

RESOLUTION NO. 2005- 101

A RESOLUTION AMENDING RESOLUTION NO. 99-61, WHICH
ESTABLISHED PROCEDURES FOR REGULAR AND SPECIAL
MEETINGS OF THE BOARD OF COUNTY COMMISSIONERS

WHEREAS, the Board of County Commissioners has established procedures for their Regular and Special Meetings which are set forth in Resolution No. 99-61; and

WHEREAS, the Board of County Commissioners has changed their meeting schedule and has found it necessary to amend said Resolution No. 99-61.

NOW, THEREFORE, BE IT RESOLVED this 15th day of June, 2005, by the Board of County Commissioners of Nassau County, Florida, that Resolution No. 99-61, as amended, shall be further amended as follows:

1. The Board of County Commissioners hereby establishes ~~three~~ four regular meetings per month for Board of County Commission meetings.
2. The meetings shall be on the Second and Fourth Mondays ~~of~~ each month and the Second and Third Wednesdays of each month.
3. The meetings on the Second and Fourth Mondays shall commence at 6:00 PM.
4. ~~There is a~~ A meeting ~~held~~ on the Second Wednesday of each month shall commence at 9:00 AM for the purpose of discussion and consideration of the county's ~~proposed~~

~~building capital projects, and the capital improvements~~
~~element of the Nassau County Comprehensive Plan and~~
~~proposed capital projects~~ along with Regular Business
Items which may include Clerk's Business, Consent Items,
County ~~Coordinator~~ Administrator Business, business of
the ~~Public Works, Fire/Rescue, Emergency Management,~~
~~Veteran Affairs, Personnel, Library, County Extension,~~
~~Maintenance and Recreation Departments,~~ departments under
the County Administrator, SAISSA and other MSBU's and
County Attorney's Business items.

5. The meeting held on the Third Wednesday of each month
shall commence at 9:00 AM for the purpose of discussion
of growth issues including the Comprehensive Plan, Land
Development Regulations and related ordinances. Said
meeting may also include County Administrator, County
Attorney and Clerk's Business.

5.6. All public hearings shall be held on the Second and
Fourth Mondays. Department heads who desire an agenda
item to be submitted for approval on the Second or Fourth
Monday must have the approval and consent of the County
Administrator. All requested items shall be submitted to
the County Administrator, who will submit same to the
Board as an expansion item to the Second or Fourth Monday
meeting agenda. The Board shall, by motion, vote to
consider the matter at a Second or Fourth Monday meeting.
No agenda request shall be submitted by Department Heads

for approval on the Second or Fourth Monday meeting agenda unless it is a "time-sensitive" matter and one that requires immediate action and which cannot be delayed. 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.

6-7. No public hearings shall be conducted on the Second or Third Wednesday of each month.

7-8. Agendas shall be prepared and published by the County Coordinator Administrator.

8-9. Agendas on the Second and Fourth Monday's meeting may also have County Administrator's Business, Clerk's Business, ~~Consent Items, County Coordinator Business, business of the Public Works, Fire/Rescue, Emergency Management, Veteran Affairs, Personnel, Library, County Extension, Maintenance and Recreation Departments, County Attorney's Business items as well as the agenda items and public hearings.~~

~~9. Department heads who desire agenda items on the Second Monday meeting must have the approval and consent of the County Coordinator no later than ten (10) days prior to the meeting.~~

~~10. The meetings on the 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~~10. The County ~~Coordinator's~~ Administrator's Office shall prepare the "agenda books" and the agendas will close ~~ten~~ fourteen days prior to the Monday and Wednesday meetings at 5:00 PM. 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) ~~fourteen~~ (14) 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~~ ten (10) days preceding the Monday and Wednesday meetings. The members of the Board of County Commissioners shall meet individually with the County Administrator and/or staff prior to the Monday and Wednesday meetings to address any questions as to the agenda or agenda items.

~~12~~11. Agendas shall be distributed to the cities, libraries, cable outlets, newspapers, radio stations, Clerk's website or generally by request and posted at the ~~Temporary Courthouse~~ Nassau County Governmental Complex, Judicial Annex, and Hilliard, Callahan and Yulee County Buildings.

~~13~~12. 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.

1413. No contract shall be scheduled for the agenda unless first reviewed and approved by the County Attorney, Clerk, County ~~Coordinator~~ Administrator, and Contract Manager, as applicable. Contracts and any other matters that have a financial consequence shall be routed for review to the County Attorney, the County Administrator and the Clerk immediately upon receipt. Upon completion of review, the County Attorney shall provide contract information in its final form, inclusive of any revisions made, to the Clerk prior to the item being addressed on the Board's agenda at least five (5) days prior to the meeting date.

1514. The Clerk may place items on the agenda at any meeting and shall have the requested items to the County ~~Coordinator~~ Administrator by the 5:00 P.M. deadline as set forth herein so that the items can be provided to the members of the Board prior to the meeting.

1615. Any matters that have a financial consequence shall be immediately routed to and approved by the County Administrator, the County Attorney, as applicable, and 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. The Clerk

shall be notified by the County Administrator prior to placing an item on the agenda at least five (5) days prior to the meeting date and all materials associated with the financial matter shall be provided as well.

1716. 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.

1817. 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, County Attorney, or County Coordinator Administrator 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 meetings 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.~~ 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 designee shall be advised, and the County Attorney or his designee shall provide an indication as to the necessity for the special meeting. If the meeting involves financial issues, the Clerk or his designee and the County Administrator or his designee shall be advised, and they shall provide an indication for the necessity of the meeting.

1918. Any person wishing to make a presentation to the Board of County Commissioners as an agenda item shall appear during the public input segment to request to be placed on a future agenda; a date will be scheduled and all backup material will be required to be submitted by 5:00 PM ten days prior to the scheduled meeting make a request, in writing, setting forth the specific purpose of the presentation and time requirement. Said request shall be sent to the County Administrator and any supporting documents must be provided. If additional information is required, the County Administrator or his designee shall contact the person making the request and indicate what additional information may be required. The County Administrator will place the item on the appropriate agenda and notify the person accordingly. If the County Administrator determines the request is not complete, he/she shall notify the person and not place the item on the agenda. The person making the request may

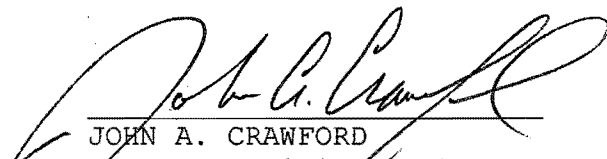
appeal that decision to the Board of County Commissioners.

19. There shall be a time limit of not more than fifteen (15) minutes for any presentation pursuant to Paragraph 18. Any request for more than fifteen (15) minutes must be approved by the Board of County Commissioners.

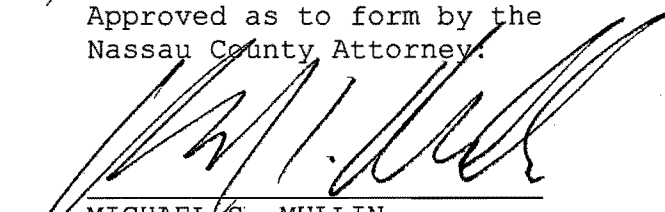
BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA


ANSLEY N. ACREE
Its: Chairman

ATTEST:


JOHN A. CRAWFORD
Its: Ex-Officio Clerk

Approved as to form by the
Nassau County Attorney:


MICHAEL S. MULLIN

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