

**COLLIER COUNTY
COASTAL ADVISORY COMMITTEE**

RESOLUTION NO. 2008 - ____

**A RESOLUTION OF THE COLLIER COUNTY COASTAL ADVISORY
COMMITTEE AMENDING RESOLUTION NO. 2004-01, AS IT RELATES
TO THE COMMITTEE'S RULES OF PROCEDURE.**

WHEREAS, on February 13, 2001, the Board of County Commissioners adopted Ordinance No. 2001-03, creating the Collier County Coastal Advisory Committee; and

WHEREAS, pursuant to Section Five of Ordinance No. 2001-03, the Coastal Advisory Committee adopted Resolution 2004-01 which established rules of procedure for the transaction of business; and

WHEREAS, the Coastal Advisory Committee desires to revise the rules of procedure adopted through Resolution No. 2004-01 by changing the time granted to speakers from a maximum of five minutes to a maximum of three minutes.

NOW, THEREFORE, BE IT RESOLVED BY THE COLLIER COUNTY COASTAL ADVISORY COMMITTEE that:

1. The rules of procedure of the Coastal Advisory Committee attached hereto and incorporated herein by reference, are hereby approved and re-adopted as amended, by changing the time granted to speakers from a maximum of five minutes to a maximum of three minutes.
2. Except as modified above, the rules of procedure adopted through Resolution No. 2004-01 shall remain in full force and effect.
3. The attached rules of procedure shall be effective upon adoption of this Resolution.

This Resolution adopted after motion, second and majority vote this 13th day of November, 2008.

COLLIER COUNTY
COASTAL ADVISORY COMMITTEE

By: _____
JOHN SOREY, CHAIRMAN

Approved as to form and
legal sufficiency:

Jeffrey A. Klatzkow
County Attorney

**COLLIER COUNTY
COASTAL ADVISORY COMMITTEE**

PROCEDURE FOR COASTAL ADVISORY COMMITTEE

November 13, 2008

A. General:

1. Meetings. Regular meetings of the advisory board shall be held on such day, time and place as may be determined by the advisory board, and at a minimum of once a month, except for one month in the summer.
2. Quorum and Voting. At all regular or special meetings of the advisory board, a majority of the membership of the advisory board shall constitute a quorum. Voting shall be by voice unless a member of the advisory board requests a roll call. The roll shall be in alphabetical order with the first name called rotating with each motion upon which the vote is called. The Chairman shall always vote last. A record of the roll call shall be kept as part of the minutes.
3. Special Meetings. Special meetings may be called by the Chairman at any time provided adequate notice is given pursuant to Paragraph 4 below. The Chairman may also call a special meeting when requested to do so in writing by a majority of the members of the advisory board or by a County staff member. The notice of such a meeting shall specify the purpose of such a meeting and no other business may be considered except by unanimous consent of the advisory board. All members of the advisory board shall be notified in advance of such special meetings by the staff liaison.
4. Notice and Publication. The staff liaison shall give notice and keep record of such notice of its meetings and the meeting of the subcommittees including the date, time, and location of each regular and special meeting. Notice shall be posted in the county administration building and other appropriate locations as recommended by the advisory board and to the County Public Information Department for further distribution.
5. Open Meetings. All meetings of the advisory board or its subcommittees shall be open to the public and governed by the provisions of Florida's Government in the Sunshine Law.
6. Minutes. The minutes of all meetings shall be promptly recorded, and such records shall be open to public inspection, in accordance with applicable law.

7. Location. Meetings of the advisory board, or any of its subcommittees, shall be held in a location accessible to the public.
8. Meeting Agenda. There shall be an agenda for each meeting of the advisory board which shall determine the order of business conducted. The board shall not take action on any matter, proposal, report or item of business not listed upon the official agenda unless a majority of the board present consents. Any advisory board member, in the case of an advisory board or a subcommittee member in the case of a subcommittee, may place an item on the agenda by submitting it to the Chairman for forwarding to the staff liaison prior to the deadline for publishing the notice of such meeting. The Chairman shall determine whether the item submitted by the board member is relevant to the purposes of the advisory committee. Upon his/her finding that the item is relevant, it shall be included in the agenda. Staff-initiated agenda items are not subject to prior review by the Chairman
9. Order of Business. The order of business as regular meeting shall be:
 - (a) Call to Order
 - (b) Roll Call
 - (c) Adoption of the Agenda
 - (d) First Public Comment
 - (e) Adoption of Minutes from Previous Meeting
 - (f) Staff Reports
 - (g) New Business
 - (h) Old Business
 - (i) Second Public Comment
 - (j) Committee Member Discussion
 - (k) Next Meeting Time, Date and Location
 - (l) Adjournment

B. Agenda Items Requiring Action (Old Business and New Business):

1. General. All members of the public who address the Board shall utilize the speaker's podium to allow their comments to be recorded, and shall identify themselves by name and local addresses, if applicable. Further, any speaker speaking on behalf of an organization or group of individuals (exceeding five) shall indicate such and shall cite the source of such authority whether by request, petition, vote, or otherwise.
2. Speaker Registration. Persons, other than staff wishing to speak on an agenda item shall, prior to the item being heard, register with the staff liaison on the forms provided. Five (5) or more persons deemed by the

Board to be associated together or otherwise represent a common point of view, as proponents or opponents on any item may be requested to select a spokesperson. All persons may speak for a maximum of ~~five (5)~~ three (3) minutes each.

3. Restrictions on Comments Deemed Not Germane to the Item. Notwithstanding any provision herein, any Board member may interrupt and/or stop any presentation that discusses matters that need not be considered in deciding the matter then before the Board for consideration. At any Board proceeding, the Chairman, unless overruled by majority of the Board members present, may restrict or terminate presentations which in the Chairman's judgment are frivolous, unduly repetitive or out of order.

C. Order and Subject of Appearance: To the extent possible, the following shall be the order of the proceeding:

1. Preliminary Statement. The Chairman shall read the title of the agenda item.
2. Initial Presentation by Staff. County staff shall make the initial presentation to the Board regarding any item under consideration. After completion of the staff presentation, the Board may make inquiries of staff at this time.
3. Initial Presentation by Petitioner or Proposer. Petitioner or proposer shall make the initial presentation to the Board regarding any item under consideration. After completion of the presentation by the Petitioner or Proposer, the Board may make inquiries of the Petitioner or Proposer at this time.
4. Speakers. After Board inquiry, speaker shall be allowing to speak based on the time limitation guidelines outlined in the preceding subsection B above. During and after a speaker's presentation, the Board shall have an opportunity to comment or ask questions of or seek clarification from such speaker. The Board may also allow staff to comment, ask questions of or seek clarification from such speaker.
5. Restrictions on Testimony or Presentation of Evidence. Notwithstanding any provisions herein, any Board member may interrupt any presentation that contains matters which need not be considered in deciding the matter then before the Board for consideration. At any Board proceeding, the Chairman, unless overruled by majority of the Board members present, may restrict or terminate presentations which in the Chairman's judgment are frivolous, unduly repetitive or out of order.

- D. Rules of Debate: The following rules of debate shall be observed by the board. Except as herein provided questions of order and the conduct of business shall be governed by *Robert's Rules of Order*.
1. Motion under consideration. When a motion is presented and seconded, it is under consideration and no other motion shall be received thereafter, except to adjourn, to lay on the table, to postpone, or to amend until the question is decided. These countermotions shall have preference in the order in which they are mentioned, and the first two shall be decided without debate. Final action upon a pending motion may be deferred until the next meeting by majority of the members present.
 2. Chairman participation. The presiding chairman may move, second and debate from the chair, and shall not be deprived of any of the rights and privileges of a committee member by reason of being the presiding chairman
 3. Form of address. Each member shall address only the presiding officer for recognition, shall confine himself to the question under debate, and shall avoid personalities and indecorous language.
 4. Interruption. A member, once recognized, shall not be interrupted except by the Chairman if the Chairman determines that the member's participation is irrelevant, frivolous or out of order. Any member may appeal the decision of the Chairman to the committee for decision by majority vote.
 5. The question. Upon the closing of debate, any member may require a roll call vote. Any member may give a brief statement or file a written explanation of his vote.
- E. Public Comment on General Topics: Members of the public may register to speak on general topics under the Public Comment portion of the CAC agenda. The number of speakers permitted to register under public comment on any given agenda shall be limited to a maximum of five, unless the Chairman recognizes additional speakers.
1. Speaker Registration. Individuals wishing to speak to the CAC under public comment at any regularly scheduled meeting of the CAC shall register to speak in writing on the form provided by the County prior to the public comment portion of the agenda being called by the Chairman.
- F. Reconsideration: There shall be no reconsideration of items before the Coastal Advisory Committee relating to expenditures of Category A TDC funding.

- G. Conflicts of Interest: Any member having a potential voting conflict shall publicly state the nature of the conflict at the Coastal Advisory Committee meeting and complete Form 8B [Memorandum of Voting Conflict for County, Municipal and Other Local Public Officers] within 15 days of the scheduled meeting.

John Sorey
Chairman