

**COLLIER COUNTY**  
**Senior Advisory Committee**

**PROCEDURES FOR SENIOR ADVISORY COMMITTEE**

**May 3, 2018**

A. General:

1. Meetings. Regular meetings of the advisory committee shall be held on such day, time and place as may be determined by the advisory committee, 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 committee, a majority of the membership of the advisory committee shall constitute a quorum. Voting shall be by voice unless a member of the advisory committee 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 committee 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 committee. All members of the advisory committee 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 committee and to the County Public Information Department for further distribution.
5. Open Meetings. All meetings of the advisory committee 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 committee, 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 committee which shall determine the order of business conducted. The committee shall not take action on any matter, proposal, report or item of business not listed upon the official agenda unless a majority of the committee present consents. Any advisory committee member, in the case of an advisory committee 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 committee 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 at regular meetings shall be:
  - (a) Call to Order
  - (b) Pledge of Allegiance
  - (c) Roll Call
  - (d) Adoption of the Agenda
  - (e) Public Comment
  - (f) Adoption of Minutes from Previous Meeting
  - (g) Staff Reports
  - (h) New Business
  - (i) Old Business
  - (j) Announcements
  - (k) Committee Member Discussion
  - (l) Next Meeting Time, Date and Location
  - (m) Adjournment

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

1. General. All members of the public who address the committee 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 committee 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 three (3) minutes each.

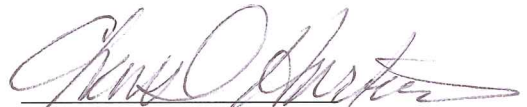
3. Restrictions on Comments Deemed Not Germane to the Item. Notwithstanding any provisions herein, any committee member may interrupt and/or stop any presentation that discusses matters that need not be considered in deciding the matter then before the committee for consideration. At any committee proceeding, the Chairman, unless overruled by majority of the committee 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 committee regarding any item under consideration. After completion of the staff presentation, the committee 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 committee regarding any item under consideration. After completion of the presentation by the Petitioner or Proposer, the committee may make inquiries of the Petitioner or Proposer at this time.
4. Speakers. After committee inquiry, speakers shall be allowed to speak based on the time limitation guidelines outlined in the preceding subsection B above. During and after a speaker's presentation, the committee shall have an opportunity to comment or ask questions of or seek clarification from such speaker. The committee may also allow staff to comment, ask questions of or seek clarification from speakers.
5. Restrictions on Testimony or Presentation of Evidence. Notwithstanding any provisions herein, any committee member may interrupt any presentation that contains matters which need not be considered in deciding the matter then before the committee for consideration. At any committee proceeding, the Chairman, unless overruled by majority of the committee 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 committee. 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 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 committee under public comment at any regularly scheduled meeting of the committee 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 committee.
- G. Conflicts of Interest: Any member having a potential voting conflict shall publicly state the nature of the conflict at the 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.

A handwritten signature in black ink, appearing to read "Charles Hartman", with a long horizontal flourish extending to the right.

Charles "Doug" Hartman  
Chairman

