

**RESOLUTION NO. 2022- 210**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA ADOPTING, CONFIRMING, AND RATIFYING THE SCHEDULE OF REGULAR MEETINGS, THE ORDER OF BUSINESS OF THE AGENDA, THE RULES OF DECORUM, THE RULES OF PROCEDURE, THE SPECIAL MEETING PROCEDURES, AND THE ADMINISTRATIVE POLICIES AND PROCEDURES OF THE BOARD OF COUNTY COMMISSIONER; PROVIDING FOR THEIR USE BY OTHER COUNTY BOARDS AND COMMITTEES; AND PROVIDING FOR THE REPEAL OF CONFLICTING PROVISIONS.**

**WHEREAS**, Chapter 125, Florida Statutes, provides for regular meetings as well as, special meetings of the Board of County Commissioners; and

**WHEREAS**, the Section 125.01, Florida Statutes, provides that the Board of County Commissioners may adopt a resolution to prescribe the rules, procedures, and policies related to the conduct of its meetings; and

**WHEREAS** the Board of County Commissioners finds that adoption of the following rules, procedures and policies will further the public health, safety, and welfare, as well as the good governance of the County.

**THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA, THAT THE FOLLOWING BE ADOPTED, CONFIRMED, AND RATIFIED:**

Section 1. ***Schedule of Regular Meetings.*** The Board of County Commissioners hereby establishes three (3) regular meetings per month. Regular meetings shall be held on the Second and Fourth Mondays and the Third Wednesday of each month, unless cancelled or rescheduled due to a holiday or other closure of County offices. The meetings on the Second and Fourth

Monday will begin at approximately 6:00 p.m., the meeting on the Third Wednesday of each month will begin at approximately 9:00 a.m. All meetings will be held at the James S. Page Governmental Complex, 96135 Nassau Place, Yulee, Florida 32097. The time and location of a meeting may be changed upon reasonable notice, consistent with the requirements of Florida law.

Section 2. ***Order of Business.*** Agenda format and the placing of items on an agenda is within the purview of the County Manager. The general format and order of the Agenda of the Board of County Commissioners is hereby adopted and incorporated herein as Exhibit “A” *Order of Business.*

An item may be included in the agenda of any meeting of the Board of County Commissioners under “Consent Agenda” items. For purposes of convenience and for expediting the Board meetings, matters of business of a repetitive and/or routine nature (including, but not limited to, Constitutional Officers’ Business, Resolutions, fund transfers, grants, Board of County Commissioners’ appointments, bid awards, contract approvals, etc.) may be included in the Consent Agenda, and all such matters of business contained in the Consent Agenda shall be voted on collectively.

A particular item may be removed from the Consent Agenda for discussion and for a separate vote upon the request of any County Commissioner, County Manager, or County Attorney. In such case, the matter of business shall be severable from the Consent Agenda, and only the remaining matters of business contained in the Consent Agenda shall be voted on collectively.

Items may be continued from one meeting to another meeting based upon a motion of the Board of County Commissioners indicating the reasons for the continuance. The electronic agenda may be distributed to the Board of County Commissioners, Clerk, County Attorney, and available

to the public by 7:00 PM on the Thursday preceding the Monday and Wednesday meetings, but in no case shall the agenda be posted later than seventy-two (72) hours prior to a regularly scheduled meeting. Emergency and Special meeting agendas will be posted as soon as reasonably available. The Board of County Commissioners may expand the agenda at a regular board meeting by a 4/5 vote of those present and eligible to vote. The request for an expansion item may be at the request of the Chairman, County Manager, or County Attorney. The motion to expand must state with particularity the item to be considered and the reason for considering it at that meeting.

All public hearings shall be held on the Second and Fourth Mondays. No public hearings shall be conducted on the Third Wednesday of each month without prior approval by the Board of County Commissioners and proper notice.

Section 3. ***Rules of Decorum.*** Specific notice and guidance to the public regarding the applicable rules of decorum, is incorporated herein as Exhibit “B” *Rules of Decorum.*

Any violation of the Rules of Decorum or specific rules set forth herein, shall cause a speaker to relinquish their time to speak and/or removal, including removal from the audience by law enforcement. The Chairman will inform an individual that they are in violation of the rules and must relinquish their time. The Chairman will also inform any member of the audience if they are in violation of the rules and to cease the disruption. If the speaker does not relinquish their time or the members of the audience do not cease the violation, the Chairman will inform the individual they must leave the chambers. Failure to leave the chambers may cause the Chairman to request that the Bailiff, or any Deputy Sheriff, to remove the individual from the chambers or building.

Section 4. **Rules of Procedure.** The rules of procedure during meetings of the Board of County Commissioners are hereby adopted and incorporated herein as Exhibit “C” *Rules of Procedure.*

Section 5. **Special, Workshop, and Emergency Meetings.** Special meetings of the Board of County Commissioners may be scheduled and conducted consistent with the procedures for special meetings hereby adopted and incorporated herein as Exhibit “D” *Special Meetings.* Emergency meetings may be called as allowed pursuant to local, state, and federal law.

Special meetings may be utilized for matters associated with annual budget discussions and when matters must be considered that have time deadlines or for legal purposes as stated by the County Attorney. No special meetings will be called or utilized without a vote of the Board of County Commissioners or call of the Chairman. The Clerk shall be notified of any special meeting and an agenda with back up material shall be provided. The reason for the special meeting shall be set forth in any notice, and if the meeting involves legal issues the County Attorney or his/her designee shall be advised, and the County Attorney or his/her designee shall provide an indication as to the necessity for the special meeting.

The Board of County Commissioners may designate Workshop meetings at any time during the month, including Regular meeting days. The meeting shall be publicly noticed as a Workshop meeting. The Chairman or the Board, by majority vote, may call a Workshop meeting of the Board. The Chairman or the Board may call a Workshop meeting to discuss in detail an issue or issues that, in the opinion of the Chairman or Board, or County Manager or County Attorney, warrant discussion, information gathering, presentations, or specific information from the County Manager, County Attorney, or staff. While consensus for direction may be given at a Workshop meeting, no formal action shall be taken by the Board.

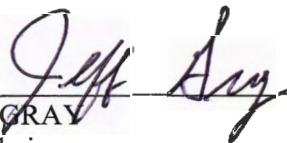
Section 6. **Administrative Policies and Procedures.** The administrative procedures of the Board of County Commissioners are hereby adopted and incorporated herein as Exhibit “E” *Administrative Policies and Procedures*. The administrative procedures may be amended from time to time by the County Manager in the best interest of the orderly administration of the County’s business.

Section 7. **Other County Boards and Committees.** Meetings of the County’s boards and committees may provide for variations to reflect the work of their board or committee but should generally follow the format of the Order of Business, comply with the County’s Rules of Decorum, Meeting Procedures, provisions for Special Meetings, and with the requirements of Florida’s Government in the Sunshine Law.

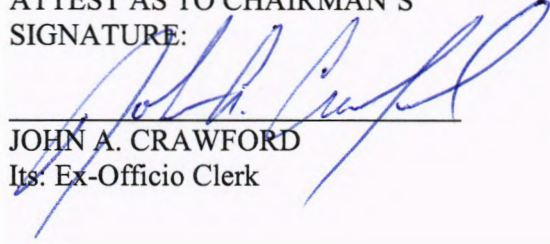
Section 8. It is the intent of the Board of County Commissioners to adopt the rules, procedures and policies found herein, to confirm the use of the Rules of Decorum as they may be amended from time to time, and to repeal any conflicting provisions in prior resolutions.

**DULY ADOPTED** by the Board of County Commissioners of Nassau County, Florida, this 28th day of November, 2022 and made effective upon signature.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

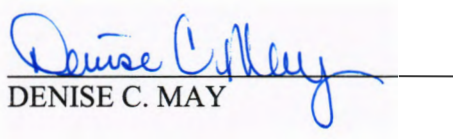
  
\_\_\_\_\_  
JEFF GRAY  
Its: Chairman

ATTEST AS TO CHAIRMAN'S  
SIGNATURE:



\_\_\_\_\_  
JOHN A. CRAWFORD  
Its: Ex-Officio Clerk

Approved as to form by the  
Nassau County Attorney



\_\_\_\_\_  
DENISE C. MAY

**EXHIBIT “A”**

**ORDER OF BUSINESS**



**NASSAU COUNTY BOARD OF COMMISSIONERS  
MEETINGS [Time], [Date]  
James S. Page Governmental Complex, 96135  
Nassau Place Yulee, FL 32097**

**CALL TO ORDER-**

**CHAIRMAN INVOCATION**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PUBLIC COMMENT FOR NON-AGENDA ITEMS . Comments can only be for items under the authority of the Board of County Commissioners. Time limit is three (3) minutes.**

**PUBLIC COMMENT – AGENDA ITEMS. Except for Quasi-Judicial items, any member of the public can address any item on the agenda now or wait until the matter is addressed. Time limit is three (3) minutes.**

**EXPANSION ITEMS OR DELETIONS TO AGENDA -**

**PROCLAMATIONS**

**PRESENTATIONS**

**CONSTITUTIONAL OFFICER BUSINESS**

**CONSENT ITEMS – If any board member wishes to move a Consent Item to New Business, please do so now. Does any member of the public want to speak on a Consent Item?**



**NEW BUSINESS - Any member of the public may address any item under New Business at this time. Time limit is three (3) minutes each. Is there anyone who wishes to address any item under New Business?**

**LEGISLATIVE PUBLIC HEARINGS – The following matters under consideration are legislative matters, and the Non-Quasi-Judicial Procedures will be utilized for the following: County Attorney to read the procedures.**

**QUASI-JUDICIAL PUBLIC HEARINGS – The following matters under consideration are Quasi-Judicial matters, and the Quasi-Judicial Procedures will be utilized for the following: County Attorney to read the procedures.**

**COUNTY MANAGER’S BUSINESS – Any business to come before the Board.**

**COUNTY ATTORNEY’S BUSINESS – Any business to come before the Board.**

**COUNTY COMMISSION ITEMS – Any business to come before the Board.**

**ADJOURNMENT**

**Notices: In accordance with Florida Statute 286.0105: “If any person decides to appeal any decision made of this Board or Committee with respect to any matter considered at this scheduled meeting or hearing, the person will need a record of the proceedings, and for such purpose the person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.”**

**In accordance with the American With Disabilities Act, persons needing a reasonable accommodation to participate in this proceeding should contact the County Manager’s Office at [contact@nassaucountyfl.com](mailto:contact@nassaucountyfl.com), 96135 Nassau Place, Suite 1, Yulee, FL 32097, Phone No. 904-530-6010, not later than seventy-two (72) hours prior to the proceeding. If you are hearing or voice impaired, please call the Florida Relay Service at 711 or toll free at 1-800-955-8771 (TTY).**

**EXHIBIT “B”**

**RULES OF DECORUM**

## RULES OF DECORUM

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Any speaker may present their viewpoint in this limited public forum without using terminology or gestures that cause a disruptive environment for public officials in the discharge of their duties or cause a disruptive environment hostile to the participation of other members of the public. Any person violating the rules of decorum as described in this section or otherwise displaying disruptive behavior, such as but not limited to, shouting, noisemaking, issuing threats, harassing, or intimidating members of the public or County staff, interfering with the duties of elected or appointed officials and County staff during a public meeting, or otherwise interrupting or disrupting the proceedings may be removed from the public assembly pursuant to law.

Each speaker must comply with the following rules of decorum when addressing the commission, board, or committee:

- a) THE SPEAKER MAY NOT ADDRESS THE COMMISSION, BOARD OR COMMITTEE FROM THE AUDIENCE.
- b) THE SPEAKER MAY ONLY APPROACH THE PODIUM TO SPEAK WHEN RECOGNIZED BY THE CHAIRPERSON.
- c) THE SPEAKER MAY NOT APPROACH THE DAIS WITHOUT THE CHAIRPERSON'S PERMISSION.
- d) THE SPEAKER MUST DIRECT COMMENTS TO THE COMMISSION, BOARD OR COMMITTEE, THROUGH THE CHAIRPERSON.
- e) THE SPEAKER MUST OBSERVE THE TIME LIMITS SET FOR PUBLIC COMMENT.
- f) THE SPEAKER AT A PUBLIC HEARING MUST LIMIT HIS OR HER COMMENTS TO THE SUBJECT OF THE HEARING OR TOPIC UNDER THE CONTROL OF THE BOARD OF COUNTY COMMISSIONERS.
- g) THE SPEAKER MUST AVOID MAKING IRRELEVANT, REPETITIVE, PERSONAL, IMPERTINENT OR SLANDEROUS COMMENTS.

*A speaker violating these rules of decorum or otherwise disrupting a meeting may be gaveled out of order by the chairperson, and if the speaker willfully refuses to abide by the lawful order of the chairperson to cede the floor and cease and desist all disruptive behavior, the speaker may be removed for disrupting a public assembly pursuant to Chapter 871.01, Florida Statutes.*

**EXHIBIT "C"**

**MEETING PROCEDURES**

## MEETING PROCEDURES

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- A. **AUDIO AND VIDEO OF PUBLIC MEETINGS:** Nassau County Board of County Commissioners shall comply with the requirements of section 286.011, Florida Statutes in the conduct of all public meetings. Notwithstanding the above, Nassau County may audio and video record and broadcast public meetings. Members of the public and the media may also record public meetings as allowed by law; however, placement of equipment may not interfere with the life, safety codes, and the orderly conduct of the meeting or with the ability of the audience to see and hear the proceedings.
- B. **CELL PHONES:** Cell phones must be muted. Any conversation on cell phones during the meeting must be made outside the Board of County Commissioners Chambers.
- C. **PUBLIC RECORDS:** All documents presented as part of the record of the proceedings shall be considered, received, and filed without the necessity of a motion.
- D. **RULES OF ORDER AND DEBATE:** Every Commissioner desiring to speak shall address the Chairperson and, upon recognition by the Chair, shall confine his/her comments to the question under debate.
- a. The maker of a motion shall be entitled to the floor first for debate.
  - b. A member, once recognized, shall not be interrupted when speaking unless to call said member to order. The member shall then cease speaking until the question of order is determined, without debate, by the Chair. If in order, said member shall be at liberty to proceed.
  - c. If the Commission Chair wishes to put forth or second a motion, he/she shall relinquish the chair to (1) the Vice Chairman; (2) the senior Commissioner (if the Vice Chair is absent); or (3) another Commissioner who has remained impartial, until the main motion on which the presiding officer spoke has been disposed.
  - d. The Commission shall follow simplified parliamentary procedures based on these rules and on Robert's Rules of Order Newly Revised so long as they do not conflict with ordinances, statutes, or these rules.
- E. **COURTESIES OF THE FLOOR:** The Chair may extend the courtesies of the floor to any person he or she may see fit at any time during the deliberations of the Board of County Commissioners unless there is an objection. It shall not be necessary for a member of the Board of County Commissioners to move that the courtesies of the floor be extended. It shall be sufficient if the County Commissioner makes the request, and the Chair shall grant such request unless there is an objection. Any person addressing the Commissioners shall do so from the lectern after stating their name and physical address for the record. Failure to state either their name or physical address for the record will not bar the person from making public comment but may affect the ability of that person to establish standing in further legal proceedings.
- F. **MANNER OF MOTIONS AND VOTES:** The Presiding Officer (Chair) shall preside at all meetings of the Board of County Commissioners and be recognized as the head of the County for all ceremonial purposes. In addition to the powers conferred upon him/her as Chair, he/she

will continue to have all the rights, privileges, and immunities of a member of the Board of County Commissioners. The Chair's responsibilities are:

- a. Call the meeting to order, having ascertained that a quorum is present;
- b. Recognize all Commissioners who seek the floor under correct procedure. All questions and comments are to be directed through the Chair and restated by him/her, and he/she declares all votes;
- c. Preserve order;
- d. Expedite business in every way compatible with the rights of members;
- e. The Chair shall have the same rights in debate as any other member. If the Chair wishes to make a motion, the gavel must be relinquished.

Based upon these Rules of Procedure, the gavel will be relinquished in the following manner:

1. Vice Chairman;
  2. Other Commissioners based upon seniority;
  3. Another Commission member who has remained impartial. The presiding officer who relinquished the Chair shall not return to it until the pending main question has been disposed of, since he/she has expressed partisanship as far as that particular matter is concerned.
- f. Declare the meeting adjourned at the termination of the business agenda, or at any time in the event of an emergency affecting the safety of those present.
- g. Invoke rules of procedure and parliamentary decorum consistent with the Rules of Procedure necessary for the orderly conduct of public business.

The votes during all Commission meetings should be transacted as follows:

1. The Chair may determine to call for the vote by electronic ballot or by voice. The Deputy County Clerk shall take a roll call vote, by electronic ballot or by voice. If by voice, the Chair puts out the question and the deputy clerk call the members' names, except that the Chair's vote is taken last. Each member responds "Yea" for an affirmative vote, "Nay" for a negative vote. The deputy clerk repeats the name of each member and states his or her vote to ensure accuracy in recording.
2. When the Chair calls for a vote on a motion, every member present must give their vote, unless the member has publicly stated that he/she is abstaining from voting due to a conflict of interest, pursuant to Section 112.3143 or Section 286.012, Florida Statutes, or other Florida law.
3. The passage of any motion, policy or resolution shall require the affirmative vote of at least a majority of the membership of the Commissioners who are present and eligible to vote, unless otherwise required by statute or ordinance. In case of a tie in votes on any proposal, the proposal shall be considered to have failed and the requested item shall be deemed as denied.

4. If a motion is not carried by at least a majority of Commissioners present, the proposal shall be considered failed. Tie votes shall operate as a technical denial on the measure.

5. On quasi-judicial matters, Commissioners shall disclose ex parte communication consistent with Florida law.

- G. **PUBLIC COMMENT:** Consistent with the laws of the State of Florida, members of the public shall be given a reasonable opportunity to be heard before the Board of County Commissioners takes formal action on a proposition. Regular meetings of the Board of County Commissioners and its boards and committees shall provide for a public comment period. Agenda items requiring a separate public hearing shall provide an opportunity for public comment on that item. If a person or agent of a person wishes to address the Board of County Commissioners during either the public comment period or during a specific public hearing item listed on the agenda, the person desiring to speak should complete a Public Comment card available in the meeting chamber. The speaker should indicate on the card the subject of the comment and submit the card to the Deputy County Clerk who will then forward it to the appropriate Chair.

At the appropriate portion of the meeting for Public Comment or at the time of the Public Hearing on agenda items requiring a public hearing, the Chair will call the name of each person submitting a card and request that person to come forward. The Chair will also make a general announcement for anyone unable to fill out a comment card, to come forward to provide their comments. After being recognized by the Chair, the person should come to the podium and, for the public record, state his or her name, and physical address of their residence, business, or real property. Failure to state either their name or physical address for the record will not bar the person from making public comment but may affect the ability of that person to establish standing in further legal proceedings.

- H. **PUBLIC COMMENTS AND INQUIRIES FOR ITEMS NOT ON THE AGENDA.** The comments or inquiries shall be related to matters that are within the authority of the Board of County Commissioners. Persons may address the Commission on items not on the agenda during this period. The Commission shall not take final action on public comment items presented at the same meeting and may refer them to the County Manager and/or County Attorney to follow up or schedule the matter at another County Commission meeting. When inquiries and comments are brought before the Commission, other than for items already on an agenda, the Chairman, with the assistance of the County Attorney, may first determine whether the issue is a matter that is within the authority of the Board of County Commissioners and then:

- (a) If the inquiry or comment is about suggestions for changes of ordinances, the Commission may refer the matter to the County Manager and the County Attorney for review and recommendation at a future meeting.
- (b) If the inquiry or comment is regarding the performance of administrative staff, administrative interpretation of legislative policy, or administrative policy within the authority of the County Manager, the Chairman shall refer the matter directly to the County Manager for review and action. The Commission may direct that the County Manager report to the Commission when review is completed. Where the Nassau County Code provides a specific procedure for administrative review or appeal, that procedure shall govern.

- (c) If the inquiry is regarding County projects or requests for work to be done, the matter shall be referred to the County Manager who shall meet with the individual or refer the matter to a designated staff member.

For agenda items, the speaker should state whether he or she favors or disfavours the item he or she wishes to address. For non-agenda items, the speaker should identify the subject of the public comment and make his or her statement. Agents shall identify themselves, identify their client by name and their address. The speaker should then proceed to state their position or present information.

The above does not apply to: (a) official act(s) that must be taken in order to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Board to act; (b) the Board is making an official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations; (c) the meeting is exempt from s. 286.011, Florida Statutes; or (d) legislative or quasi-judicial hearings.

Appearances on all items will be limited to three (3) minutes, and no person may speak for more than three (3) minutes during any Public Comment or Public Hearing period unless the Chair allows otherwise. A speaker may not donate speaking time to another speaker. Persons desiring to distribute handouts should provide a minimum of ten (10) copies to the Deputy County Clerk. Persons wishing to display an electronic presentation, drawing or rendering must contact the County Manager's office a minimum of five (5) business days prior to the meeting and make arrangements for a copy for the record. Such electronic files shall be either in Microsoft PowerPoint 2016 or newer in .pptx format or PDF or PDF/A formats.

- I. **MEETING DECORUM:** Board of County Commissioner meetings are formal governmental meetings conducted to transact public business. In conducting the public's business, the County commits to the principles of civility, honor, and dignity. Individuals appearing before the County are requested to observe the same principles when making comments on items and issues presented to the County for their consideration. The Board of County Commissioners may request that individuals providing testimony and evidence in a quasi-judicial proceeding be sworn-in as witnesses.
- J. **EXHIBITS:** All exhibits presented at a Board of County Commissioners meeting shall be presented in a manner allowing viewing by the public, when reasonably possible. The Deputy County Clerk will retain all exhibits in accordance with the Florida Public Records Act and make them available to the public.



**EXHIBIT “D”**

**SPECIAL MEETINGS**

## SPECIAL MEETINGS

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### 1. WORKSHOPS:

- A. PURPOSE AND INTENT: Board of County Commissioner Workshops are public meetings scheduled for Commissioners to discuss, with or without the presence or input of County boards, committees, consultants, or staff, matters related to certain subjects requiring detailed study or clarification.
- B. SCHEDULING: The County Manager or County Attorney may suggest an item be set for a future Workshop, to be scheduled if approved by a majority vote of the Commission. A Workshop may also be requested by any Commissioner during a Commission meeting, to be scheduled if approved by majority vote of the Board of County Commissioners, or by call of the Chairperson.
- C. LOCATION: Workshops of the Commission may be held in Commission Chambers or a designated Conference Room, or other location within the boundaries of the Nassau County consistent with Florida law.
- D. PUBLIC MEETING: Workshops of the Commission shall be noticed and open to the public. A workshop agenda and meeting minutes shall be made available to the public consistent with Florida law.

### 2. SPECIAL MEETINGS:

- A. PURPOSE AND INTENT: The purpose of Special Meetings is to provide flexibility when a regular meeting needs to be supplemented or rescheduled. Special Meetings may be in addition to any regularly scheduled meetings of the Board of County Commissioners. Special Meetings may also be scheduled as joint sessions with the County's boards and committees, or with outside agencies.
- B. SCHEDULING: The decision to hold a Special Meeting shall be determined by majority vote of the Board of County Commission during a commission meeting or by call of the Chairperson.
- C. LOCATION: Special Meetings of the Commission may be held in County Commission Chambers or a designated Conference Room, or other location within the boundaries of Nassau County consistent with Florida law.
- D. PUBLIC MEETING: Special Meetings of the Commission shall be noticed and open to the public. A Special Meeting agenda and meeting minutes shall be made available to the public consistent with Florida law.

### 3. PUBLIC COMMENT DURING WORKSHOPS AND SPECIAL MEETINGS:

Members of the public will be given a reasonable opportunity to be heard on a proposition before the Board of County Commissioners, however, the Commission may designate a Special Meeting or Workshop without public comment if a separate public meeting is made available for public comment prior to formal action by the Board of County Commissioners, consistent

with Chapter 286.0114, Florida Statutes. The public comment period will be scheduled at a meeting that is during the decision-making process and is within reasonable proximity in time before the meeting at which the Board of County Commissioners takes the official action.

**4. MODIFICATION:**

The Board of County Commissioners will utilize the Order of Business, Rules of Decorum, Rules of Procedure, and Administrative Procedures as with regular meetings of the Board of County Commissioners, unless modified for the purposes of the Special Meeting or Workshop.

**5. EMERGENCY MEETINGS:**

Emergency meetings shall comply with the requirements of federal, state, and local law.

**EXHIBIT “E”**

**ADMINISTRATIVE POLICIES AND PROCEDURES**

## ADMINISTRATIVE POLICIES AND PROCEDURES

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### **1. MEETING AND AGENDA PREPARATION:**

- A. The County Manager will prepare each meeting agenda. Agenda submittals must be presented to the County Manager's office as set forth in the Agenda Deadlines provided by the County Manager's office prior to the Monday or Wednesday Commission meeting on which it is to appear. The ten (10) day requirement shall not apply to continued items. Regular meeting agendas may be available to the public by 7:00 p.m. of the Thursday preceding the Monday or Wednesday Commission meeting, but in no case shall the agenda be posted later than seventy-two (72) hours prior to a regularly scheduled meeting. Members of the County Commission may meet individually with the County Manager, County Attorney, or other staff, as determined by the County Manager, prior to the Monday and Wednesday meetings to address any questions as to the agenda or individual agenda items. The County Manager may modify the regular Order of Business to group related ordinances, resolutions, and proposals into one comprehensive presentation for clarity, however individual items will be heard and voted on consistent with Florida law.
- B. Special meetings or workshops may deviate from these deadlines, as necessary due to their scheduling, however the County Manager will endeavor to make these agendas available as soon as practicable. Agenda deadlines may be modified due to holiday schedules, office closures, or other unforeseen circumstances, at the discretion of the County Manager, but at a minimum shall meet the requirements of the State of Florida's Government in the Sunshine Law. Emergency meetings shall comply with the requirements of federal, state, and local law.
- C. Any organization (profit/not for profit) wishing to make a presentation to the Board of County Commissioners as a scheduled agenda item shall make a request, in writing, setting forth the specific purpose of the presentation. No presentation shall exceed fifteen (15) minutes. Said request shall be sent to the County Manager and any supporting documents must be provided. The organization must state the reason for the presentation and why it is necessary for the organization to make the presentation. If additional information is required, the County Manager shall contact the person making the request and indicate what additional information may be required. The County Manager may place the item on the appropriate agenda and notify the person accordingly. The County Manager has the discretion to place the item on a Regular Board meeting agenda. If the County Manager determines the request is not complete or is not necessary and can be addressed by the County Manager or staff, he/she shall notify the organization and not place the item on the agenda. The County Manager shall also have the authority to set items on the agenda for presentation that are required, as determined by the County Manager, such as audit reports; TPO reports, FDOT (or similar) reports; government reports or presentations, Economic Development reports, Tourist Development Council reports (or similar presentations) and Constitutional Officer presentations. Presentation times are limited to fifteen (15) minutes.
- D. In accordance with the American With Disabilities Act, persons needing a reasonable accommodation to participate in this proceeding should contact the County Manager's Office at [contact@nassaucountyfl.com](mailto:contact@nassaucountyfl.com), 96135 Nassau Place, Suite 1, Yulee, FL 32097, Phone No. 904-530-6010, not later than seventy-two (72) hours prior to the proceeding. If you are hearing or voice impaired, please call the Florida Relay Service at 711 or toll free at 1-800-955-8771 (TTY).

- E. The County Manager may add to the Agenda for presentation any administrative matter prior to obtaining consensus of the Commission if such matter is deemed necessary to the orderly administration of the County consistent with the powers and duties of the County Manager. The County Manager may instruct the employees under the County Manager's supervision and control to prepare an administrative matter for presentation.
- F. The County Attorney may add to the Agenda for presentation of a resolution, ordinance, or other legal document prior to obtaining consensus of the Commission, if the County Attorney deems it necessary to protect a legal interest of the County consistent with the powers and duties of the County Attorney. The County Attorney may instruct the employees under the County Attorney's supervision and control to prepare a legal matter for presentation.

**2. APPOINTMENT OF MEMBERS TO BOARDS AND COMMITTEES:**

- A. Thirty (30) days prior to the expiration of a scheduled term, a notification of such expiration will be given to the County Commission on the Consent Agenda. A summary of the qualifications and duties applicable to the board in question and a list of current members will be included in the notification. This deadline may be modified as needed. Failure to meet the thirty (30) day notice does not prevent an appointment being considered by the County Commission. Notwithstanding the above, a County Commissioner may recommend an appointment without advertisement.
- B. Following notification, a special advertisement will be posted requesting applicants for the proposed vacancy.
- C. The individuals holding the expiring term will be notified of the scheduled expiration and requested to express, in writing, a continued interest in serving.
- D. At the County Commission meeting held prior to the expiration of a term on a given board, to the extent practical, the County Manager's office will place on the agenda a request for an appointment. The request will include all applications. From the combined list of applicants, the Commission will either finalize the appointment or determine to shorten the list of applicants and invite certain prospects to attend a subsequent Commission meeting following notification of the vacancy. The Commission may vote on the applicant by any lawful manner, including but not limited to, by motion and majority vote in the same manner as any other action item.
- E. In the event a vacancy occurs on any board or committee for any reason other than expiration of term or removal from office, the County will follow the procedures described in this section except that notification of a vacancy will be given at the next Commission meeting following receipt of notification of the vacancy by the County.
- F. Citizen boards which assist in the governing of Nassau County shall be composed of persons who reside in Nassau County, unless otherwise stated. The Board of County Commissioners reserves the authority to make exceptions in the event of difficulty filling positions or for other good cause as allowed by law or local regulation. Citizen boards that require its members to be members of certain occupations or professions in order to be qualified to hold their public positions are not prohibited from practicing that occupation or profession, consistent with Chapter 112.313(7), Florida Statutes and CEO 84-63 and 04-1.