



**VOLUNTEER  
BOARDS  
AND  
COMMITTEES**

January 2016

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## INTRODUCTION

The City Council appoints members of the community to Boards and Committees to act as decision makers and advisors on a wide variety of topics and projects. These bodies serve in various capacities to the City Council, the City Manager or to departments of the City government. The tasks vary depending upon the type of organizations. The groups are not responsible for day-to-day operations of departments, operating policies of departments or the business decisions of the local government. They do not set policy, such as require the enactment of an ordinance, but rather act as a collective citizen sounding Board or Committee in the policy process.

All City of Palm Coast Boards and Committees serve at the pleasure of the City Council. Each of these entities was created for a different reason and has a different relationship with both the City Council and the City support staff. Each appointed body has a specific scope of authority as provided by City code or ordinance and/or State or Federal law. Boards and Committees may have administrative, managerial, quasi-judicial, investigatory, and/or advisory powers dependent upon the enabling legislation.

Boards and Committees are an integral part of citizen participation in local government. They are an important asset to the City for proper growth, development and long term stability of our City.

## BOARDS AND COMMITTEES



Boards usually act in a limited advisory and/or investigatory capacity to the City Council. They are usually standing bodies, involved with ongoing subject areas. The City Attorney acts as legal council for the Boards.

Committees are usually organized working bodies, delegated to consider a specific matter. Committees usually act in an advisory and/or investigatory capacity.



### Beautification and Environmental Advisory Committee

The Beautification and Environmental Advisory Committee consists of five (5) members.

The City Council may, by official action, assign the Beautification and Environmental Advisory Committee tasks relating to the beautification, scenic beauty, natural resource conservation, aesthetic enhancements, environmental protection and other related matters and to evaluate activities, methods, projects and programs that could be implemented within the City. Tasks may involve the preparation or review of a master action plan for the visual improvement of key areas of the urban landscape of the City. The action plan may include, but not be limited to, the following:

- Graphic and written presentation showing the nature and extent of the proposed urban improvements.
- Suggested priorities and time schedule for installation of proposed urban improvements.
- Input on the Comprehensive Plan and Land Development Code, as needed.



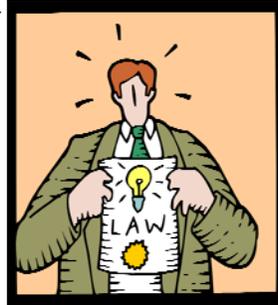
TERM: 4 Years

TERM LIMIT: 2 Consecutive Terms

## Code Enforcement Board

The Code Enforcement Board consists of seven (7) members and two (2) alternates.

The purpose of this Board is to promote, protect and improve the health, safety and welfare of the citizens of the City of Palm Coast.



The Code Enforcement Board has the following powers and duties:

- Impose administrative fines and other non-criminal penalties to provide an equitable expeditious, effective and inexpensive method of enforcing any codes and ordinances in the City, where a pending or repeated violation continues to exist.
- Forward to the City Council for general consideration, any matter, request, suggestion or concern of the Board.
- Enforce and regulate the subdivision of lands.
- To decide whether or not a violation of the Land Development Code has occurred by subpoenaing alleged violators, evidence and witnesses to the Board's hearings and hear testimony taken under oath.
- Issue orders, having the force of law, commanding whatever steps are necessary to bring a violation of the Land Development Regulations under compliance.

TERM: 3 Years

TERM LIMIT: 2 Consecutive Terms

### Leisure Services Advisory Committee



The Leisure Services Advisory Committee consists of seven (7) members.

The Committee consults with the Recreation and Parks, Public Works and Community Development departments and the municipalities within Flagler County to advise and make recommendations to the City Council, City Manager and Parks and Recreation Director on matters relating to:

- Arts
- Culture
- Recreation & Parks activities
- Open space needs



TERM: 4 Years

TERM LIMIT: 2 Consecutive Terms

### Planning and Land Development Regulation Board



The Planning and Land Development Regulation Board consists of seven (7) members.

The Board functions as the City's "local planning agency," "planning and zoning commission" and "board of adjustments." It accomplishes functions as required by controlling State law and the provisions of the City Land Development Code.

TERM: 4 Years

TERM LIMIT: 2 Consecutive Terms



## Volunteer Firefighters' Pension Fund Board

The Volunteer Firefighters' Pension Fund Board consists of five (5) members.

The Board oversees the various affairs of the City of Palm Coast Volunteer Firefighters' Pension Fund Plan. This Board meets quarterly.

Two (2) members are elected by the Volunteer Firefighters, two (2) members are appointed by the City Council and one (1) member is appointed by the other four (4) Board members. At least two (2) members must be City residents.

TERM: 2 Years

TERM LIMIT: Indefinite



# BOARD AND COMMITTEE APPOINTMENT AND MEETING GUIDELINES

## APPOINTMENTS

1. All appointments require formal action of the City Council.
2. Unless otherwise stated by City Council, term of office on most Boards and Committees is four (4) years for regular and alternate members.
3. A newly formed Board or Committee will be convened by the City Clerk, and each Board or Committee will elect a Chairperson and Vice Chairperson.
4. The size of the Board or Committee may vary from five (5) to nine (9) members and is established for each Board or Committee by the City Council. Alternate members may be appointed to each Board or Committee. Alternates will attend all meetings and participate in discussions and deliberations to the point of voting. Should any permanent member be absent, the Chair will declare the alternate to be a voting member for the duration of the meeting.
5. Positions are advertised at least two (2) times per vacancy/ opening. Applications for membership will be kept on file for a period of one (1) year. Should an applicant wish to be considered for another appointment during that time, they must contact the City Clerk's office.
6. City Boards and Committees will reflect, to the greatest extent possible, the community's ethnic, gender, and age composition. Whenever applicable, the Board or Committee will be composed of individuals with knowledge and experience relating to the appointment to which they are applying.

7. Members, for the most part, will be appointed from among persons in a position to represent the public interest, and will be residents of the City.
8. Vacancies in any Board or Committee membership will be filled by appointment of the City Council for the unexpired term of the member affected. It is the duty of the Recording Secretary of each Board and Committee to notify the City Clerk's Office, within ten (10) days after a vacancy occurs among the members or alternate members.
9. Terms of Board and Committee members who are due to retire will expire upon appointment of new members by City Council at a regularly scheduled City Council meeting.
10. Members of Boards and Committees will receive no salaries for service on the Board or Committee, but may receive actual and necessary expenses incurred in the performance of their duties, as may be set from time to time by the City Council.
11. These guidelines may be waived or changed at the discretion of the City Council.

#### ATTENDANCE, REMOVAL AND RESIGNATION

1. Members must regularly attend all meetings. Members are responsible for notifying the Secretary of a planned absence prior to the meeting.
2. Resignations will be effective when notification is given to the Recording Secretary and/or City Clerk. Upon receipt of resignation, the position on the Board or Committee will be deemed vacant and vacancy will be advertised.
3. Members of a Board or Committee may be removed from office by a majority vote of the City Council.

## MEETING GUIDELINES

1. Board and Committee meetings will be held at least once a month; however, should there be no new business, the City Manager or his/her designee may cancel a meeting. Special meetings will not be held without at least three (3) days notice to each Member. Emergency meetings may be called by the Mayor or the City Manager at any time during a particular disaster or catastrophic event.
2. A staff representative will be assigned by the Department Director responsible for the Board or Committee or the City Clerk to work with each Board or Committee to prepare agendas, keep minutes and provide assistance.
3. The Recording Secretary of each Board or Committee will keep minutes of its proceedings showing the vote of each Member, or if absent or failing to vote (abstaining), indicating such fact.

## SELECTION OF CHAIR AND VICE-CHAIR

The Chair of any Board or Committee is crucial to efficiently run meetings. The Chair and Vice-Chair are chosen by direct election of the voting Board or Committee members in accordance with legislation governing that Board or Committee. If the Chair is absent, the Vice-Chair usually presides. In the absence of Chair and Vice-Chair, the Board or Committee designates an acting chair if a quorum is present.

## APPLICATION

The City Clerk's office maintains a file of all interested citizens who have applied for membership on a City Board or Committee. A citizen interested in participating must complete an application and submit it to the City Clerk's office. As vacancies arise, applications will be provided to the City Council, which may require interviews of candidates. An applicant will be appointed by a majority vote of the City Council.

For further information, contact:

City Clerk's Office

160 Lake Ave

Palm Coast, FL 32164

TEL: (386) 986-3713

FAX: (386) 986-3714

Applications are also available on our website:

[www.palmcoastgov.com](http://www.palmcoastgov.com)

## IT'S THE LAW

### PALM COAST IN THE SUNSHINE



Florida's Government in the Sunshine Law provides a right of access to governmental proceedings at both the State and local levels. The law is equally applicable to the City Council and appointed Boards and Committees, and applies to any gathering of two (2) or more members of the same Board or Committee to discuss some matter which will foreseeably come before that Board or Committee for action. This rule extends to telephone conversations, email communication and instant messaging conversations, whether on personal or public devices. This can extend further to a casual lunch between two (2) members of a Board or Committee, if they discuss an issue concerning the appointed body to which they belong. The lunch therefore becomes a public meeting and is subject to all of the provisions of the *Sunshine Law*.

There are three (3) basic requirements of §286.011, Florida Statutes:

1. Meetings of public bodies must be open to the public;
2. Reasonable notice of such meetings must be given; and
3. Minutes of the meetings must be taken.

While this may seem very restrictive, it is not the case. Appointed members of Boards or Committees must remain aware of with whom they are communicating and what is being discussed. The safest course of action is for a member to avoid discussion with other members. When in doubt, a member should seek guidance from the City Attorney.

## QUASI-JUDICIAL PROCEDURES

When a governmental body applies law to a particular set of facts or circumstances to reach a decision, the decision is “quasi-judicial” because the governmental body is taking an action similar to that taken by a judge. “Quasi” means nearly, almost, or *like*. Traditionally, “court like” procedures of government have come to be known as “quasi-judicial” because they are like those procedures used by courts.

The actions by the Code Enforcement Board and the Planning and Land Development Regulation Board involve the application of law to a certain set of circumstances.

The Florida Supreme Court recognized that decisions of local government that apply law to specific circumstances are judicial in nature. The Supreme Court decided these “quasi-judicial” decisions must be done in a manner that would avail itself to the same protections available to those persons who are presenting a case in court.



## EX-PARTE COMMUNICATIONS

Pursuant to §286.0115, Florida Statutes, it removes the presumption of prejudice from ex-parte communications with local officials (meaning elected or appointed) by establishing the following process to disclose such communications:



1. All disclosures **must** be made before final action on a matter that is taken.
2. Any person may discuss, through any means of communication, orally or written, with any Board or Committee member, the merits of any matter on which action may be taken.
3. The Board or Committee member **must** identify the person, group or entity with whom the communication took place and it **must** be made part of the official record.
4. When working with a written communication, the Board or Committee member **must** provide the original document(s) to the City Clerk's office and/or to the Board or Committee Recording Secretary and it **must** be made part of the official record.
5. Board and Committees members may conduct investigations, site visits and receive expert opinions so long as the information obtained in the investigation, visit or opinion is disclosed and made part of the public record.



## CONFLICT OF INTEREST

Generally, a conflict of interest exists when a Board or Committee member influences a decision of the Board or Committee that will (or has the potential to) materially affect the individual's financial interest. Questions involving conflicts of interest are each unique unto themselves and each potential conflict must be considered individually for proper legal guidance to be given.

Any Board or Committee member who has a question concerning a possible conflict of interest should seek guidance from the City Attorney or a private attorney, and should do so as early in the process as possible.

If a member of a Board or Committee finds that their personal interests are involved in a matter, they should disqualify themselves from participation in that case.

Conflict issues are very complex and a violation could result in disciplinary action.

The publications and websites of the Florida Commission on Ethics, the Florida Attorney General and other agencies are available for review and study.

## STEPS TO RESOLVE A CONFLICT OF INTEREST



When a person abstains from voting due to a conflict of interest, the individual must complete FORM 8B and submit it to the City Clerk's office or the Board or Committee's Recording Secretary within fifteen (15) days of abstention. The form must become a part of the official minutes of the meeting.

### Who Must File Form 8B

This form is used by any person serving at the County, City or other local level of government on an appointed or elected Board, Council, Commission, Authority or Committee. It applies equally to members of an advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters.

**However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.**

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION  
PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

1. You must complete and file Form 8B (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will then incorporate the form within the minutes.
2. A copy of the form must be provided immediately to the other members.
3. The form must be read publicly at the next meeting after the form is filed.

IF YOU INTEND TO MAKE NO ATTEMPT TO INFLUENCE THE DECISION  
EXCEPT BY DISCUSSION AT THE MEETING:

1. You must disclose orally the nature of your conflict in the measure before participating.
2. You must complete Form 8B and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must then incorporate the form within the minutes.
3. A copy of the form must be provided immediately to the other members.
4. The form must be read publicly at the next meeting after the form is filed.

*A copy of the official Form 8B may be obtained from the City Clerk's office.*

## FINANCIAL DISCLOSURE FORMS

Members of these Boards/Committees:

- *Beautification & Environmental Advisory Committee*
- *Code Enforcement Board*
- *Planning and Land Development Regulation Board*
- *Volunteer Firefighters' Pension Fund Board*

are required by State law to complete and file a Statement of Financial Interest (Form 1) with the Supervisor of Elections within 30 days of appointment/election. You may obtain a form from the City Clerk's office, the City website, or you may contact the Commission on Ethics website at [www.ethics.state.fl.us](http://www.ethics.state.fl.us).

Thereafter, a form will be mailed to you by the County Supervisor of Elections where you reside. The form must be completed annually and returned to your County Supervisor of Elections Office by the deadline.

If the annual form is not filed by September 1st, a fine of \$25 for each day late will be imposed by the State Ethics Commission.

Upon resignation from any of the above listed Boards, State Law requires that a member complete and file a Statement of Financial Interest Form 1 (FINAL) within 60 days of the date of resignation.

## EXPECTATIONS FOR BOARD AND COMMITTEE MEMBERS

Serving on a City Board or Committee is always challenging and rewarding. The information given below should help members understand some of the expectations the City has for them in their respective roles.

1. Every member has a valuable contribution to make and each member should respect and consider each other's input on a particular subject. Members are expected and encouraged to respect the diversity of opinions of each member.
2. Members are expected to seek out and consider input from citizens interested in an issue or parties impacted by actions of the body prior to making a final determination. However, this must be done in accordance with ex-parte communication guidelines and requires that disclosures must be made at public meeting.
3. Members represent the City in their appointed roles. All members are expected to conduct themselves in a manner that demonstrates *respect, integrity, teamwork, and competence*.
4. Members should periodically take the time to set realistic and achievable goals and allow enough time to do a good job on each issue.
5. Members must treat each other with fairness and respect. Interactions between members, City staff and consultants not meeting this standard should immediately be brought to the attention of the City Manager.
6. Members should be prepared to succinctly discuss the issues. It's not a bad idea for members to make notes, or write a list of comments so they will be prepared to intelligently discuss proposals.

## MEETING PROCEDURES



It is important that all Boards and Committees have underlying organizational structure and procedures. The guidelines below provide guidance for members and the general public and a framework for Board and Committee procedures.

### PUBLIC INPUT & PARTICIPATION

Citizen input on City programs and services is vital. Citizen participation ensures relevance, efficiency and effectiveness to the community. Using citizen Boards and Committees for various issues is an important way for the City Council and City management to receive and consider citizen input.

All meetings of Boards and Committees must be open to the public.

As a general rule, public participation is encouraged and permissible. The rules to quasi-judicial proceedings require a much stricter method of hearing matters and public comments. Guidance from the City Attorney is essential in such proceedings.

## RESPONSIBILITIES OF CHAIR AND VICE-CHAIR

Chair and Vice-Chair of Boards and Committees have several important responsibilities which are essential to the effectiveness of the respective group. He/She should:

1. Be knowledgeable about parliamentary procedure and the rules governing the public body. He/She should know more about parliamentary procedure than any other member of the Board or Committee. During the meeting, the Chair should be fair, and impartial, tactful and courteous, all the while exhibiting common sense.
2. Conduct meetings in an efficient manner, focusing on the issues relevant to the functions and mission.
3. Take special care to make sure that the members know at all times what motion is being considered.
4. Regulate and facilitate discussion among members to ensure that all viewpoints are represented. Give each member the opportunity to express ideas and/or concerns on issues that are being considered by the Board or Committee.
5. Ensure compliance with the "Government in the Sunshine" laws in conjunction with the City Attorney.
6. Assist in orientating new Board and Committee members about the function, role and mission of the Board or Committee.
7. Follow the Robert's Rules of Order Newly Revised (RONR) general duties on page 24 of this Handbook.

## PREPARATION FOR MEETINGS

Before proposing that members take a formal action or position on an issue, some preparation will help assure its acceptance.

The member should ask these questions:

- Is the language of my motion clear and specific?
- Is the motion stated briefly, concisely, and directly?
- Can my intent possibly be misinterpreted?
- Is the motion stated affirmatively?
- Will the motion be in order?
- Does it call for action outside the object of the organization?
- Will the action conflict with rules of the organization or public law?
- Does it state who is to do what, when and to what intended effect?
- Is it practical?
- Has public input been considered?

When a topic is first introduced or a main motion is made, allow all questions for information purposes to be asked before opening to debate.

After seeking the floor and being recognized by the Chair, there are six steps in handling a motion:

- a. *A Member makes a motion. "I move that..."*
- b. Without seeking recognition, *another Member seconds the motion. "Second."*

- c. *The Chair states the question on the motion.* "It is moved and seconded that..."
- d. *Members debate the motion.* The maker of the motion is entitled to speak first in debate.
- e. *The Chair puts the question to a vote.* "The question is on the adoption of the motion that... Those in favor, say aye. [Pause] Those opposed, say no." [Pause]
- f. *The Chair announces the result of the vote.* "The ayes have it, the motion is adopted, and the contract is approved.... Is there further new business?" OR "The no's have it, the motion is lost, and the contract is not approved.... The next item of business is..."
- g. Findings of fact, legal conclusions and the basis for action must be articulated when required by controlling law. The City Attorney will assist to such matters.

During the meeting, observe proper parliamentary etiquette. Remarks in debate must be confined to the merits of the pending question. Unnecessary interruption of members or conversation with another member during debate should be avoided. All remarks should be made to or through the Chair. Members must listen to what colleagues and citizens have to say and keep an open mind.

Members needing information during debate must wait for recognition and use a point of information. Remember that all handwritten notes may be subject to disclosure.

## MOTIONS

All motions must be seconded, debated and adopted by a majority vote unless otherwise noted. Motions are in order of precedence: they may be made only if there is no motion of equal or higher precedence on the floor.

1. **Motion to Adjourn:** not debatable; goes to immediate majority vote.
2. **Motion to Recess:** not debatable; may be for a specific time.
3. **Motion to Appeal the Chair's Decision:** not debatable; goes to immediate vote and allows the body to overrule a decision made by the Chair.
4. **Motion to Suspend the Rules:** suspends formal process for dealing with a specific question; debatable; requires simple majority vote.
5. **Motion to End Debate and Vote or Call the Question:** applies only to the motion on the floor, not debatable; requires simple majority vote.
6. **Motion to Extend Debate:** can be general or for a specific time or number of speakers; not debatable.
7. **Motion to Study:** applies only to the main motion; refers question to a specific group with a specific time and charge.
8. **Motion to Amend:** must be voted for by a majority and by a simple majority to be passed; if the amendment is accepted as "friendly" by the proposer of the amendment, many bodies will allow it to be accepted without a formal vote; this is a way of including a consensus-building process into the procedure without endless debate over amendments to amendments; once the main motion is made, it is the property of the body to amend.
9. **Main Motion:** what it is you're debating and amending?

10. **Motion to Postpone to a Certain Time:** debatable; allows action to be delayed when it is clear that there is not sufficient information to take the appropriate action; may be used when a main motion is on the floor; simple majority vote.
11. **Motion to Refer to Staff to Place on Agenda When Necessary Data is Obtained:** debatable; may be used when a main motion is on the floor; simple majority vote.
12. **Motion to Lay on the Table:** not debatable; sets aside the pending business temporarily, without setting a time for resuming its consideration in order to take up something more urgent; to temporarily set aside agenda items to get to a particular item, simple majority vote; if a member moves to table and it is not obvious what other important business must be considered, the Chair should ask the purpose for the motion; the Chair can then suggest the appropriate motion to accomplish the desired outcome.
13. **Motion to Postpone Indefinitely:** debatable; used to kill or avoid dealing with a main motion on the floor; simple majority vote.
14. **Voice Vote:** Form of voting on a motion by which the Chair asks those in favor to respond to the motion in question by saying "aye" and then asks those opposed to the motion to say "no". If the "ayes" have the majority, the Chair will state that the motion has passed. If the prevailing side is negative, the Chair will state that the motion is lost.
15. **Roll Call Vote:** Form of voting on a motion by which the Chair states both sides and then directs the Secretary to call the roll. Each member answers as their name is called and the Secretary records their vote; upon completion of the roll, the Secretary reads the names of those who voted in the affirmative and then the names of those who voted in the negative; the total is then given to the Chair who announces the result; an entry must be made in the minutes for each Member and how he/she voted.



## ROBERT'S RULES OF ORDER NEWLY REVISED (RONR)

a. Open the meeting at the appointed time.

When the appointed time for the meeting to begin arrives, the Chair is seated, signals for quiet, if necessary, raps the gavel once, and announces, "The meeting will come to order," or "The meeting will be in order."

Quorum. A majority of the members of a Board or Committee shall constitute a quorum for the transaction of business. After opening ceremonies, this may be accomplished by the Secretary taking the roll. If there is not a quorum present within fifteen (15) minutes following the scheduled starting time of the Board or Committee meeting, the Chair can announce the absence of a quorum.

In the absence of a quorum, RONR lists only four (4) actions that are in order:

- i. Fix the Time to Which to Adjourn (set and adjourned meeting). If the public body has the authority to set an adjourned meeting under state and/or local law, care must be observed so that proper notice is given to the public.
- ii. Adjourn. If the members present choose to adjourn, the next meeting will be the next regularly scheduled meeting, unless a special meeting is called in the interim.
- iii. Recess. The public body may choose to take a short recess and wait for the members) to arrive to achieve a quorum.
- iv. Take Measures to Obtain a Quorum. Alternatively, members present may choose to take action to obtain a quorum, such as to contact members or even to pick them up and bring them to the meeting.

Members sometimes want to proceed with discussion of items of business, even though they will discuss the item again when a quorum is present at the current or subsequent meeting. *The only time this may be appropriate is if a presentation was to have been made that could not be made at a later meeting.* Even this may backfire, with the absent members out of the loop of information necessary to formulate a decision.

The meeting should be called to order to make a good faith effort to fulfill the obligation to hold the meeting as scheduled. Minutes would then reflect the absence of a quorum and the appropriate action taken.

- b. Announce in proper sequence the items to come before the Board or Committee.

As a part of the special rules of order, a public body should include an order for taking up the business of the assembly. This is accomplished by using the written agenda process.

- c. Recognize members who are entitled to the floor.

Members obtain the floor by being recognized by the Chair. They do not have to rise as in an ordinary society, but rather signal the Chair that they wish to speak. The custom of the public body dictates whether raising a hand is sufficient to request recognition or whether a member must address the Chair.

If members interrupt a speaker and the purpose for the interruption is not in order, the Chair should advise that they would be recognized after the current speaker completes comments.

- d. State and put to vote all questions that legitimately come before the assembly, and announce the result of the vote.

After a motion is made and seconded, the Chair repeats the motion: "It is moved and seconded that..." This places the motion before the assembly. Until that time, the motion belongs only to the member who made it, who may modify the motion or even withdraw it.

After debate (if allowed) is concluded, the Chair puts the motion to a vote. At this time the Chair can remind the members of the motion on the floor.

After the vote is taken, the Chair announces the result of the vote by stating which side has it ("The ayes have it" or "The noes have it"), whether it was adopted or lost ("The motion is adopted" or "The motion is lost"), the effect of the action, and when appropriate, the next item of business (or request that the Secretary read the next item of business).

- e. Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.

A motion is frivolous or dilatory if it seeks to obstruct or thwart the will of the assembly, misuses the legitimate forms of motions, abuses the privilege of renewing certain motions, or is absurd in substance.

The motion, not necessarily the member, is out of order.

- f. Enforce the rules relating to debate.

- g. Discourage the repetition of arguments. Attempt to call on people who have not yet spoken before those who have already spoken. Discourage dialogues that start up between two (2) individuals in debate.
- h. If debate carries on too long or time limits for presentations are established, impose or enforce time limits on speakers.
- i. Discourage people from talking in acronyms - spell them out.
- j. Expedite business in every way compatible with the rights of members.

The Chair may expedite business by suggesting that a motion could be made ("The Chair would entertain a motion to...").

Unanimous consent provides an efficient way to expedite business when there appears to be little or no opposition to a motion. The Chair asks, "Is there any objection to...? [Pause] Since there is no objection, the motion is adopted." If a single member objects, a vote is taken in the usual manner.

- k. Decide all questions of order subject to appeal.

The Chair is obligated to rule on all points of order - a motion alleging that a rule is being violated. Members have the right to appeal the decision made by the Chair.

- I. Respond to inquiries of members relating to parliamentary procedure or facts. A parliamentary inquiry is a question to obtain information regarding parliamentary law or rules of the public body.

A point of information is a request to the Chair, or through the Chair, to obtain information relevant to the business at hand.

- m. Authenticate all acts or orders.

The Chair may be responsible for signing official correspondence, approved minutes of meetings together with the Secretary. These responsibilities are subject to the rules of the local body.

- n. Declare the meeting adjourned.

The Chair should declare the meeting adjourned under the following circumstances:

- i. When the predetermined hour of adjournment has arrived.
  - ii. When it appears there is no further business.
  - iii. In the event of fire, riot, or other extreme emergency.
- o. Subject to the rules of the governing body, there are certain things that the Chair should always do, and likewise, things that the Chair never should do. A partial list of helpful tips follows:

**Always**

- Maintain order.
- Provide strong leadership.
- Remain impartial.
- Be tactful.

- Be fair.
- Keep discussion germane to the pending question.
- Exercise good judgment.

**Never**

- Get excited.
- Be unjust, even to troublesome members.
- Take advantage of a member's lack of knowledge.
- Be more technical than necessary.
- Allow remarks or debate to wander off the subject.
- Indicate personal feelings so the assembly knows the Chair's opinion of the question under discussion, unless the public body is operating as a small Board.

p. **Making Motions**. The Chair having *voice* in accordance with governing documents may make motions or second motions. However, this is clearly not the best approach. The better approach is that the Chair "entertains a motion" rather than making it. If the Chair feels strongly about an issue and no other member makes or seconds the motion, that action can also be taken by the Chair. This should not, however, be a common occurrence. The Chair must pass the gavel to the Vice Mayor or City Clerk at that time and not accept the gavel oath until the matter is concluded.

- q. Participate in Discussion. The Chair having *voice* in accordance with governing documents may also speak in debate to any motion. This privilege should be used after all other members have exhausted their rights in debate. In this way, the Chair maintains, as much as possible, the appearance of impartiality.
- r. Voting. Chairs, unless otherwise stated in governing documents, have the right to vote on all motions.
- s. The Chair's ruling must be followed unless overruled by the Board or Committee or is contrary to City code or ordinances or other established policy.
- t. The Chairs may not veto actions by the Board or Committee.
- u. Assist in mediating conflicts or disputes between Board or Committee members.
- v. The Chair is responsible for acting as liaison between City staff, consultants, and the Board or Committee.

*Serving on a  
Volunteer Board or Committee  
is an excellent opportunity to pursue  
interests in local governmental activities.*

*The Boards and Committees offer  
invaluable insight to the City Council,  
City Staff and the entire community.*

*All interested citizens are  
encouraged to apply for any  
opening or vacancy advertised.*

City of Palm Coast

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