RULES OF ORDER

DIVERSITY ADVISORY COUNCIL

HILLSBOROUGH COUNTY, FLORIDA

Rule 1. INTRODUCTION. The purpose of these rules is to provide for the smooth and orderly functioning of the business of the Diversity Advisory Council (Council) and to provide a basis for resolving questions of procedure when they arise.

Rule 2. STANDING RULES OF ORDER. The Roberts Rules of Order, Newly Revised (copyright 2011) are adopted as parliamentary authority for the conduct of all meetings of the Council except when they are inconsistent with these rules of order or any other provisions of law which apply to this Council.

Rule 3. ATTENDANCE. Each Council Member must give reasonable advance notice to the Office of Community Impact of such Council Member's anticipated absence from a regular meeting of the Council. Any member who has a total of three (3) absences that occur without advance notice in any 12-month period shall be recommended for removal from the Council. A recommendation for removal shall be forwarded by the Council to the Hillsborough County Board of County Commissioners for consideration.

Rule 4. QUORUM. A quorum is the number of Council Members necessary to legally transact business. Fifty percent plus one of those seats which are filled shall constitute a quorum.

Rule 5. PRESIDING OFFICER. The Chair shall preside at all meetings of the Council. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and Vice-Chair, a presiding officer shall be selected by a majority vote of those Council Members present. The Chair and the Vice Chair shall be selected at the Council's first meeting.

The presiding officer of the Council shall have the following functions:

(a) determining that a quorum is present.

(b) opening the meeting and calling the meeting to order.

(c) recognizing Members of the Council to speak.

(d) recognizing members of the general public or staff to speak.

(e) putting to vote all questions which come before the Council as motions.

(f) deciding all questions of order.

(g) refusing to recognize frivolous or dilatory motions.

(h) refusing to recognize motions out of order.

(i) adjourning meetings when there is a sudden emergency affecting the safety of the Council and others.

The decision of the presiding officer shall stand unless reversed by a majority vote of the members present after the proper motion has been made and seconded to reverse such a decision.

Rule 6. VOTING. Voting shall be done by voice vote unless there is a dissenting vote, in which case there shall be a show of hands. The staff to the Council will officially record the votes.

Rule 7. ABSTENTION. No Council Member may abstain from voting on any matter before the Council upon which official action is to be taken unless there is or appears to be a possible conflict of interest under the provisions of applicable laws. In such cases, said Council Members shall comply with the disclosure requirements of State Law.

Rule 8. MOTIONS. No matter may be officially acted upon by the Council unless a motion has been made by a Council Member to take such action and said motion has been seconded by another Council Member. When a motion has been made and seconded, the presiding officer shall conduct debate on the merits of the motion.

The presiding officer shall first recognize Council Members to speak on the question and then shall recognize members of staff if appropriate. The general public may speak on the question during public comment. The presiding officer shall have the authority to close debate and call for a vote on the motion. The presiding officer cannot close the debate as long as any Council Member wishes to speak unless a majority of the Council votes to call for the question and to vote on the motion. The presiding officer, as a matter of prerogative and duty of the chair, may once during each hour and thirty minutes of the meeting of the Council call a ten-minute recess.

Rule 9. SUBSIDIARY MOTIONS. These are applied to original motions in order to more appropriately dispose of the original motions. Subsidiary motions include:

(a) motion to amend.

(b) motion to postpone.

(c) motion to refer to committee or staff. When such motions are made and seconded, the subsidiary motion supplements the original motion and must be decided by a majority vote before the original motion can be acted upon.

Rule 10. PRIVILEGED MOTIONS. These motions are of such great importance that they take precedence over all other motions and questions and are not debatable. These motions include:

(a) fixing a time to adjourn.

(b) adjournment.

(c) taking a recess.

Rule 11. RECONSIDERATION. A motion to reconsider any vote or proceeding of the Council may only be made by a Council Member who had previously voted on the prevailing side. No item may be reconsidered unless a motion has been made and seconded and a majority of the Council votes to so reconsider.

Rule 12. SCHEDULING OF AGENDA ITEMS. At the end of each meeting, the Council will discuss and approve issues for upcoming agendas. Issues to be put on the agenda must receive a majority vote of the Council.

Rule 13. AGENDA AND ORDER OF BUSINESS. An agenda of matters to be discussed by the Council shall be prepared by staff and shall be made available to the public a reasonable time before the Council meeting. In

cases of special circumstances or emergencies, items not on the agenda may be acted upon by the Council.

Rule 14. REGULAR MEETINGS. Regular meetings of the Council shall be held a minimum of once monthly at a time to be set and a place to be selected by the Council.

Rule 15. SPECIAL MEETINGS. Special meetings of the Council may be called at any time by the Chair, or by the Vice-Chair in the absence of the Chair. Notice of special meetings shall be in writing or by telephone or by electronic communication as designated by the Member. The Chair or his duly authorized representative shall serve each Council Member with a notice of a special meeting at least 48 hours before the meeting. Said notice shall state subject matter(s) to be discussed at the special meeting.

Rule 16. EMERGENCY MEETINGS. Emergency meetings of the Council may be called at any time by the Chair, or by the Vice-Chair in the absence of the Chair. Notice shall be given in writing or by telephone or by electronic communication in whatever manner is best designed to give actual notice to the Member. Emergency meetings may be called although "due public notice" may be impracticable or impossible. Minutes of emergency meetings must be kept in the same manner as those for regular and special meetings.

Rule 17. MINUTES. Written minutes of all meetings of the Council shall be recorded by the staff of the Council. These written minutes shall be open for public inspection. Minutes of previous meetings may be circulated for

corrections and studying by Council Members as long as any changes, corrections or deletions are discussed during an official meeting and are duly approved by the Council at said meeting.

Rule 18. OPEN MEETINGS. All regular, special, and emergency meetings of the Council shall be open to the public in accordance with Chapter 286, Florida Statutes.

Rule 19. RESOLUTIONS. All resolutions shall be in writing and shall embrace only one subject.

Rule 20. AUDIENCE COMMENTS. This agenda item is designated to furnish a public forum for citizens to address the Council concerning matters of personal and general interest. Each person appearing under this section of the agenda will be limited to five (5) minutes. At the discretion of the Council, this time may be changed.

Rule 21. WAIVER OF RULES OF ORDER. Where not in conflict with law, any of the above rules of order may be temporarily suspended for the meeting in session by a majority vote plus one of those Council Members present at said meeting.

Rule 22. AMENDMENTS. These rules of order may be amended by action of a majority vote of the Council Members present at a regular or special meeting of the Council; provided, however, such amendments shall not become effective until the same have received a like vote at the next regularly scheduled meeting.

Rule 23. EFFECTIVE DATE. These rules became effective immediately upon adoption by the Council on February 3, 2014.