

Board of County Commissioners Escambia County, Florida

Title: Agenda For Regular Meetings – Section I, Part A.2
Date Adopted: August 19, 1976
Effective Date: February 19, 2009 (as amended)
Reference:
Policy Amended: Adopted August 19, 1976 – Amended January 8, 1979;
March 22, 1979; June 26, 1984; January 26, 1986; June
7, 1994; March 1, 2001; May 3, 2001; February 21,
2002; September 21, 2006; January 4, 2007; February 19,
2009

A. OBJECTIVES

The objectives of agenda for Board meetings are two-fold. First, to inform the Commissioners and their staff of matters to be brought before the Board, to allow them to prepare themselves for intelligent discussion of the items and, secondly, to inform the public, through the courtesy of the news media, of items of interest to be taken up at the next Board meeting.

B. RESPONSIBILITY

It shall be the responsibility of the County Administrator to see that the agenda is prepared in accordance with the policy of the Board.

C. SCHEDULE

1. Meeting Schedule – The first and third Thursday of each month at 5:30 p.m., unless rescheduled by a majority vote of the Board.
2. Agenda Cutoff - The cut-off time for acceptance of items by the County Administrator for placing on the agenda shall be 9:00 a.m. on the Monday of the week prior to the week each regularly scheduled meeting of the Board is held on Thursday (eight working days). Deadlines for submission will be adjusted, as appropriate, for any meeting dates that are altered. Preparation of the agenda shall be completed and the agenda distributed to each Commissioner, the County Administrator, the County Attorney, and the Office of Management and Budget no less than 48 hours prior to the meeting.

The County Administrator's Office will coordinate with the Information Resources Department to post the agenda, no less than 48 hours prior to the regularly scheduled meeting, to the County's website (www.myescambia.fl.us) for viewing and downloading by staff, news media, and the public.

D. PREPARATION

In the preparation of the agenda, the first five items of the agenda will be as follows:

1. Call to Order.
2. Invocation.
3. Pledge of Allegiance to the Flag.
4. Are there any items to be added to the agenda? (Recommendation that the Board adopt the agenda as prepared or duly amended)
5. Commissioners' Forum

Other agenda items, e.g., Proclamations/Employee of the Month Proclamations/Years of Service/Special Recognition, Written Communication, Public Hearings, etc., will be consecutively numbered, in the order indicated in the examples below, immediately following the first five items:

EXAMPLE 1 (no Proclamations...for this agenda)

6. Written Communication.
7. Did the Clerk's Office receive the proofs of publication for the Public Hearing(s) on the agenda and the Board's Weekly Meeting Schedule?
8. ...Public Hearing for consideration of...

EXAMPLE 2 (Proclamations...for this agenda)

6. Proclamations (and/or) Special Recognition.
7. Written Communication.
8. Did the Clerk's Office receive the proofs of publication for the Public Hearing(s) on the agenda and the Board's Weekly Meeting Schedule?
9. ...Public Hearing for consideration of...

E. CONDUCT OF MEETING

With the exception described in the following paragraph, matters will not be discussed at the meeting of the Board unless they have been placed on the agenda and duly adopted by the Board as described above.

F. ADDED ITEMS

Items may be added by Commissioners to the agenda as the fourth item of business of the meeting of the Board, if such placement on the agenda is approved by a 3 to 2 majority vote of the Board or in accordance with the following requirements:

1. Subject to approval by vote of the Board of County Commissioners at the commencement of each Board meeting, the County Administrator and County Attorney may request that certain items be added to the agenda as follows:

a. County Administrator's Report/Growth Management Report (CAR/GM)

Whenever an item added to the agenda involves the expenditure of funds, the County Administrator shall certify to the Board that all County procedures relating to the item have been followed (e.g., competitive bidding or emergency procurement process) and that due to time sensitivity the item cannot be routed through the regular agenda placement process.

All items added to the agenda must be approved by the County Administrator prior to asking a Commissioner to add the item.

b. County Attorney's Report (CAT)

The County Attorney may add items directly to the County Attorney's Report as an "Addendum" whenever, in the opinion of the County Attorney, the matter must be acted upon without delay (e.g., appeal of decisions; hiring of expert witnesses).

2. Other

Items to be added to the agenda by other than a Commissioner, the County Administrator or County Attorney shall first be authorized by the Chairman in his or her discretion.

G. MODIFICATION OR REMOVAL OF STAFF REPORTS/RECOMMENDATIONS OR COMMISSIONER REPORTS/RECOMMENDATIONS FROM A BOARD MEETING AGENDA

Individual Commissioners cannot modify or request the County Administrator to modify or remove any staff report or recommendation or Commissioner report or recommendation from a Board Meeting agenda during the agenda preparation process or review; any modification to a staff report or recommendation, or to a Commissioner report or recommendation shall be made during a public Board Meeting by a majority vote of the Board of County Commissioners; however, a Commissioner can modify or withdraw any report or recommendation that he/she has submitted for the agenda at any time.

H. PUBLIC FORUM

A period described as Public Forum will be held at 4:30 p.m. prior to each regularly scheduled Board meeting. At this forum, citizens of Escambia County will be heard who have not properly had the matters they want discussed placed on the agenda. It is the intent of the Board of County Commissioners that the public forum portion of the Board of County Commissioners meeting is to provide the public with an opportunity to appear before the Board.

Unless requested by a member of the Board of County Commissioners, department directors or their authorized representatives, representatives of any County service, attorneys representing clients who have matters to be taken up by the Board of County Commissioners, and elected public officials may not appear before the Board of County Commissioners in the public forum portion, unless these persons are appearing as a citizen and not in any representative capacity.

The classes of persons set forth in the above paragraph shall be required to be placed on the agenda either as a regular item or an added item by a member of the Board of County Commissioners, the County Administrator, or the County Attorney.

I. DESCRIPTION OF ITEM

Agenda items shall be brief, yet contain sufficient description to allow fulfillment of objectives as stated above.

J. REPORTS OF THE COMMITTEE OF THE WHOLE OR SPECIAL COMMITTEES

These reports shall be heard in order as scheduled on the approved agenda.

K. STAFF PREPARATION

The County Administrator, County Attorney, and staff will devote the required time to study the matters listed thereon to be able to answer questions in sufficient detail to allow disposal of the item at first day's discussion, if possible.

In addition, the County Administrator shall insure that all matters to be considered and acted upon by the Board of County Commissioners shall first have been determined by the County Administrator to be practicable with respect to budgetary, legal, personnel, policy, time schedule, and intergovernmental or intra-governmental coordination concerns.

If, in the determination of the County Administrator, any of the above-described considerations have not been resolved to support conclusively the action requested of or considered by the Board of County Commissioners, then the County Administrator shall indicate the extent to which such considerations are not practicable or have not been completed.

L. INFORMATION

Personnel of the County Administrator's Office will inform all persons desiring to appear before the Board of the Board's policy for preparation of and adherence to an agenda.