

**Rules of Procedure  
Brevard County Charter Review Commission**

**(As Amended on September 17, 2015)**

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**Rule 1. Public Meetings:** All meetings of the Commission, including all meetings of its Committees, shall be open to the public.

**Rule 2. Citizen Participation at Meetings:** The Commission will allow public comment on all substantive agenda items. Under the agenda item of "Public Comment" any and all interested citizens shall be afforded an opportunity to comment on matters before the Commission or any Committees. The remarks of any citizen should be germane to the agenda or matters to come before the Commission. Each agenda shall include and prescribe a certain portion of the meeting at which "Public Comment" may be made. The Commission may impose reasonable limitations on time allotted to speakers. Each citizen addressing the Commission is asked to avoid being redundant. Citizen's comments will be limited to three (3) minutes in the interest of fairness to all citizens desiring to be heard. This requirement may be waived at the discretion of the Charter Review Commission by majority vote of members.

**Rule 3. Place of Meetings:** The location of meeting places for the Commission should be based on the following guidelines: Meeting places may be considered in any geographical areas of the county. The meetings of the Commission or Committees should be at a meeting place accessible to the public and large enough to accommodate not only the Commission or

Committee, as the case may be, but also interested citizens.

**Rule 4. Call and Notice of Meetings:** Date, time and place of each regular meeting of the Commission shall be announced at the preceding regular or special meeting of the Commission, and posted on public bulletin boards in accordance with Brevard County policy. The agenda of each regular or special meeting shall include the scheduling of the date of the next regular meeting. Special meetings may be called by the Chairman of the Commission, or by any ten (10) members of the Commission with at least one member from each district attending and require the ten (10) members of the Commission requesting a special meeting to do so in writing and filed with the CRC staff person. The CRC staff person shall be responsible for e-mailing and mailing a written notice of the date, time and place of meetings to members of the Commission. All such notices shall be mailed and emailed to the members of the Commission at their addresses noted on the *Commissioner Appointee Information Form* and kept by the CRC staff person. It shall be the responsibility of any member of the Commission to notify the CRC staff person of any change of address. The Chairman of each Committee shall be responsible through the CRC staff person, for giving sufficient written, e-mail, and telephone notice of Committee meetings. A written notice of special meetings of the entire Commission shall be given in the same manner as written notices of regular meetings, except that the written notice of a special meeting shall include the purpose for the call of such special meeting.

**Rule 5. Agenda for Regular Meetings:** The agenda for regular meetings of the Commission shall be generally as follows, subject to amendment or revision by the Commission Chairman:

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Approval of Minutes of Previous Meeting
- V. Reports:
  - A. Chairman
  - B. CRC Staff Person
  - C. Other Members
- VI. Public Comment
- VII. Introduction of Guests and Their Presentations (if applicable)
- VIII. Reports of Committees
- IX. Unfinished Business
- X. New Business
- XI. Adjournment

**Rule 6. Recording of Minutes:** Meetings of the Commission shall be recorded on recording machines. The tapes of all such meetings shall be preserved as required by law. Failure to tape record a meeting shall not affect the validity of any proceeding. The CRC staff person shall be responsible for ensuring that a recording apparatus is available at each meeting of the Commission. The CRC staff shall further be responsible for the safeguarding of the tapes of such meetings. In addition to the tape recording of the meetings, the CRC staff shall take minutes of the proceedings of the Commission and the Chairman of each Committee or a

person designated by such Chairman shall take minutes at all proceedings of the Committee meetings. All records of the Commission, including the tape recordings of meetings, shall be made available to the public during normal business hours. Minutes of all the Committee proceedings shall be filed with the CRC staff person at least once per month.

**Rule 7. Quorum:** A majority of the members of the Commission or Committee shall constitute a quorum.

**Rule 8. Proxy Voting:** No member of the Commission or any of its Committees shall have the power to vote by proxy. Only those members physically present shall be entitled to vote.

**Rule 9. Voting Generally:** Each member present shall vote, unless a conflict of interest exists, in which case said conflict shall be publicly stated prior to the vote and filed in writing with the CRC staff person, as provided by law.

**Rule 10. Official Rules of Order:** Except as otherwise provided in these Rules and Policies, Robert's Rules of Order Revised (11th Edition) shall apply in matters of procedural conflict for the Commission and Committees.

**Rule 11. Duties of the Chairman:** The Chairman shall:

- a. Preside at all meetings of the Commission
- b. Serve as speaker for functions and activities.
- c. Be charged with the responsibility of making appointments of all persons on committees.
- d. Call special meetings when necessary

**Rule 12. Duties of the Vice-Chairman:** The Vice-Chairman shall perform the duties of the Chairman in the Chairman's absence or inability to serve.

**Rule 13. Duties of the CRC staff:**

- a. Keep accurate minutes of all Commission proceedings.
- b. Be custodian of all records of the Commission.
- c. Keep an address and attendance roster.
- d. Prepare, dispatch, file, and otherwise process all correspondence approved by a Member of the Commission for the Commission as a whole.
- e. Make all minutes available to the public and open for inspection at all reasonable times. The attendance roster shall likewise be open for inspection by any member and by the public at any reasonable time.
- f. Provide for the reproduction or copying of such records as may be requested by the public on a reasonable period of time and at a rate consistent with Brevard County

policy.

- g. Maintain accurate records showing the nature, purpose, and amount of all expenditures made on behalf of the Commission.
- h. Coordinate with the Office of the County Manager in connection with the proof and filing of all disbursement requests and other administrative requirements
- i. Perform other duties as prescribed by the Chairman.

**Rule 14. Committees:** The Commission may establish Committees as it sees fit to plan and administer ministerial functions of the Commission, or to investigate and report to the full Commission on the studies of special departments or functions of the existing or proposed government, or for any other lawful purpose; provided that no Committee shall have any final authority vested by law in the full Commission.

**Rule 15. Policy on Publicity:** Every effort shall be made to insure that the proceedings of the Commission are made available to the media with the goal of seeking maximum public participation in the review process. No attempt shall be made to inhibit the normal processes of the media. The Chairman of the Commission or designee shall be responsible for announcing the position of the Commission to the public and news media. Members of the Commission may make public or private statements of their personal feelings, attitudes, or beliefs at any time. In making such statements, however, members of the Commission shall on every occasion make an affirmative statement that they are speaking as an individual and not on behalf of the Commission as a whole.

**Rule 16. Rule Amendments:** These rules and policies shall be the by-laws of the Commission and may be amended by an affirmative vote of ten (10) of the members of the Commission with at least one member appointed by each Commissioner present.

**Rule 17. Charter Amendments:** For a charter amendment recommendation to be transmitted to the Board of County Commissioners for placement on the ballot for voter approval or denial, ten (10) members of the CRC must vote to approve it with at least one member appointed by each Commissioner present. In the case of failure of at least one member appointed by each Commissioner to attend a meeting at which the transmittal of such a recommendation is on the agenda, the Commission may recess the meeting to reconvene at a date and time certain. The Chair shall notify the absent member or members of that date and time. If the member or members are not present at the time of reconvening the Commission may, with the concurrence of ten (10) members, approve and transmit the charter amendment recommendation.

**Rule 18. Absences:** Absences may be excused by the Chair for good cause. The CRC may review and ratify or overrule the Chair's determination of good cause. If any member of the CRC is absent for three consecutive meetings without good cause. The CRC shall notify the County Commissioner who appointed the absent member and request the appointment of a replacement member.

**Rule 19. Procedure for Presenting Charter Amendment Proposals:** The procedure for presenting Charter Amendment Proposals shall be as follows:

- a. The member of the Commission, or a resident of Brevard County making the proposal shall introduce the proposal to the Commission.
- b. The members of the Commission shall discuss the proposal presented.
- c. The Commission shall hear any public comment regarding the proposal from any member of the public who has registered to speak with respect to the specific proposal.
- d. The Commission shall have further discussion regarding the proposal, if necessary.
- e. A member of the Commission may then make a motion concerning the proposal.

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