

**AVIATION AUTHORITY
POLICY**

100: ORGANIZATION	Effective: 04/01/82
AUTHORITY BOARD MEETINGS	Revised: 12/04/86
P134: Conduct of Board Meetings	04/11/02
	03/04/04
	08/01/13
	05/01/14
	01/20/15
	01/27/17
	<u>05/05/22</u>

PURPOSE: To establish a policy for conducting Board meetings.

LEGAL CONSIDERATION: Rules governing an assembly are controlled in the following order:

- 1) Law
- 2) Corporate Charter
- 3) Bylaws or Constitution
- 4) Rules of Order
 - a. Special Rules
 - b. Parliamentarian Authority
- 5) Standing Rules
- 6) Custom

Florida's Government in the Sunshine Law, Section 286.011, Florida Statutes prescribes certain meeting requirements for public agencies including providing the public with a reasonable opportunity to be heard on a proposition before a Board or Commission and requires decisions of the Board be conducted in a meeting open to the public and properly noticed. The Authority Enabling Act establishes Board membership and the five officer positions and requires an election for all officer positions whenever a new member is appointed to the Board by the Governor. It also indicates a majority of members constitute a quorum.

POLICY:

A. Rules of Conduct:

1. Conducting Business

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- a. The Chairperson will preside over all meetings and deliberations of the Authority Board and will ensure that such meetings and deliberations are conducted with the appropriate decorum and order.
- b. A Board member and other meeting participants must be recognized by the Chairperson before speaking.
- c. The Chairperson can enter into deliberation.

2. Motions

- a. A formal motion is required prior to any vote.
- b. In order to make a motion, a Board member must obtain the floor.
- c. A Board member need not stand while making a motion.
- d. In order to proceed, another Board member must second a motion. A motion fails if it does not achieve a second.
- e. A Board member may speak any number of times on a motion following recognition by the Chairperson.
- f. No motion is required to close debate.
- g. Following deliberation, the Chairperson puts a motion to the vote. The Chairperson need not stand to put a motion to the vote.

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Robert's Rules of Order Newly Revised, most current edition, will be referred to by the Board for guidance if a question of parliamentary law arises that is not otherwise answered by law or provided for in the Authority's Policy and Procedures Manual.

B. Public's Reasonable Opportunity to Be Heard:

A maximum of thirty (30) minutes will be allotted for public comment at the beginning of every Board meeting. Individuals wishing to address the Board will first complete the Public Comment Form (Form), an example is attached to this Policy, and submit the Form to the Board Services Administrator prior to the start of the Board meeting. When completing the Form, a speaker should indicate their support, opposition or neutrality where necessary. Additionally, an individual(s) should indicate on the Form any other representative they designate to comment on their behalf. Individuals addressing the Board will approach the podium and state their name.

Each individual speaker will get three (3) minutes total to comment on propositions before the Board. A group of two (2) or more individuals may authorize a single speaker to represent them and such representative will be allowed five (5) minutes total to comment on propositions before the Board.

Each speaker must observe the relevant time limit and be respectful of others. If a speaker becomes disorderly or fails to confine remarks to the identified subject matter, the speaker will be cautioned by the Chairperson and given an opportunity to conclude their remarks in a decorous manner within the designated time limit. Any speaker failing to comply after being cautioned by the Chairperson will be barred by the Chairperson from any additional comments and may be declared out of order. A speaker declared out of order will be

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requested to leave the podium and may ~~be physically removed from the Boardroom~~ be issued a trespass warning.



ATTACHMENT

Name: _____

Date: _____

**PUBLIC COMMENT FORM
HILLSBOROUGH COUNTY AVIATION AUTHORITY
BOARD MEETING**

CHAIRPERSON: I wish to comment on the following propositions before the Board:

SUPPORT OPPOSE NEUTRAL

NAME: _____

FIRM: _____

DESIGNATION (where needed): I designate _____ to comment on my behalf with regard to the propositions set out above.

Please submit this request to the Board Services Administrator prior to the start of the Board meeting.

Speakers are allowed 3 minutes total to comment on propositions before the Board. Speakers designated to speak on behalf of a group of 2 or more individuals are allowed 5 minutes total to comment on propositions before the Board.