDC/IDA meeting rooms.
 - C. All persons with disabilities shall be provided the assistance that is necessary to enable them to effectively participate in EDC/IDA meetings.

2. **Appearance before the Board.** Persons desiring to address the Board on a matter pending before it, or which needs the attention of the Board may do so upon being recognized by the Chair. To ensure that everyone has a fair opportunity to participate, these procedures will be followed:
 - A. After being recognized, the person shall:
 - Step up to the speaker's podium and give his/her name and address.
 - Unless further time is granted by the Chair, limit the comments to three minutes
 - Address all remarks to the Board as a body, and not a member thereof; and make comments and present documents to the Board
 - Speakers should make comments concise and to the point, and present any data or evidence they wish the Board to consider. No person may speak more than once on the same subject unless granted permission by the Chair.
 - B. The Board may discuss the matter, assign it to a committee, or refer it to the EDC/IDA Director, County Attorney or EDC/IDA staff.
 - C. A person may not interfere with, or interrupt, the orderly procedure of the Board, any Board member, or the person speaking who has been properly recognized by the Chair.
 - D. If the Chair declares an individual out of order, he/she will be requested to leave the speaker's podium. If the person does not do so, he/she is subject to removal. The individual will receive 1 warning. This can include raising of the voice, yelling, banging on the podium, badgering, profanity etc.
 - E. The Chair, subject to concurrence of the majority of the members, is authorized to establish speaker time limits and otherwise control presentations to avoid repetition.

3. **Public comments-** Any person wishing to speak during public comment may do so. Once the person is recognized by the Chair, these procedures will be followed:
 - A. After being recognized, the person shall:

- Step up to the speaker's podium and give his/her name and address.
 - Unless further time is granted by the Chair, limit the comments to three minutes
 - Address all remarks to the Board as a body, and not a member thereof; and make comments and present documents to the Board
 - Speakers should make comments concise and to the point, and present any data or evidence they wish the Board to consider. No person may speak more than once on the same subject unless granted permission by the Chair.
- B. The Chair may respond to any comments made.
- C. A person may not interfere with, or interrupt, the orderly procedure of the Board, any Board member, or the person speaking who has been properly recognized by the Chair.
- D. If the Chair declares an individual out of order, he/she will be requested to leave the speaker's podium. If the person does not do so, he/she is subject to removal. The individual will receive 1 warning. This can include raising of the voice, yelling, banging on the podium, badgering, profanity, etc.
4. **EDC/IDA Board meetings-Regular.** Unless otherwise advertised, all regular meetings will be held on the 2nd Tuesday of each month. They will be held at the Board of County Commission Chambers located at 412 W. Orange Street, Room 102, Wauchula, Florida. Meetings will start at 8:30am.
- A. From time to time, regular meetings may be adjusted by the EDC/IDA Director to accommodate a holiday schedule or other special circumstance. Prior notice of such change shall be provided to the public, Board and media. While a minimum notice of 24 hours is required, the Board will provide as much advance notice of a regular meeting as is feasible.
5. **EDC/IDA meetings-Special-** The Chair, Vice-Chair or Director may call a special meeting.
- A. Special meetings will be held at the same place as the regular meetings, unless there is a conflict. If another location is to be used, advanced notice will be given to the Board, public and media. Times of the special meetings may vary.

SECTION 2- BOARD MEMBER PARTICIPATION

6. **Board member comments and inquiries**- All Board members have the right to speak and address any presenters, staff and other Board members. Any Board member wishing to address anyone should be recognized by the Chair.
 - A. Board members will be expected to show respect to fellow Board members, staff and any presenters. If any member gets out of line, the Chair has the right to give the member a warning. If the member does not follow the direction of the Chair, he/she may be asked to leave the meeting.
 - B. Board members should stay on topic. If a member strays from the topic at hand, the Chair shall redirect them. If a member has been redirected and refuses to comply or continually brings other items up, the Chair has the right to ask them to leave.
 - C. Board members should in no way hinder the business operations of any company doing business with our office.
 - D. Board members are encouraged to meet with the Director.

SECTION 3- PREPARATION OF THE AGENDA/ORDER OF BUSINESS

7. Preparation of the Agenda- The Director is responsible for the items on the agenda. The Office Manager is responsible for sending the agenda out. If any board member wishes to include anything on the agenda, they may request that an item be placed on there at time the agenda is open for approval and then receive a majority vote. The Chair and Director will meet to discuss each agenda.
 - A. The agenda and any supporting documentation will go out no later than 4:30pm on the Friday before the scheduled regular meeting.
 - B. Each Board member should review the agenda and any supporting documentation prior to the scheduled meeting. If any member does not receive anything from the Office Manager, they will be responsible for contacting the office to request the information be sent to them again prior to the scheduled meeting.

8. Meeting/Order of Business
 - A. Invocation and Pledge of Allegiance- The Board may have a clergy for the invocation. Members of the Board as well as others may also be designated to present the invocation. The Chair may lead the pledge.
 - B. Approval of the agenda
 - C. Approval of the minutes from previous meetings
 - D. General Business-Updates, presentation, reports
 - E. Financial report
 - F. Announcements, Other Business, Public Comment
 - G. Adjournment

9. Quorum. A quorum for the transaction of business by the Board consists of half the number of members plus one.

10. County Attorney- Parliamentarian-The County Attorney serves as parliamentarian advises the Director and Board as to the correct rules of procedure or questions of specific rule application. The County Attorney also calls to the attention of the Chair any errors in the proceedings that may affect the substantive rights of any member, or may otherwise do harm.

11. Minutes- The minutes will be taken by the Office Manager or his/her designee.
 - A. The Office Manager is responsible for placing the minutes on the agenda for approval by the Board. Such minutes will stand confirmed at the regular Board meeting without a reading in open meeting, unless some error is shown. In such event, an appropriate correction is made.

12. Sergeant at Arms-The Hardee County Sheriff's Office or his/her designee shall be sergeant at arms of the Board meetings. The Hardee County Sheriff's Office is authorized to perform this duty. The

Hardee County Sheriffs Office or his/her designee shall carry out all orders and instructions given by the Board for the purpose of maintaining order and decorum at the Board meeting. The following policy will provide guidance in handling disruptions:

- A. If an individual refuses to relinquish the podium after being allowed to address the Board, the Chair will inform the individual that their time to address the Board has expired and the Chair will direct the individual to leave the podium.
 - B. If an individual causes disruption in the Board 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 their actions are contrary to the orderly function of the meeting and that the individual is to cease such action or the Sergeant at Arms 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 he/she is directed to leave and fails to do so, the individual will be subject to arrest for trespass.
13. Rules of Order and Debate-Every Board member desiring to speak should address the Chair and upon recognition by the Chair, the speaker shall confine their comments to the question under debate.
- A. A member once recognized should not be interrupted when speaking unless to call said member to order. The member should then cease speaking until the question of order is determined by the Chair. If in order, said member will be at liberty to proceed.
14. Voting- The votes during all Board meetings should be transacted as follows:
- A. In order to expedite business, the Chair shall determine whether to call a simple vote (all in favor of) or by roll call. At the request of any Board member, a roll call vote may be taken.
 - B. When the Chair calls for a vote on a motion, every member, who is present in the meeting must give his/her vote, unless the member has publicly stated that he/she is abstaining from voting due to a conflict of interest, pursuant to Section 112.3143 or Section 286.011, Florida Statutes. If any member declines to vote for or against by voice, his or her vote shall be counted as a yes vote.
15. Conflict of Interest as specified in 112.3143, Florida Statutes- No Board member shall vote in his/her official capacity on a matter which would constitute a conflict of interest pursuant to Section 112.3143 Florida Statutes.
16. Resolutions- Generally, an enacted resolution is an internal legislative act which is a formal statement of policy concerning matters of special or temporary character. Board 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.

17. **Motions-** An enacted motion is a form of action by the Board to direct that a specific action be taken. All motions shall be made and seconded before debate. Once a motion has received a second, the Board must vote on the motion.

SECTION 4-GENERAL PROVISIONS

18. **Board members-** All members are appointed and removed by the Board of County Commissioners
19. **Election of Chair and Vice Chair-** The County Attorney shall preside over the election of officers. Procedures for electing officers are as follows:
- A. At the regularly scheduled meeting in October each year, the Board will elect a Chair from its members. The County Attorney will call for nominations for Chair; nominations do not require a second. A roll call vote or ballot vote is conducted by the County Attorney if there is more than one nomination.
 - B. In conjunction with the above election, a Vice Chair is also elected in a like manner.
 - C. In case of the absence or temporary disability of the Chair, the Vice Chair serves as the 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, selected by its members of the Board, serves during the continuance of the absences or disabilities.
20. **Chair-The** presiding Chair presides at all meetings. The responsibilities include:
- A. Call the meeting to order, having ascertained that a quorum is present.
 - B. Recognize all Board members who seek the floor under correct procedure.
 - C. Preserve order and call to order any member who violates any of these procedures
 - D. Expedite business in every way compatible with the rights of members.
 - E. Declare the meeting is adjourned when the members so vote or at any time in the event of an emergency affecting the safety of those present.