

CITIZEN'S GUIDE TO PARTICIPATION IN A COUNTY COMMISSION MEETING

"Be sincere...be brief...be seated."

-Theodore Roosevelt

"No one is to disturb another in his speech by hissing, coughing, spitting, speaking or whispering to another..."

-Thomas Jefferson

The Board of County Commissioners encourages citizen input into its public decision making processes. Accordingly, the Board has established rules (see Item IX, *Rules of Procedure for Meetings*) to allow and guide citizen participation in its meetings. Here are a few guidelines to assist those who want to attend or speak at meetings of the Commission.

It is the intent of the Board to maintain an orderly meeting that promotes efficient and effective decision making. The decorum expected at Commission meetings is similar to that of a courtroom. Just as a judge is in charge of a court proceeding, the Chairman controls the agenda and interactions in a meeting of the County Commission.

Many years ago, Thomas Jefferson recognized the need to be courteous and respectful while listening to speakers at public meetings. Item IX of the Commission's *Rules of Procedure* addresses the need for courtesy and orderliness when it specifies no "...cheering, clapping, booing, heckling, verbal outbursts, and private conversations during proceedings."

Likewise, Theodore Roosevelt recognized the need for speakers to be prepared, to the point, and brief. Speakers should plan ahead so they finish their remarks in the allotted time limits. If a subject can't be addressed within the allowed time, speakers should submit or bring supplemental printed material for Commissioners and staff to review. Here are some guidelines for speakers.

1. Unless you are listed on the agenda, please complete a Citizens Input Card and give it to the Clerk or Chairman, preferably before the meeting. This tells the Chairman when you want to speak, and helps organize the meeting more efficiently, putting you at the appropriate place on the agenda.
2. Prepare your remarks so that they are pertinent to the subject being discussed and stay within the usual 3 minute allotment for speakers. (Exceptions: The designated primary presenter for agenda items is normally allowed up to 10 minutes. These time limits may change for quasi-judicial proceedings.)
3. When the Chairman recognizes you to speak, approach the podium, state your name and address for the record, then begin speaking in a clear, easily heard voice.
4. Address your remarks to the entire board, not any one individual.
5. If you run out of time, please conclude your remarks within 15 seconds and relinquish the podium.
6. Here are some DO NOTS. A speaker should not make "...irrelevant, impertinent, threatening, or slanderous remarks." No speaker may engage in "...personal attacks."

Remember, the Chairman controls the dialogue. The Commission's *Rules of Procedure for Meetings* give the Chairman, especially with consent of the Board, significant flexibility in controlling the meeting. If you have a special need or concern regarding your presentation, discuss it with the Chairman prior to the meeting or during any recess.

Below is a copy of the formal *Rules of Procedure for Meetings* adopted by the Board of County Commissioners.

RULES OF PROCEDURE FOR MEETINGS

Board of County Commissioners Jefferson County, Florida

Title: Rules of Procedure for Meetings of the Jefferson County Board of County Commissioners

Adopted: June 18, 2009 by Resolution No 09-061809-01

Effective Date: June 18, 2009

Reference: Robert's Rules of Order, Newly Revised (current edition)

INTRODUCTION: AUTHORITY AND ROLES

Counties are "arms of the state" authorized under Article VIII, Section 1 of the Florida Constitution. County governments are established to administer functions of the state at the local level. The functions, duties, and roles of county government are more particularly described in Chapter 125 of the Florida Statutes. This statute is liberally construed and gives the County Commission broad powers, including legislative, executive, and quasi-judicial powers.

Legislative functions of county government include the power to levy and collect taxes and to adopt ordinances and regulations so long as such ordinances and regulations are not in conflict with state or federal law. Executive functions include the operation of county government, the enforcement of ordinances, regulations and codes, and the provision of public services such as local roads and transportation systems, fire protection, emergency medical and health services, refuse collection, parks, libraries, and other such public services.

A County Commission may also assume a judicial function. For example, it serves in a quasi-judicial capacity when it acts as a code enforcement board or hears and decides issues related to planning and zoning. In keeping with this judicial role, the requirements for maintaining impartiality and the decision making standards change when County Commissioners serve in a quasi-judicial capacity. Prior contact with parties to the proceeding is limited and should be disclosed. Decisions should not be based on political or personal beliefs and feelings, but should be based on "competent, substantial evidence" presented at a public hearing. (Competent, substantial evidence has been defined by the Florida Supreme Court as that evidence which is "sufficiently relevant and material that a reasonable mind would accept it as adequate to support the conclusions reached.")

Therefore, to insure the orderly and efficient execution of its duties, the Jefferson County Board of County Commissioners adopts the following Rules of Procedure. It is the policy of the Jefferson County Board of County Commissioners that these Rules of Procedure shall govern all noticed meetings of the Board of County Commissioners and boards under its jurisdiction. A noticed meeting shall mean any meeting that requires notice under Florida law. The members, County Coordinator, County Attorney, constitutional elected officials, staff, and the public shall adhere to these rules, to wit:

I. Governing Rules.

Except as may be provided by these rules or by law, questions of order, the methods of organization and the conduct of business of the Board shall be governed by *Robert's Rules of Order, Newly Revised, 10th Edition* (or the current edition) in all cases in which they are applicable.

II. Open to the Public.

- A. *Meetings Open to Public.* All meetings of the Jefferson County Board of County Commissioners shall be open to the public and noticed in accordance with the Florida Government in the Sunshine Law, Section 286.011 of the Florida Statutes.
- B. *Exempt Meetings.* The exception shall be those meetings statutorily exempt, such as executive collective bargaining sessions, Section 447.605(1), F.S. meetings regarding risk management claims, Section 768.28(15), F.S. and litigation meetings pursuant to Section 286.011(8) F.S. The Board shall follow all statutory requirements for exempt meetings.
- C. *Seating Capacity.* Due to the need to comply with seating capacity requirements of the Fire Code, there may be occasions when entrance by the public to the Commission Chambers or other meeting rooms shall be limited.
- D. *Accessibility.* All meetings of the Commission will be conducted in a publicly accessible and handicap accessible building.
- E. *Signs, Placards, Banners.* For public safety purposes and so as not to interfere with the visual rights of others, no signs or placards shall be allowed in Board meeting rooms.

III. Quorum.

- A. *Quorum.* A majority of the entire Board shall constitute a quorum. No ordinance, resolution, policy, or motion shall be adopted by the Board without the affirmative vote of the majority of the members present or, if required by the Florida Statutes, an extraordinary vote of the members present. In extraordinary circumstances, a board member may attend a meeting via teleconference or other electronic means in order to create a quorum and / or cast a vote. Such circumstances shall be determined by the Chairman.

- B. *Remaining in Chambers.* During a Board meeting, members should remain in the Chambers at all times unless an emergency or illness should occur. Board members present in the meeting should not absent themselves for a particular item **without expressed permission of the Chairman.**
- C. *Conflict of Interest.* Any member of the Commission who announces a conflict of interest on a particular matter pursuant to Section 112.3143 or Section 286.012, Florida Statutes, and decides to refrain from voting or otherwise participating in the proceedings related to that matter, shall be deemed present for the purpose of constituting a quorum.
- D. *Loss of Quorum.* In the event that a member is required to depart a Board meeting prior to adjournment, and the departure causes a loss of quorum, no further official action, other than adjournment, may be taken until or unless a quorum is restored.
- E. *No Quorum.* Should no quorum attend within 30 minutes after the hour appointed for the meeting of the Commission, or upon a meeting having commenced with a quorum, which quorum shall have been lost, the Chair or the Vice Chair, or in their absence, another Board member, in order of seniority, shall adjourn the meeting. The names of the members present and their action at such meeting shall be recorded in the minutes by the clerk.

IV. Presiding Officer.

- A. *Chairman.* The Presiding Officer is the Chairman of the Jefferson County Board of County Commissioners. The Chairman presides at all meetings of the Board. The Chairman's responsibilities shall include, but not be solely limited to:
 - 1. Open the meeting at the appointed time and call the meeting to order, having ascertained that a quorum is present.
 - 2. Announce the business to come before the Board, in accordance with the prescribed order of business.
 - 3. Recognize all Board members, the County Coordinator, and the County Attorney, who seek the floor under correct procedure. All questions and comments are to be directed through the Chairman and restated by him or her, and he or she declares all votes. The Chairman shall repeat every motion and state every question coming before the Commission, and announce the decision of the Commission on all matters coming before it.
 - 4. Preserve decorum and order, and in case of disturbance or disorderly conduct in the Commission Chambers, may cause the same to be cleared or cause any disruptive individual to be removed.
 - 5. Call to order any member of the Board who violates any of these procedures and, when presiding, decide questions of order, subject to a majority vote on a motion to appeal.
 - 6. Expedite business in every way compatible with the rights of the members.
 - 7. For the Chairman to make a motion, the gavel must be relinquished. Based upon these Rules & Procedures, the gavel shall be relinquished in the following order:
 - (a) Vice Chair;
 - (b) another Board member based upon seniority.
 A presiding officer who relinquishes the chair should not return to it until the pending main question has been disposed of.
 - 8. Declare the meeting adjourned when the Board so votes, or at any time in the event of an emergency affecting the safety of those present.
- B. *Vice Chairman.* In the absence of the Chairman or in the event of the Chairman's inability to serve by reason of illness or accident, the Vice Chairman shall perform the duties and functions of the Chairman until the Chairman's return to the County or recovery and resumption of duty.

V. Order of Business.

- A. *Official Agenda.* There shall be an official agenda for every regularly scheduled official meeting of the Board. The agenda shall determine the order of business conducted at the meeting. All proceedings and the order of business at all such meetings of the Board shall be conducted in accordance with the official agenda. The Agenda Coordinator shall be the County Coordinator. The Clerk shall print and distribute the Official Agenda. For emergency meetings, workshops, retreats, and other special meetings, this requirement may be waived by consent of the members.
- B. *Agenda Form; Availability; Support Information.* The agenda shall be prepared by the County Coordinator and forwarded to the Clerk who shall place it in appropriate form approved by the Commission. The Clerk shall make available to the Board members a copy of the agenda before the meeting. Any support information for agenda items **requiring a disposition vote** shall be available no later than 4:00 PM on the third business day before the meeting. If support information is required but not available, the agenda item shall be **downgraded to a discussion topic for further action** or removed from the agenda and considered at a later meeting.
- C. *Agenda Format.* The agenda format for a regularly scheduled official meeting of the Commission shall be in substantially the form as set forth below:
 - 1. Call to Order, Invocation and Pledge of Allegiance
 - 2. Awards and Presentations
 - 3. Approval of Agenda and Minutes of Prior Meeting(s)

4. Consent
5. Citizens **Requests** and Input on Non-Agenda Items (3-minute limit; no discussion by Commission)
6. General Business
7. Scheduled Public Hearings (at or soon after announced time)
8. County Attorney
9. County Coordinator
10. Citizens Forum (3 minute limit, discussion allowed)
11. Discussion Items **Raised** by Board Members
12. Adjourn

D. *Special Agenda for Quasi-Judicial Proceedings.* If a meeting, as determined by the Chairman in consultation with the County Attorney, requires a quasi-judicial proceeding, the format of this part of the meeting shall be as follows:

1. Opening Remarks, Announcements, and *Ex-Parte* Disclosures
2. Introduction of Issue by Staff
3. Applicant Presentation and Witnesses
4. Sworn Testimony of Opponent and Proponent Witnesses
5. Questions for/Cross-Examination of Staff, Applicant and Witnesses
6. Citizens Comments (unsworn)
7. Rebuttal/Summary by Applicant
8. Board Discussion, Questions, and Action

Competent, substantial evidence relevant to the issue shall be the primary basis for the Board's decision. All competent, substantial evidence shall be introduced by sworn testimony. Cross examination of sworn witnesses is allowed. Only sworn testimony and comments by the Board and its staff shall become part of the official record for the proceedings of the meeting. The Chairman, in consultation with the County Attorney, shall determine the time to be allocated for each part of the agenda and, at the beginning of the hearing, shall announce these time allocations along with any special rules for the proceeding. Otherwise, the rules herein shall apply to quasi-judicial proceedings.

E. *Consent Agenda.* On the portion of the agenda designated as "Consent," all items contained therein may be voted on with one motion. Consent items are considered to be routine in nature, are typically non-controversial and do not deviate from past Board direction or policy. However, any Board member, the County Coordinator, or the County Attorney may withdraw an item from the consent agenda, either in writing before the meeting or at the beginning of the meeting, and it shall then be voted on individually. Every effort shall be made to provide such a request in writing to the Chairman (via the County Coordinator) 24 hours before the subject meeting.

F. *Citizens **Requests** and Input on Non-Agenda Items (no discussion).* This portion of the agenda is designated for citizens who want to provide information or who have requests for future consideration by the Commission or staff. Presentations shall be limited to 3 minutes unless extended by the Chairman. There shall be no debate and no official action by the Commission.

G. *General Business.* General business items are items of a general nature that require Board action, Board direction, or pertain to Board policy.

H. *Scheduled Public Hearings.* Prior to placing a matter on the agenda that requires a public hearing, the consent of the Commission is required pursuant to Section V, Subsection K (Placing Items on Agenda) of this policy. Public hearings shall be held as required to receive public comments on matters of special importance or as prescribed by law. For regular official Board meetings, public hearings shall be heard at the time announced in the agenda or as soon thereafter as is possible. This time designation is intended to indicate that an item will not be addressed prior to the listed time.

I. *Citizens' Forum (non-agenda items, discussion allowed).* In this portion of the agenda, designated near the end of the meeting as the "Citizens' Forum," up to 30 minutes shall be allocated for citizen input. The Chairman, at his/her discretion and with consent of the Board, may adjust the time allocated for this item and the time allowed each speaker, depending on the circumstances of the meeting. Speakers who have completed a Citizen Input Card shall speak first, including such speakers who may have waived their time to speaker at an earlier point in the agenda. If time permits, the Chairman may allow comments by speakers who have not completed a Citizen Input Card. There may be discussion or debate by the Commission. **The Commission may determine appropriate future action for an item including, but not limited to, placing the item on a future agenda, requesting more information, or the Commission may act on an item by unanimous vote.**

J. *Discussion Items by Board Members.* On the portion of the agenda designated as "Discussion Items by Board Members," no assignments shall be given to the County Coordinator or County Attorney without the express approval of the majority of the Board. The Board shall take no policy action without an agenda item unless such is accomplished through a unanimous vote of the Board. The remarks of each Board member during his or her "discussions items" time shall be limited to no more than three (3) minutes, unless the Chairman extends the time.

K. *Departure from Order of Business.* Any departure from the order of business set forth in the official agenda shall be made only upon majority vote of the members of the Commission present at the meeting.

L. *Placing Items on Agenda.* With the consent of the Commission as a whole, matters may be placed on the agenda by any member of the Commission, the Coordinator, or the County Attorney. When a Board member wishes to place a matter on the agenda, the member should raise the matter at a regular Commission meeting and seek the Commission's consent for

inclusion of the matter on the next available regular agenda. A Board member may not unilaterally add a matter to an agenda without the Commission's prior approval either at a prior meeting or at the beginning of the meeting in which the item is to be **included**.

- M. Prior to placing a matter on the agenda that requires a public hearing, the consent of the Commission is required. A request to schedule the public hearing shall be placed on the Consent Agenda for consideration by the Commission. Upon the Commission's approval of the request to schedule a public hearing, the public hearing shall then be scheduled for inclusion on the next available regular agenda or at a special meeting set by the Commission. In addition, the Commission may direct the scheduling of a matter that requires a public hearing by a majority vote. This rule of procedure does not apply to zoning and site and development plan approvals, which are placed on the agenda by staff pursuant to County Code and general law.
- N. *Additions, Deletions, or Corrections to Agenda.* Deletions or corrections to the agenda may be considered by the Commission and adopted by the passage of a single motion. Non-agenda matters shall be confined to items that are informational only.
- O. "Add On" agenda items (items that missed the deadline for agenda preparation for the meeting) should be considered by the Commission only in exigent circumstances for issues that are time critical or cost sensitive to the County. For such matters, the Chairman, County Coordinator and County Attorney should be consulted in advance of the meeting to approve of the "Add On" agenda item. If the "Add On" agenda is approved, the Agenda Coordinator should modify and reprint the agenda table of contents for redistribution to all persons who receive the initial agendas. Furthermore, the County's web site should be updated to reflect the new agenda. For matters of extreme emergency, a special meeting of the Commission may be called by the Chairman upon adequate notice being provided under Section 286.011, Florida Statutes.
- P. *Announcing Agenda Items.* The Chairman shall announce each item on the agenda. The County Coordinator, County Attorney, sponsoring Board member, or other appropriate person shall then present the item to the Board.

VI. Parliamentarian.

The County Attorney shall act as parliamentarian and shall advise and assist the Chairman in matters of parliamentary law. In the absence of a Rule of Procedure as provided for by these Rules, the parliamentarian shall refer to *Roberts Rules of Order (Newly Revised, 10th Edition)* on all rulings.

VII. Rules of Debate.

A. Decorum

1. Every Board member desiring to speak should address the Chairman, and upon said recognition by the Chairman, should confine discussion to the question under debate, avoiding all personalities and indecorous language.
2. Board members shall refrain from: attacking a member's motives; speaking adversely on a prior motion not pending; speaking while the Chairman or other Board members are speaking; speaking against their own motions; and disturbing the Board.
3. A member once recognized should not be interrupted when speaking unless said member is being called to order. The member should then cease speaking until the question of order is determined, without debate, by the Chairman. If in order, said member shall be at liberty to proceed.

B. Motions

1. A motion and a second to the motion are to precede any action on an agenda matter unless there are speakers to be heard on the agenda matter.
2. All motions shall be made and seconded before debate
3. When a motion is presented and seconded, it is under consideration and no other motion shall be received thereafter, except as provided in *Robert's Rules of Order, Newly Revised* as adopted herein.
4. Any Board member may move to close debate (move the previous question) on the motion being considered. Such move is not debatable. A successful majority vote on the motion to close debate will end discussion of the item, except that the Board member moving the adoption of an ordinance, resolution or motion shall have the privilege of closing the debate.
5. If the Chairman wishes to put forth or second a motion, he or she shall relinquish the Chair to the Vice Chairman until the main motion, on which he or she spoke, has been disposed.
6. The following motions require a majority vote and are not debatable: to adjourn; to lay on the table; to take from the table; or to close debate (move the previous question). A motion to suspend the rules requires a 2/3 majority vote and is not debatable.

C. *Motions to Amend.* An amendment to a motion must be germane, that is, it must relate to the substance of the main motion. An amendment may not introduce an independent question, and an amendment may not serve as the equivalent of rejecting the original motion. A Board member may amend the main motion in either of the following two ways:

1. By Consent of the Members. The Chairman, or another member through the Chairman, may ask for certain changes to be made to the main motion. If there are no objections from the maker of the motion or other members, the motion shall stand as amended.
2. Formal Amendment. An amendment may be presented formally by moving to amend the motion in some way. If it is in the form of a formal motion to amend, a second shall be required and discussion shall follow on the amendment. If an amendment passes, the main motion shall be the motion as amended. If it fails, the motion shall be the motion as it was before the amendment was presented.

VIII. Voting.

- A. *Voice Vote.* Unless otherwise directed by the Chairman, all votes shall be taken by voice.

- B. *Tabulating the Vote.* The Chairman shall tabulate the votes and announce the results. Upon any roll call, there shall be no discussion by any member prior to voting, and each member shall vote "aye" or "nay."
- C. *Voting.* Every member who was in the Commission Chambers when the question was put must give his or her vote, unless the member has publicly stated that he or she is abstaining from voting due to a conflict of interest pursuant to Sections 112.3143 or 286.012, Florida Statutes. If any member declines to vote "aye" or "nay" by voice, his or her silence shall be counted as an "aye" vote.
- D. *Absent for Vote. Changing Vote.* Any Board member momentarily absent for a vote on a particular item may record his or her vote, and any member may change his or her vote before the next item is called for consideration, or before a recess or adjournment is called, whichever occurs first, but not thereafter, except with the consent of all the members who voted thereon.
- E. *Voting Conflict.* No Board member shall vote on a matter when that member has a voting conflict of interest as specified in Section 112.3143 or Section 286.011, Florida Statutes. A member abstaining from voting due to a conflict shall announce the conflict prior to discussion on the matter. A record of the abstention and the reason for the conflict shall be recorded in the minutes of the meeting or filed by the member in writing with the Clerk for inclusion in the minutes.
- F. *Majority Vote. Extraordinary Majority Vote; Tie Vote.* The passage of any motion, policy, ordinance or resolution shall require the affirmative vote of at least the majority of the members of the Commission who are present and eligible to vote. If an extraordinary majority vote is required by the Florida Statutes, this shall require the affirmative vote of an extraordinary majority of the members of the Commission who are present and eligible to vote. In the case of a tie in votes on any proposal, the proposal fails.

IX. Citizen Input: Addressing the Board of County Commissioners.

- A. *Citizen Input.* The Board recognizes the importance of protecting the right of all citizens to express their opinions on the operation of County government and encouraging citizen participation in the local government process. The Board also recognizes the necessity for conducting orderly and efficient meetings in order to complete County business in a timely manner.
- B. *Non-Agenda Inquiries.*
 - 1. At the regular official County Commission meetings, the Board provides two comment periods for citizens to speak on items not on the agenda. These public comment periods are denoted on the agenda as "Citizens Requests and Input on Non-Agenda Items" and "Citizens' Forum." Any citizen who did not speak during the first citizen comment period may have the opportunity to speak during the second comment period, as provided herein. For complex or lengthy issues, and to stay within the 3 minute per speaker time limit guidelines specified herein, citizens are encouraged to submit written data, evidence, or comments for distribution to member of the Board, staff, and the public.
 - 2. Any citizens who have non-agenda inquiries at regular official County Commission meetings may be asked to prepare a Citizen Inquiry Form to gain all the necessary information. The matter will then be addressed by staff, and the County Coordinator or County Attorney shall report back to the Board of County Commissioners by written memorandum, by electronic mail, or verbally at a subsequent meeting of the Board.
 - 3. If the inquiry is unable to be addressed or resolved by staff, an appropriate agenda item will be prepared by the County Coordinator or County Attorney if a change in policy, procedures, or ordinances is required and recommended by staff in order to address the general subject matter of the inquiry.
 - 4. This procedure shall not be used if "appeal" mechanisms already exist to address the inquiry. Personnel issues should be addressed as provided in the County's Personnel Manual.
- C. *Input on a Matter Pending Before the Commission.* Unless waived by the Chairman or consent of the Commission, or otherwise provided herein, each person who addresses the Commission on an agenda item pending before the Commission shall complete a Citizen's Input Card and submit the card to the Clerk or to the Chairman.
- D. *Public Input at Workshops, Retreats and Forums.* Commission workshops, retreats and forums are established for in-depth discussion between members of the Commission. Speakers and other participants are at the invitation of the Commission only. Time allotted for public comments and citizen input germane to the topic of the workshops, retreats and forums shall be at the Commission's discretion or as provided in the agenda. No votes shall be taken at Workshops, Retreats, and Forums.
- E. *Discussion and Meeting Time Limits.* In order to insure the efficient conduct of Commission meetings and out of consideration for all attendees of such meetings, the Board establishes the following guidelines to limit the time a speaker is allowed to hold the floor and for the time allotted to a single discussion issue. Exceptions to these guidelines are provided for quasi-judicial proceedings or may be provided for any meeting by a majority vote of the Commission.
 - 1. Unless an exception is granted by the Chairman or by consent of the Commission, the primary presenter of an item on the agenda shall hold the floor for no more than ten (10) minutes, and no speaker shall hold the floor for more than three (3) minutes. No speaker shall speak more than once on an item. No speaker, other than a Board member, may yield the floor to another speaker.
 - 2. Except for workshops and public hearings, no single agenda item shall consume more than 30 minutes of a meeting unless an exception or extension is granted by a majority of the Commission. After 30 minutes, the Chairman shall close discussion and, if a vote is required, bring the agenda item to a vote. The Chairman may limit discussion time to less than three (3) minutes per speaker to accommodate large numbers of persons who want to speak.
 - 3. For public hearings, unless excepted as above, the time limit shall be one (1) hour, provided at least 30 minutes are included for public comments.
 - 4. For Commission workshops, retreats, and forums the time limits for the meeting and for each agenda time shall be determined as announced in the meeting agenda or adjusted at the beginning of the session by consent of the board.
 - 5. Excluding workshops, retreats, and forums, and unless excepted as above, no meeting of the Commission shall extend more than three (3) hours past its start time.
 - 6. During quasi-judicial proceedings all discussion and remarks shall be relevant and germane to the item or items which are the subject of the proceeding.

F. *Addressing the Commission.*

1. When (and only when) recognized by the Chairman, speakers should rise, proceed to the podium, and speak clearly in an easily heard voice. Speakers shall introduce themselves, giving the following information for the record:
 - (a) Name;
 - (b) Place of residence or business address;
 - (c) If requested by the Chairman, the person may be required to state whether the person speaks for a group of persons or a third party, if the person represents an organization, whether the view expressed by the person represents an established policy or position approved by the organization, and whether the person is being compensated by the organization.
2. All remarks shall be addressed to the Commission as a body and not to any member thereof.
3. **The Chairman shall control the dialogue.** No person, other than a member of the Commission, and the person having the floor, may be permitted to enter into any discussion, either directly or through a member of the Commission, without permission of the Chairman. No question may be asked except through the Chairman.
4. Speakers should make their comments concise and to the point, and present any data or evidence they wish the Commission to consider. Remarks should be germane and relevant to the question before the Commission.

G. *Decorum and Civility*

1. Participants in and attendees at County Commission meetings are expected to be respectful, courteous, civil, and orderly. No person or group shall, by speech or other non-decorous action, delay or interrupt the proceedings or the peace of the Commission, or disturb any person having the floor. Non-decorous actions shall include cheering, clapping, booing, heckling, verbal outbursts, and private conversations during proceedings. No person shall refuse to obey the orders of the Chairman or the Commission. No person shall use a Commission meeting as a forum for personal attacks. Any person making irrelevant, impertinent, threatening, or slanderous remarks or who becomes boisterous while addressing the Commission shall not be considered orderly or decorous. Any person who becomes disorderly or who fails to confine remarks to the identified subject or business at hand shall be cautioned by the Chairman and given the opportunity to conclude remarks on the subject in a decorous manner and within the designated time limit. Any person failing to comply as cautioned shall be barred by the Chairman from making any additional comments during the meeting unless permission to continue or again address the Commission is granted by the majority of the Commission members present.
2. If the Chairman or the Commission declares an individual out of order, he or she will be requested to relinquish the podium. If the person does not do so, the Chairman may recess the meeting, and the individual may be subject to removal from the Commission Chambers or other meeting room and may be arrested by the Sheriff subject to Section 810.08(1), Florida Statutes, for failure to comply.
3. If any person or group becomes disruptive or interferes with the orderly business of the Commission, the Chairman may recess the meeting and may have the person or group removed from the Commission Chambers or other meeting room for the remainder of the meeting.

X. Application of these Rules of Procedure

Unless other rules apply, these rules shall govern all noticed meetings of the Board of County Commissioners and all county boards, commissions, committees and other bodies operating under the authority and jurisdiction of the Board of County Commissioners and to which the Florida open meeting laws (Section 286, F.S.) apply, including, but not limited to the Planning Commission and the Value Adjustment Board. For purposes of this rule, the term "Commission" or "Board" shall apply to all bodies referred to in this section.