

RESOLUTION NO. 99- 61

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA SETTING FORTH PROCEDURES FOR REGULAR AND SPECIAL MEETINGS OF THE BOARD OF COUNTY COMMISSIONERS

WHEREAS, the Board of County Commissioners finds it necessary to set forth procedures for the Board of County Commissioners regular meetings.

NOW, THEREFORE, BE IT RESOLVED this 19th day of April, 1999 by the Board of County Commissioners of Nassau County, Florida, as follows:

1. The Board of County Commissioners hereby establishes three regular meetings per month for Board of County Commissioners Commission meetings.
2. The meetings shall be on the Second, Third, and Fourth Mondays of each month.
3. The meetings on the Third and Fourth Mondays shall commence at 6:00 P.M.
4. The meeting on the Second Monday of the month shall commence at 9:00 A.M.
5. All public hearings shall be held on the Third and Fourth Mondays.
6. No public hearings shall be conducted on the Second Monday of the month.
7. Agendas shall be prepared and published by the County Coordinator.

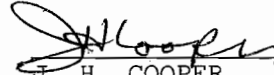
8. Agendas on the Second Monday meeting may have Clerk's Business, consent Items, County Coordinator Business, Public Works, Fire/Rescue, Emergency Management, Veteran Affairs, Personnel, Library, County Extension, Maintenance and Recreation, County Attorney's Business items as well as the agenda items.
9. Department heads who desire agenda items on the Second Monday meeting must have the approval and consent of the County Coordinator. All requested items must be submitted to the County Coordinator no later than ten (10) days prior to the meeting.
10. The meetings on the Third and Fourth Monday may have Clerk's Business, Consent Items, county Coordinator items, Public Works (including zoning items) Public hearings, County Attorney items and other agenda items.
11. The County Coordinator's office shall prepare the "agenda books" and the agendas will close on the Friday ten days prior to the Monday meeting at 5:00 P.M. Items may be continued from one meeting to another meeting and based upon a motion of the Board indicating the reason for the continuance, the ten (10) day requirement would not apply to a continued item. The "agenda books" shall be distributed to the Board of County Commissioners, Clerk and County Attorney no later than 5:00 PM on Thursday preceding the Monday meeting.
12. Agendas shall be distributed to the cities, libraries, cable outlets, newspapers, radio stations, or generally by request and posted at the temporary courthouse and Hilliard, Callahan and Yulee county buildings.
13. The Board of County Commissioners may expand the agenda at a regular board meeting by a 4/5 vote. The motion to expand must state with particularity the item to be considered and the reason

for considering it at that meeting. The reason must indicate that the particular item must be acted upon and cannot be considered at a later time and why it was not presented by the deadline.

14. No contract shall be scheduled for the agenda unless first reviewed and approved by the County Attorney.
15. The Clerk may place items on the agenda at any meeting and shall have the requested items to the County Coordinator by the Noon deadline as set forth herein so that the items can be provided to the members of the Board prior to the meeting.
16. Any matters that have a financial consequence shall be approved by the Clerk prior to their being placed on the agenda for consideration by the Board. Any accounts to be designated shall be accomplished prior to the meeting.
17. All draft ordinances shall be provided to the County Attorney at least four (4) weeks prior to the date that they are to be reviewed or considered by the Board of County Commissioners. No ordinance shall be considered unless and until the County Attorney has approved said Ordinance.
18. Special meetings are to be utilized only when matters must be considered that have time deadlines (not created by staff or outside persons, but those that are sent to the Board of County Commissioners or County Coordinator by another agency and require an immediate response) or for legal purposes based on specific reasons stated by the County Attorney that the special meeting is necessary or for purposes of addressing issues for the Board of County Commissioners informational purposes or legitimate emergencies. No special meeting will be called or utilized without a vote of the Board of County Commissioners or call of

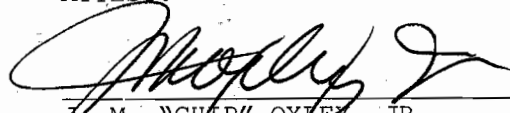
the Chairman with an indication from the Clerk and Attorney as to the financial or legal necessity.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA



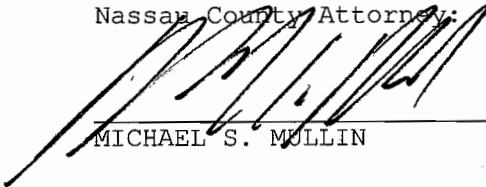
J. H. COOPER
Its: Chairman

ATTEST:



J. M. "CHIP" OXLEY, JR.
Its: Ex-Officio Clerk

Approved as to form by the
Nassau County Attorney:



MICHAEL S. MULLIN