

Attachment
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BoCC Standing Rules

STANDING RULES
CLAY COUNTY BOARD OF COUNTY COMMISSIONERS
ADOPTED: JUNE 5, 2007
Revised: May 11, 2021

These Standing Rules are adopted by the Board of County Commissioners to guide the Board through its primary operations and functions. They are designed to provide the structure needed to conduct County business while also maintaining the flexibility needed to efficiently and effectively carry out the public business as circumstances may dictate.

RULE 1.101 MEETINGS, GENERALLY

All regularly scheduled meetings shall be held in the Commission Meeting Room at the County Administration Building, 4th floor, in Green Cove Springs and shall be open to the public. In case of emergency, the Board Chair may designate an appropriate meeting place in other facilities for a meeting open to the public.

RULE 1.102 REGULAR MEETINGS

The Board shall hold regular meetings on the second and fourth Tuesday of each month commencing at 4:00 p.m., unless otherwise decided by the Board. However, when a regular meeting day shall fall on a legal holiday observed by the County, the regular meeting of the Board shall be held on the following day at the same time and place or on such date approved by the Board and advertised accordingly.

RULE 1.103 WORKSHOPS

The Board shall hold workshops on matters at their discretion on such date approved by the Board and advertised accordingly. At workshops, the Board will not vote upon any matter but may provide direction to staff on such matters presented.

RULE 1.104 SPECIAL MEETINGS

Any meeting that does not occur pursuant to Rules 1.102, 1.103 or 1.105 shall be considered a special meeting. The Board Chair, or in the Chair's absence the Vice-Chair, may call a special meeting of the Board upon not less than twenty-four (24) hours' and preferably at least seventy-two (72) hours' notice to each Commissioner and advertised accordingly. The notice for a special meeting shall state the business to be transacted at such meeting. For a special meeting, the Board may vote upon any matter that is reasonably described in the notice of the special meeting.

RULE 1.105 EMERGENCY MEETINGS

A meeting to respond to sudden, unforeseen and unexpected turn of events shall be considered an emergency meeting. The Board Chair, or in the Chair's absence the Vice-Chair, may call an emergency meeting upon such notice as is appropriate and reasonably available and advertised accordingly. In the event of a natural disaster that prevents advertisement in the usual manner, notice will be posted at the front entrance doors of the County Administration Building, the County Courthouse, and the following County Fire Stations: Station 11(Keystone Heights), Station 23 (McRae), and Station 26 (Oakleaf). The notice for an emergency meeting shall state the business to be transacted at such meeting. No action shall be taken by the Board at an emergency meeting unless the Board first declares by motion or resolution that an emergency exists. Any action taken thereafter shall directly pertain to the emergency.

RULE 1.106 RECESSED OR ADJOURNED MEETINGS

The Board, at any meeting, may recess or adjourn to a time certain on the same or another day, or fix the date and time of a meeting, for transacting any business or specified business only, as may be determined by the Board in taking such action.

RULE 1.107 AGENDA

The County Manager shall prepare the agenda of the Board for all regular meetings and workshops. Any Commissioner may place an item on the agenda for a regular meeting or a workshop through the County Manager. Prior to any regular meeting or workshop, the Board Chair may make any additions to the agenda that he/she deems appropriate and shall set the agenda. Because special meetings and emergency meetings pursuant to Rule 1.104 and Rule 1.105 may only be called by the Board Chair and the matters considered at those meetings are limited to those items contained in the notice of the meeting, the agenda for a special meeting or an emergency meeting shall be set by the Board Chair.

When the agenda has been set, the County Manager shall cause the same to be posted on the County's website.

After calling a meeting to order, the Presiding Officer will ask the Commissioners if they have any changes to the agenda. Any item on the agenda may be removed (not added) without discussion, by a majority vote of those present.

RULE 1.108 CONSENT AGENDA AT REGULAR MEETINGS

There shall be included on the consent agenda at regular meetings all routine business items, including but not limited to Finance Business, Finance and Audit Committee Minutes, plats, and other routine items that do not need discussion. At the appropriate time during a meeting, the Presiding Officer shall announce the taking up of the consent agenda. Any item on the consent agenda may be removed for the purpose of further debate at the request of any Commissioner. After any item has been removed for further debate, the Presiding Officer shall call for one vote on the entire consent agenda, which vote shall be applicable to each item on the consent agenda

(except removed items). Thereafter, any item removed from the consent agenda may be debated and considered.

RULE 1.109 PRESIDING OFFICER

The Board Chair, or in the Chair's absence the Vice-Chair, shall preside over all meetings of the Commission and serve as the Presiding Officer. In the absence of the Board Chair and Vice-Chair, at the hour fixed for any meeting, the County Manager shall call the Commission to order, whereupon a Presiding Officer shall be elected by the members present. Upon arrival of the Board Chair or Vice-Chair, the temporary Presiding Officer shall relinquish his or her duties upon conclusion of the business immediately before the Commission.

The Presiding Officer will announce the decision of the Commission on all subjects and decide on questions of order. Any member may appeal from the decision of the Presiding Officer, in which event a majority vote of the members present shall govern and conclusively determine the ruling appealed. No other business shall be in order until the question on appeal has been decided.

RULE 1.110 ELECTION OF CHAIR AND VICE-CHAIR

The election of the Chair and Vice-Chair of the Board shall occur at the end of the regular meeting of the Board held on the fourth Tuesday in November of each year, with the new officers presiding at the first regular meeting in December.

RULE 1.111 COMMITTEES AND BOARD LIAISONS

The Board may form Board committees from time to time. Committee Chairs and Vice-Chairs shall be assigned by the Board Chair from among the Commissioners and both shall serve for a term of one year. Committee meetings may be called by the Committee Chair. There currently exists the Finance and Audit Committee.

The Board may create citizen advisory boards and committees by ordinance, resolution or other act adopted by the Board. The purpose, duties, membership, and the like will be provided for upon creation. Examples of existing boards and committees include the Planning and Zoning Commission, the Board of Adjustments, Historic Preservation Board, and the Tourist Development Council.

Commissioners may also be appointed and removed by the Board Chair from time to time as a Commissioner liaison or a committee member to various boards, authorities, committees and councils.

RULE 1.112 ABSENCE FROM MEETINGS

Any Commissioner who is unable to attend a meeting will notify the County Manager prior to the meeting, if possible. Any Commissioner present at any meeting will give notice to the Presiding Officer if leaving the meeting for an extended period of time.

RULE 1.113 ORDER AND DECORUM

While the Board is in session, the Presiding Officer shall preserve order and decorum. A Commissioner shall neither by conversation nor otherwise delay or interrupt the proceedings or the peace of the Board, nor disturb any Commissioner while speaking, or refuse to obey the orders of the Board or Presiding Officer.

RULE 1.114 PARLIAMENTARY PROCEDURE

These Standing Rules shall govern the proceedings of the Board and so far as they are not in conflict with these Standing Rules, the parliamentary procedures defined by Roberts Rules of Order (current edition) may be further referred to for governance.

RULE 1.115 MANNER OF SPEAKING

No Commissioner shall speak on any question or discuss any matter, nor interrupt another, nor make a motion without first being recognized by the Presiding Officer. When two or more Commissioners seek recognition by the Presiding Officer, the Presiding Officer shall name the Commissioner who is first to speak. No Commissioner shall be interrupted by another without the consent of the Commissioner who has the floor, except by rising to a question of order. A Commissioner, in speaking on any matter, shall confine himself to the business or question under debate or matter before the Board; shall not use unbecoming or abusive language; and shall avoid commenting on personalities or character.

RULE 1.116 MOTIONS

After presentation of a matter to the Board, a motion may be made by a Commissioner. A motion is to be worded in a concise, unambiguous and complete form. No debate on the motion shall commence until the motion has been seconded and the question stated by the Presiding Officer. The mover is then entitled to speak on the motion upon recognition by the Presiding Officer. Further discussion on the motion shall proceed in accordance with these Rules.

If a motion fails, it shall not be renewed again at the same meeting.

RULE 1.117 MANNER OF VOTING

Unless otherwise required by State statute, ordinance, or indicated by these Rules, all action by the Board shall be by majority vote of those Commissioners present. Failure to receive a majority vote of the Commissioners present shall act as a denial of the proposed question that is before the Commission.

Votes on all matters, including the withdrawal, amendment and substitution of legislation, shall be by voice vote. If the Presiding Officer is in doubt, or upon the request of a Commissioner, the Presiding Officer shall call for a roll-call vote.

RULE 1.118 PRESIDING OFFICER MAY FULLY PARTICIPATE IN PROCEEDINGS

The Presiding Officer may move, second and debate, subject only to such limitation of debate as are enforced by these standing rules on all Commissioners, and shall not be deprived of any of the rights and privileges as a member of the Board.

RULE 1.119 INTERRUPTION OF SPEAKERS

A Commissioner or speaker, once recognized, shall not be interrupted while speaking unless called to order for transgressing any standing rule or failing to maintain proper decorum. Any Commissioner or speaker called to order while speaking shall cease speaking until the question of order is determined by the Presiding Officer without debate, and if in order, may proceed.

RULE 1.120 PUBLIC COMMENT

Members of the public will be given permission by the Presiding Officer to provide public comment or speak during a public hearing in accordance with the Board of County Commissioners Public Meeting Guidelines. Each person addressing the Board is to limit his or her address to three (3) minutes. At the discretion of the Presiding Officer, a greater or lesser amount of time may be fixed for all speakers.

RULE 1.121 COMMISSIONER'S REQUEST FOR INFORMATION, ANALYSIS OR RESEARCH

If the County Manager, County Attorney or Commission Auditor, or any of their staff, receive a request from a Commissioner for information, analysis or research that cannot be immediately provided but requires more than eight (8) hours of staff time to produce a response, then the Commissioner shall submit the request at a regular Board meeting to the entire Board so that the Board can determine whether staff should devote the time necessary to comply with the request.

Any request from a Commissioner for information, analysis or research that requires the engagement of outside consultants shall be submitted to the entire Board so that the Board can determine whether the County should devote the financial resources necessary to comply with the request.

RULE 1.122 SUSPENSION OF STANDING RULES

Any standing rule contained herein may be temporarily suspended for special reasons by a vote of two-thirds of all Commissioners unless such suspension would conflict with provisions of the Charter or ordinances of the County. No permanent change in the standing rules shall be made without notice specifying the purpose and wording of the change given at a previous regular meeting of the Board and the adoption of the permanent change by vote of two-thirds of all Commissioners.

RULE 1.123 EFFECT OF RULES

No ordinance, resolution or action duly passed, adopted or taken by the Board shall be held to be invalid because of failure of the Board to comply with or abide by any one or more of the provisions of these standing rules if such ordinance, resolution or action would otherwise be valid under the Charter or ordinances of the County or laws of this State but for such provisions of these standing rules alleged to have been violated or ignored. It is the express intent of the Board that these standing rules not be interpreted or regarded as creating any rights or remedies in favor of any third party arising out of the failure or alleged failure on the part of the Board or any of its Commissioners to adhere to or comply with these standing rules in taking action, declining to take action, or otherwise conducting its business with respect to any matter that may affect the substantial rights or interests of such third party.