



BOARD OF COUNTY COMMISSIONERS

## **POLICY**

Number: BCC-67  
Cancels: 09/30/08  
Approved: 04/05/2022  
Originator: CAO  
Review: 04/05/2025

### **TITLE: Advisory Bodies.**

#### **I. Objective**

To set forth the criteria for the establishment, operation, and dissolution of advisory bodies.

#### **II. Definitions and References**

A. Advisory bodies - board, commission, committee, council or panel established by county resolution or ordinance or by state statute for the purpose of providing a recommendation or report to assist the Board of County Commissioners in its decision-making responsibilities.

B. Section 286.011, Florida Statutes, Public meetings and records; public inspection.

C. Section 286.012, Florida Statutes, Voting requirements at meetings of governmental bodies.

D. Section 112.313, Florida Statutes, Standards of conduct of public officers and employees of agencies.

E. Section 112.3145, Florida Statutes, Disclosure of financial interest and clients.

F. Sections 2-211 through 2-214, Code of Ordinances of Brevard County, Florida

#### **III. Directives**

A. As the Board desires to provide the interested citizens of Brevard County added opportunities for local governmental involvement, the Board may by resolution or ordinance, or pursuant to state statute, create an advisory body to aid County purposes.

B. Any ordinance or resolution establishing an advisory body shall specifically contain, or provide for, but not necessarily be limited to the following terms:

1. A statement setting forth the purpose and objectives of the advisory body.

2. The number of members, their minimum qualifications, how they are to be appointed, their term of service, and provisions for interim appointments and their terms of service.

3. The intended life of the advisory body with provisions to renew, extend or dissolve the advisory body as the Board deems necessary.

4. The organizational structure and the by-laws of the advisory body including provisions for appointment or election of officers and their terms of office or provision for the advisory body to establish such at the initial meetings.

5. Any compensation or reimbursement due members, any facilities or staff made available and accountability requirements for any allocated funds.

6. The method of reporting and the frequency of reports.

7. The required frequency of meetings and the advisory body's responsibilities under Section 286.011, Florida Statutes.

C. All meetings of any board or commission created by the County Commission to assist in the Board's decision-making process are declared to be public meetings, open to the public at all times. This is to include committee and subcommittee meetings of advisory bodies.

1. The minutes of such meetings shall be recorded and available for public inspection.

2. Reasonable notice must be given the public of the time and place of such meetings.

D. Required financial disclosure reports from applicable advisory body members shall include:

1. Any appointed member of the Planning and Zoning Board, Board of Adjustment, Merritt Island Redevelopment Agency, North Brevard Economic Development Zone.

2. Any members of advisory bodies whose total budget, appropriations or authorized expenditures constitutes one percent of the budget of the Board of County Commissioners or \$100,000 whichever is less; and whose powers, jurisdiction and authority are solely advisory in nature.

3. By other member who is required by law to file such a disclosure.

E. An employee of the Board designated by the Board or County Manager shall be responsible for:

1. Assisting the advisory body in scheduling matters for Board attention.
2. Officially notifying the Board of vacancies or impending term expirations.
3. Officially notifying the Board Secretary of the name, address, telephone number, term of appointment, starting date, and representation of each appointee as well as the name of the individual being replaced.
4. Officially notifying the Board of advisory bodies that no longer function or function inadequately and making preparations either by ordinance or resolution for Board Action to dissolve such advisory bodies.

F. Each advisory body shall establish procedures for taking public comment at all committee meetings. Such procedures shall have the following minimum guidelines:

1. Two kinds of public comment shall be taken:
  - (a) relevant comment when the committee discusses a particular issue or takes a final vote on any given issue; and
  - (b) comment which brings new business or issues before the committee.
2. Each speaker shall be given at least three minutes to speak, with provision for an extension of time by the Chairman or majority vote of the committee.
3. The speaker may be required to give their name and address for the record, however, a social security number shall not be required.
4. The committee shall make the meeting agenda and any back-up material available for inspection during regular business hours prior to each meeting.

G. At any time the Board or the County Manager may request a report upon an advisory body's activities. If such a request is not satisfied within 30 days, the body shall be considered inactive and subject to dissolution by the Board.

H. If the Board determines an advisory body has served its purpose or is inactive, such advisory body shall be dissolved by the same action taken to create the advisory body, whether by motion ordinance or resolution.

#### IV. Reservation of Authority

The authority to issue and/or revise this policy is reserved to the Board of County Commissioners.

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Kristine Zonka, Chair  
Board of County Commissioners  
As approved by the Board on April 5, 2022