

HILLSBOROUGH COUNTY

Excerpts from the BOCC's Rules of Order

Rule 13. SCHEDULING OF AGENDA ITEMS.

The County Administrator has the primary authority and responsibility for determining subject matter appropriateness relative to the scheduling of all agenda items before the Board. Accordingly, the County Administrator's office will screen all agenda scheduling requests, exercising discretion in referring suitable matters to appropriate County departments for appropriate disposition.

Except as provided below, Board members may request that items be placed on the agenda by filing a completed Commissioner's Agenda Item Request form with the County Administrator Wednesday preceding the next Board meeting. Board members may request a time certain at the time of submission of their items. A Commissioner's Agenda item will only be scheduled on the agenda if it includes sufficient detail so that other Board members can understand the nature of the item discussed, and to allow for the appropriate staff to be in attendance. In the alternative, a Board member may schedule a brief topic that does not require initial action other than to refer the matter for staff to review and recommendation to the Board at a subsequent meeting. The requirements of this section can be waived by the County Administrator's Office regarding matters concerning impending health, safety, and welfare emergencies or external deadlines that require action prior to a subsequent BOCC meeting. Any item not meeting these guidelines will be scheduled for the subsequent meeting. A decision by the County Administrator's Office to schedule a requested item for a subsequent BOCC meeting rather than the next meeting may be appealed to the Board by the requesting Commissioner during the discussion of agenda modifications the day of the next meeting.

Members of the Board may raise before the Board substantive, off-the-agenda matters only in instances where the County Administrator has been provided with prior written notice thereof not later than 3:00 p.m. on the Friday preceding the regular Board meeting held the following week. Any item not meeting these guidelines, except for emergencies and external deadlines outlined above, will be scheduled on the subsequent BOCC meeting.

The addendum to the Board's agenda must be made available to the Board and to the public at least 48 hours prior to the Board meeting.

Rule 25. PUBLIC COMMENT. During the morning session of its regular meetings, the Board designates a 45-minute period for public comment. Any person wishing to address the Board during the designated public comment period must complete and turn in a Public Comment Form. During the public comment period, the Chairman shall recognize persons who have turned in Public Comment Forms, and those

persons may, as their name is called, approach the podium and address the Board. Speakers may address the Board regarding any scheduled agenda item or any nonagenda matter(s) of personal or general concern. Speakers addressing scheduled agenda items shall be heard first; otherwise, speakers shall be heard in the order in which they submitted a Public Comment Form. Each speaker may address the Board for no more than three (3) minutes, although the Chairman has the discretion to grant additional time to any speaker. Should the 45 minutes designated for public comment be insufficient to accommodate all persons who have completed and turned in a Public Comment Form, the Board may extend the public comment period or may hear public comment at the end of that day's meeting.

If a Commissioner wishes to discuss or comment on any issue raised during public comment, the Board may either refer the issue to the County Administrator or continue the item to the end of the agenda for further discussion. This will assure that the 45 minutes designated for input from the public is not unduly interrupted. Speakers shall refrain from disruptive behavior, and from making vulgar or threatening remarks. Speakers shall refrain from launching personal attacks against any commissioner, county staff member, or member of the public. The Chairman shall have the discretion to have any speaker who disregards these rules removed from the Boardroom for the remainder of that day's meeting.

This is an example of the first page of the Board's agenda:

9:00 A.M. 1) CALL TO ORDER

2) INVOCATION AND PLEDGE OF ALLEGIANCE

3) COMMENDATION PRESENTED BY COMMISSIONER HIGGINBOTHAM, ON BEHALF OF THE BOARD OF COUNTY COMMISSIONERS, TO THE ROTARY'S CAMP FLORIDA FOR ITS GENEROUS AND TIRELESS SERVICE TO OUR COMMUNITY.

COMMENDATION PRESENTED BY COMMISSIONER HAGAN, ON BEHALF OF THE BOARD OF COUNTY COMMISSIONERS, CONGRATULATING HILLSBOROUGH COUNTY FIRE RESCUE ON THEIR 40TH ANNIVERSARY AND THANKING THEM FOR THEIR DEDICATION AND COMMITMENT. COMMENDATION PRESENTED BY COMMISSIONER MURMAN, ON BEHALF OF THE BOARD OF COUNTY COMMISSIONERS, CONGRATULATING MS. IVA BELL ON REACHING THE GOLDEN AGE OF 100.

4) APPROVAL OF CHANGES TO THE AGENDA AND REMOVAL OF ADDITIONAL CONSENT AGENDA ITEMS WITH QUESTIONS, AS REQUESTED BY BOARD MEMBERS OR THE ADMINISTRATOR.

(5) PUBLIC COMMENTS - (45 MINUTE TIME LIMIT)

Chairman's Statement: The Board welcomes comments from citizens about any issue or concern. Your opinions are valued in terms of providing input to the Board members. However, it is requested at the same time when you address the Board that comments are not directed personally against a Commissioner or staff member, but rather directed at the issues. This provides a mutual respect between the Board members and the public. The Board has set aside a 45 minute period in the morning, immediately following changes to the agenda, for Public Comments. At the discretion of the Chair, the Board may again hear Public Comments at the end of the meeting. People wishing to speak before the Board during the Public Comments portion of the meeting should complete the Request for Public Comment form located at the sign-up table inside the Boardroom. Citizens speaking on scheduled agenda items will be heard before citizens speaking on non-scheduled agenda items. **WHEN ADDRESSING THE BOARD**, please state your name and address and speak clearly into the microphone. Three (3) minutes are allowed for each speaker.

6) CONSENT ITEMS REMOVED FOR SEPARATE VOTE

7) CONSENT ITEMS REMOVED FOR HIGHLIGHTING OR COMMENDATION

8) APPROVAL OF CONSENT AGENDA

CONSENT ITEMS REMOVED FOR DISCUSSION WILL BE HEARD AT THE END OF THE MEETING AGENDA.