

PALM BAY COMMUNITY DEVELOPMENT DISTRICT

RULES OF PROCEDURE

RULE ONE

CHAIRMAN'S DUTIES

- 1.1 The Chairman shall take the chair at all regular and special meetings of the Board, call the meeting to order on the appearance of a quorum, and, thereafter, proceed to other business.
- 1.2 The Chairman shall preserve order and decorum, and in case of disturbance or disorderly conduct in the meeting room, may cause the same to be cleared or cause any disruptive individual to be removed.
- 1.3 The Chairman shall decide all questions of order and may appoint a parliamentarian to assist the Chairman in all matters of procedure.
- 1.4 During the absence of the Chairman, the Vice Chairman shall assume the duties of the Chairman.
- 1.5 The Chairman shall preside over the meeting, but may delegate to the District Manager the duty to conduct the meeting.

RULE TWO

TIME AND ORDER OF MEETINGS

- 2.1 The Board of Supervisors shall adopt a schedule of meetings for the upcoming calendar year prior to January 1st of each year. The schedule shall reflect the time and place of all regular meetings. Thereafter, the schedule may not be modified except by a majority vote of the Board Members.
- 2.2 The Chairman, upon giving reasonable notice to the Supervisors and Manager, may call special or other meetings of the Board, as the Chairman deems necessary and proper.
- 2.3 The regular order of business shall be as follows:
 - (1) Call to Order, Roll Call
 - (2) Minutes
 - (3) Regular Agenda
 - (4) Staff Reports
 - (5) Supervisors Comments and New Business
 - (6) Public Comment
 - (7) Adjournment

- 2.4 Unless otherwise indicated by these rules, or state or federal law, all action by the Board shall be by the majority vote of those Supervisors present, including Supervisors participating by telephonic conference call.
- 2.5 Supervisors shall be recognized by the Chairman for the purpose of discussion of business, debate on a motion, points of order and points of information.
- 2.6 When used in these rules, the following words shall, unless the text otherwise indicates, have the following respective meanings:
 - (a) The singular always includes the plural.
 - (b) The masculine always includes the feminine.

RULE THREE

MOTIONS AND VOTING

- 3.1 Every motion shall be made orally, provided that upon request of the Chairman, it shall be reduced to writing.
- 3.2 Whenever a matter before the Board shall require a vote, the Chairman shall call for the "ayes" and "nays" and thereupon shall declare the vote.
- 3.3 A Member may request a roll call vote on any issue. Upon such request, the Chairman shall state the nature of the question and thereupon direct the Manager to call the roll. The Manager shall call the name of each Supervisor, and each Supervisor shall respond "aye" or "nay" to the question before the Board. The Chairman shall vote last and a record of all votes shall be made in the minutes of the meeting.

RULE FOUR

PARLIAMENTARY RULES

- 4.1 The current edition of Roberts Rules of Order Revised shall govern the Board of Supervisors in all cases in which they are applicable and in which they are not in conflict with the rules and precedents of this Board. It shall be the duty of the Chairman, or the presiding officer to interpret all rules.
- 4.2 These rules may not be waived or suspended except by four-fifths the vote of the Supervisors present, which motion, when made, shall be decided without debate.
- 4.3 The District Manager shall be responsible for preparing the agenda for all regular and special meetings of the Board.

- 4.4 The District Attorney shall advise the Board in all matters of law, represent the Board in all judicial and quasi-judicial proceedings and perform such other duties and responsibilities as the Board, from time to time, so directs.
- 4.5 The District Attorney shall serve as Parliamentarian to the Board unless the Chairman shall otherwise direct.

RULE FIVE

PUBLIC COMMENT

- 5.1 The Board shall hear public comment during the portion of the meeting set aside for such purpose and on any item scheduled on the agenda under "Public Hearings" or on any item required by law to be considered at a public hearing, in accordance with the rules set forth herein. No public comment shall be heard on other items unless requested by a Supervisor.
- 5.2 All members of the public wishing to address the Board shall place their names on a sign-up sheet to speak during Public Comment. Representative of organizations wanting to speak on behalf of the organization
- 5.3 The Chairman shall request public comment from speakers in the order in which their name appears on the list. An individual speaker shall be given three minutes to present his or her comments to the Board.
- 5.4 A member of the public shall come forward when his or her name is called by the Manager and state his or her name and address for the record and identify any organization in whose behalf he or she wishes to speak.

RULE SIX

ADOPTION AND AMENDMENT OF RULES

- 6.1 These rules are adopted pursuant to Chapters 190 and 120, Florida Statutes, and may be amended as provided by law.