

**MPOAC Agency Bylaws**  
*(adopted January 22, 2015)*

**Section 1. Definitions.** As used in these bylaws, the following terms shall be defined as follows:

(a) "MPO" means and refers to a metropolitan planning organization as provided for in 23 U.S.C. Section 134 and Section 339.175, Florida Statutes.

(b) "MPOAC" shall mean the State of Florida, Metropolitan Planning Organization Advisory Council as provided for in Section 339.175, Florida Statutes.

(c) "Record" shall include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by the MPOAC. A record shall be as specified in Section 119.011, Florida Statutes, or as determined pursuant to judicial interpretation of Chapter 119, Florida Statutes.

(d) "TPO" or "Transportation Planning Organization" refers to a MPO.

**Section 2. MPOAC Organization.**

(a) The Governing Board of the MPOAC is composed of a twenty-seven (27) member Governing Board. Each individual MPO or TPO selects one representative and one alternate representative to serve on the Governing Board. Alternate representatives shall vote, participate for the purpose of forming a quorum, make or second motions, and otherwise act as a member of the MPOAC Governing Board, only in the absence of the representative that the alternate has been appointed to serve in place of; provided, however, that alternate representatives may always attend Governing Board meetings and participate in debate.

(b) Organizational structure.

(1) Executive Committee. The Executive Committee consists of the MPOAC Governing Board Chair and Vice-Chair, a member of the Governing Board serving at-large, the Staff Directors' Advisory Committee Chair and Vice-Chair.

(2) In addition to the Governing Board, the MPOAC will be composed of at least one (1) committee, the Staff

Directors' Advisory Committee, which is advisory to the Governing Board. The MPOAC will be staffed by an executive director who hires, supervises, and may terminate or suspend MPOAC staff or consultants. The executive director serves as the agency clerk. The MPOAC may retain a general counsel and other staff as necessary to perform adequately the functions of the MPOAC within budgetary limitations.

(c) Executive Committee.

(1) The at-large Governing Board member of the Executive Committee will be selected at the same time that the Governing Board Chair and Vice-Chair are selected. If the at-large member position shall become vacant, the Governing Board shall select an at-large member to complete the term of the individual being replaced. Said replacement member shall serve until such time as the election is held for Governing Board Chair, Vice-Chair, and the Executive Committee at-large member.

(2) The Executive Committee shall provide policy direction for the MPOAC between Governing Board meetings and provide an annual evaluation of the MPOAC Executive Director.

(d) Staff Directors' Advisory Committee. The Staff Directors' Advisory Committee is responsible for providing guidance to the MPOAC Governing Board regarding transportation issues and agency operation. It may assist in the preparation of the MPOAC agenda. In addition, the Staff Directors' Advisory Committee may serve as a forum for the discussion and formulation of recommendations to the Governing Board which will later be forwarded to appropriate governmental bodies or other individuals. Recommendations shall relate to statewide concerns regarding all transportation-related issues.

(e) Executive Director. The MPOAC Governing Board may appoint an executive director. The executive director shall be responsible for carrying out policy determinations and directives of the MPOAC Governing Board. The executive director shall have authority to hire, supervise, and terminate other subordinate employees of the MPOAC. The executive director reports for day-to-day supervision to the Chair of the Governing Board.

(f) Agency Clerk. As a part of the duties of the position of Executive Director, the executive director shall serve *ex officio* as the agency clerk. The duties and responsibilities of the agency clerk shall be to: index and file agency resolutions, orders, and bylaws in a manner not inconsistent with applicable provisions of the Florida Rules of

Appellate Procedure; send notices of workshops and meetings; transcribe minutes of the Governing Board, committee, and subcommittee meetings and workshops; maintain all agency files and records; make certifications of true copies and actions; attest to the signatures of MPOAC officers; and perform such other duties as determined by the MPOAC Governing Board.

(g) General Counsel. The MPOAC Governing Board may also appoint and retain a general counsel. The general counsel shall be responsible for assisting the MPOAC in legal matters and representation of the MPOAC in legal proceedings. The MPOAC general counsel shall at all times be a member of the Florida Bar and shall have been a practicing attorney for at least five (5) years prior to assuming the position of general counsel. The Governing Board may also retain special legal counsel from time to time as necessary for the handling of specialized legal matters.

### **Section 3. MPOAC Governing Board.**

(a) The MPOAC Governing Board consists of one representative from each of the following MPOs:

- (1) Bay County Transportation Planning Organization
- (2) Broward Metropolitan Planning Organization
- (3) Capital Region Transportation Planning Agency
- (4) Charlotte County-Punta Gorda Metropolitan Planning Organization
- (5) Collier Metropolitan Planning Organization
- (6) Florida-Alabama Transportation Planning Organization
- (7) Heartland Regional Transportation Planning Organization
- (8) Hernando/Citrus Metropolitan Planning Organization
- (9) Hillsborough County Metropolitan Planning Organization
- (10) Indian River County Metropolitan Planning Organization
- (11) Lake-Sumter Metropolitan Planning Organization
- (12) Lee County Metropolitan Planning Organization
- (13) Martin Metropolitan Planning Organization
- (14) MetroPlan Orlando
- (15) Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
- (16) Miami-Dade Metropolitan Planning Organization
- (17) North Florida Transportation Planning

Organization

(18) Ocala-Marion County Transportation Planning

Organization

(19) Okaloosa-Walton Transportation Planning

Organization

(20) Pasco County Metropolitan Planning Organization

(21) Palm Beach Metropolitan Planning Organization

(22) Pinellas County Metropolitan Planning

Organization

(23) Polk Transportation Planning Organization

(24) River to Sea Transportation Planning

Organization

(25) Sarasota/Manatee Metropolitan Planning

Organization

(26) Space Coast Transportation Planning Organization

(27) St. Lucie Transportation Planning Organization

(b) Appointment of Governing Board representatives.

(1) Each MPO or TPO shall appoint one (1) representative and one (1) alternate representative to serve on the MPOAC Governing Board. Regular Governing Board members or alternate members may be reappointed from time to time by their appointing MPO or TPO.

(2) The term for a representative and an alternate representative shall be from January 1st to December 31st of each calendar year. By no later than December 31st of each calendar year, each MPO or TPO shall appoint its representative to the MPOAC to serve for the succeeding calendar year.

(3) No individual shall be eligible to vote on the MPOAC until the appointing MPO or TPO certifies in writing or electronically by e-mail to the MPOAC that such individual is authorized to act as the representative or alternate representative of the certifying MPO or TPO.

(4) Each representative and each alternate representative of a MPO or TPO shall serve at the pleasure of the appointing MPO or TPO; provided, that a representative or an alternate representative on the MPOAC Governing Board must at all times be a representative sitting on the Governing Board of the appointing MPO or TPO.

(5) Vacancies shall be filled only by an appointment by the original appointing MPO or TPO.

(c) Upon the creation of a new MPO pursuant to Section 339.175, Florida Statutes, said MPO or TPO is entitled to the appointment of one representative and one alternate representative to serve as a member of the MPOAC Governing Board.

#### **Section 4. Organization of the Governing Board.**

(a) The MPOAC Governing Board shall at its first meeting of the calendar year elect a chairperson and vice-chairperson, as its officers. The chairperson and vice-chairperson shall take office as of the time and date set for the MPOAC Governing Board regularly scheduled meeting in the third quarter of the calendar year (historically the meeting held in July), ~~for~~ as soon thereafter as possible, and shall serve until the time and date set for the beginning of the regularly scheduled MPOAC Governing Board meeting in the third quarter of the next calendar year, or until a successor is thereafter elected, whichever event shall first occur. The chairperson and vice-chairperson must at all times during their term of office be members of the MPOAC Governing Board.

(b) If a vacancy occurs in any MPOAC Governing Board office, the MPOAC Governing Board shall fill the vacancy, and the individual filling the vacancy shall serve until the time set for the beginning of the MPOAC Governing Board meeting held in the third quarter of the calendar year, or until a successor is thereafter elected, whichever event shall first occur.

(c) Chairperson; Vice-Chairperson. The chairperson of the MPOAC shall call and preside at all meetings of the MPOAC Governing Board. The chairperson is authorized to execute on behalf of the MPOAC all documents which have been approved by the MPOAC Governing Board. The vice-chairperson shall act as chairperson in the absence of the chairperson.

(d) Agenda preparation. After consultation with the Chairperson of the Governing Board, the Executive Director is responsible for the preparation of agendas for future meetings.

(e) Quorum. At least seven (7) of the voting members of the MPOAC Governing Board must be present for the MPOAC Governing Board to conduct business. All votes must pass by a vote of a majority of those members present and voting or by five (5) votes, whichever number shall be greater.

(f) Meetings.

(1) The MPOAC shall meet no less often than once each calendar quarter during the year based on an annual schedule established by the Governing Board which schedule may be amended from time to time by the Governing Board, unless said meeting is cancelled or rescheduled by the chairperson. The chairperson shall be empowered to cancel any of the foregoing regular meetings, as necessary.

(2) Special meetings may be called by the Governing Board chairperson or through a letter of petition from at least four (4) members of the Governing Board; provided, that all public notice requirements are satisfied. The letter shall state the purpose of the special meeting.

(3) Emergency meetings may be called as provided in Section 9.

(4) Joint meetings of the Governing Board and the Staff Directors' Advisory Committee. At the call of the Governing Board Chair or after consultation between the Governing Board Chair and the Staff Directors' Advisory Committee Chair at the call of the Staff Directors' Advisory Committee Chair, meetings of the Staff Directors' Advisory Committee may be held simultaneous with a Governing Board meeting.

(g) Subcommittees as necessary to assist the Governing Board may be established by the chairperson or by a majority vote of those present and voting at a Governing Board meeting. Sub-committee members shall be appointed by the Governing Board Chairperson.

**Section 5. Staff Directors' Advisory Committee and Subcommittees.**

(a) Appointment of Committee representatives.

(1) The MPOAC Staff Directors' Advisory Committee is comprised of one staff person from each of the MPOs or TPOs listed in Section 2. One (1) member representative to serve on the Staff Directors' Advisory Committee shall be designated by each MPO or TPO. In addition, each MPO that designates a member representative to the Staff Directors' Advisory Committee shall also designate one (1) alternate member representative. Alternate member representatives shall vote, participate for the purpose of forming a quorum, make or second motions, and

otherwise act as a member representative of the Staff Directors' Advisory Committee only in the absence of the member representative that the alternate has appointed to serve in place of; provided, however, that alternate member representatives may always attend committee meetings and participate in debate.

(2) Regular Staff Directors' Advisory Committee Member representatives or alternate member representatives may be reappointed from time to time by their appointing MPO or TPO.

(3) Each Staff Directors' Advisory Committee member representative and each alternate member representative of a MPO or TPO shall serve at the pleasure of the appointing MPO or TPO. Vacancies shall be filled only by an appointment by the original appointing MPO or TPO.

(4) Upon the creation of a new MPO pursuant to Section 339.175, Florida Statutes, said MPO or TPO is entitled to the appointment of one member representative and one alternate member representative to serve on the Staff Directors' Advisory Committee.

(b) The term of service for a member representative on the Staff Directors' Advisory Committee shall be for a period of time beginning on January 1st and ending on December 31st of each year. Members and alternate members are eligible for reappointment. By no later than December 31st of each calendar year, each MPO or TPO shall designate its representative and an alternate representative to the MPOAC.

(c) No individual shall be eligible to vote on the Staff Directors' Advisory Committee until the appointing MPO or TPO certifies in writing or electronically by e-mail to the MPOAC that such individual is authorized to vote as the representative, or alternate, of the certifying entity. Each member and alternate member of the committee shall serve at the pleasure of the appointing MPO or TPO. Each individual appointed to serve, as a regular member or an alternate member of the Staff Directors' Advisory Committee, as a representative of a MPO or TPO must be an employee of the MPO or TPO represented or the governmental agency staffing a MPO or TPO.

(d) Officers. The officers of the Staff Directors' Advisory Committee shall be the chairperson and the vice-chairperson. The chairperson and vice-chairperson shall be selected by a majority vote of the membership of the Staff

Directors' Advisory Committee present and voting. The chairperson and vice-chairperson shall take office as of the time and date set for the MPOAC Staff Directors' Advisory Committee meeting in July (or as soon thereafter as possible if a meeting is not held in July) and shall serve until the time and date set for the beginning of the Staff Directors' Advisory Committee meeting in July (or as soon thereafter as possible if a meeting is not held in July) of the next succeeding year, or until a successor is thereafter elected. The chairperson and vice-chairperson must be members of the Staff Directors' Advisory Committee.

(e) Chairperson; Vice-Chairperson. The chairperson of the Staff Directors' Advisory Committee shall call and preside at all meetings of the Staff Directors' Advisory Committee. The chairperson is authorized to implement on behalf of the Staff Directors' Advisory Committee all decisions which have been approved by the Staff Directors' Advisory Committee, and the chairperson is authorized to execute on behalf of the Staff Directors' Advisory Committee all documents which have been approved by the Staff Directors' Advisory Committee. The vice-chairperson shall act as chairperson in the absence of the chairperson.

(f) Agenda preparation. After consultation with the Chairperson of the Staff Directors' Advisory, Committee, the Executive Director is responsible for the preparation of agendas for future meetings.

(g) Quorum. At least seven (7) of the voting members of the Staff Directors' Advisory Committee must be present for the Staff Directors' Advisory Committee to conduct business. All votes must pass by a vote of a majority of those members present and voting or by five (5) votes, whichever number shall be greater.

(h) Meetings. Regular meetings of the Staff Directors' Advisory Committee shall be held at least once each calendar year quarter based on an annual schedule established by the MPOAC Governing Board which schedule may be amended from time to time by the MPOAC Governing Board, unless cancelled or rescheduled by the Staff Directors' Advisory Committee chairperson. The chairperson may cancel a meeting as a result of a lack of business to bring to the committee. Regular meetings shall be held immediately prior to, or at ~~as~~ the option of the Chairperson simultaneous with the meetings of the Governing Board. Joint meetings of the Staff Directors'

Advisory Committee and Governing Board may be conducted, and those meetings may be called as provided in Section 4(f)(4). Meetings shall be held in the same location as the Governing Board meeting. The chairperson shall set the time and location of special meetings. Special meetings shall be called by the Staff Directors' Advisory Committee chairperson or through a letter of petition from at least four (4) members; provided, that applicable public requirements are satisfied. This letter shall state the purpose of the special meeting.

(i) Subcommittees may be established by the chairperson or by a majority vote of those present and voting at a Staff Directors' Advisory Committee meeting as necessary to assist the Staff Directors' Advisory Committee. Sub-committee members shall be appointed by the committee chairperson.

**Section 6. Open Meetings; Public Records; and Principal Office of the MPOAC.**

(a) Open Meetings. All meetings of the Governing Board, its advisory committee, and any sub-committee, will be open to the public, except as provided by applicable federal or Florida law, if any.

(b) Records. All MPOAC records shall be open to the general public, unless such records are subject to an exemption from Chapter 119, Florida Statutes, or are confidential as required by law. The general public can review, or obtain copies of records (provided said public records are not non-reproducible pursuant to 17 U.S.C. §101 et seq.), unless said records are exempt or confidential pursuant to Section 119.071, Florida Statutes, or other provisions of federal or Florida law. Charges for copies may be made pursuant to Chapter 119, Florida Statutes. Public records shall be made available to the public for inspection at the principal office of the MPOAC.

(c) Principal Office of the MPOAC. The principal office of the MPOAC is located at such location as designated from time to time by the Governing Board. The address, e-mail address, and telephone number of the principal office shall be displayed on the MPOAC Internet web-site. The MPOAC executive director and staff are located at the principal office. MPOAC official records, other than records of the general counsel, shall be maintained in the principal office of the MPOAC. Interested parties may receive copies of agency records from the agency clerk at the principal office of the MPOAC.

## **Section 7. Setting the Agenda.**

(a) Governing Board meeting. At least fifteen (15) days prior to a meeting or workshop, the MPOAC executive director, in consultation with the Governing Board Chairperson, shall prepare the agenda for the Governing Board meeting.

(b) Staff Directors' Advisory Committee or other committee.

(1) At least fifteen (15) days prior to a meeting or workshop, the MPOAC executive director, in consultation with the Staff Directors' Advisory Committee Chairperson, shall prepare the agenda for the Staff Directors' Advisory Committee meeting.

(2) At least fifteen (15) days prior to a meeting or workshop of any MPOAC committee, the MPOAC executive director, in consultation with the committee chairperson, shall prepare the agenda for the committee meeting.

(c) Subcommittees. At least fifteen (15) days prior to a meeting or workshop of a subcommittee, the MPOAC executive director, in consultation with the subcommittee chairperson, shall prepare the agenda for the subcommittee meeting.

(d) Upon completion of the preparation of an agenda for the Governing Board, any committee, or any subcommittee, the agency clerk shall make available the agenda for the meeting for distribution on request by any interested person who pays the reasonable cost for a copy of said agenda; to any person named in said agenda; and to any class of individuals to whom intended action is directed.

(e) Any person desiring to have an item placed on the agenda of a meeting of the MPOAC Governing Board, an advisory committee, or a subcommittee, shall request in writing that the item be considered at the next regularly scheduled meeting of the Governing Board, advisory committee, or a subcommittee, as appropriate; provided, however, such request must be received thirty (30) days in advance of said regularly scheduled meeting. Written requests for placing an item on the agenda must describe and summarize the item and shall be mailed, e-mailed, or hand delivered to the MPOAC executive director.

(f) The agenda shall be specific as to items to be considered. All matters involving the exercise of agency discretion and policy making shall be listed on the agenda. The

agenda shall include a disclaimer as required pursuant to Section 286.0105, Florida Statutes. Any items added to an agenda after its publication should be for information or reporting and not for action, unless the item is added as an emergency business item, an item that must be acted on because of a time deadline and which item was not known or available at the time that the agenda was prepared, or for consideration of solely ministerial or internal-administrative matters, which do not affect the interests of the public generally.

(g) The order of business for a regular meeting of the Governing Board or the Staff Directors' Advisory Committee shall be as follows:

1. Call to Order & Pledge of Allegiance
2. Approval of Minutes
3. Public Comments (non-agenda items)
4. Executive Director's Report
5. Agency Reports
  - A. Florida Department of Transportation
  - B. Federal Highway Administration
  - C. Federal Transit Administration
6. Business Items & Presentations
7. Communications
8. Member Comments
9. Adjournment

In preparing the agenda, the Executive Director may vary the order of items.

(h) The agenda shall list the items in the order they are to be considered; provided, however, that for good cause stated in the record by the person who is designated to preside at the event, items may be considered out of their listed order.

## **Section 8. Notice of Meetings and Workshops.**

(a) Governing Board Meetings.

(1) Except in the case of an emergency meeting, the MPOAC agency clerk shall give written notice that will ensure receipt of said notice by all members and the general public at least seven (7) days prior to any non-emergency meeting or workshop of the Governing Board or the Executive Committee. In addition, the agency clerk shall prepare and make available a copy of said notice: for distribution on request to any interested person who pays the reasonable cost for a copy of

said notice; to any person named in said notice; and to any class of individuals to whom action is directed. Meeting notices shall be advertised on the MPOAC web-site at least seven (7) days prior to any non-emergency meeting. Meeting notices given pursuant to this paragraph shall include a copy of the meeting agenda. All notices to members shall be sent to the official address of the MPO or such other current address on file with the agency clerk.

(2) Notices of regular meetings and travel and accommodation information shall be sent to Governing Board members at least thirty (30) days prior to the meeting date.

(3) The notice of meetings or workshops shall, at a minimum, provide:

A. The date, time, and place of the meeting or workshop.

B. Advise the general public that at the meeting or workshop the agency will accept written or oral comment from the public with regard to agenda items; that agenda items may be reviewed by the public; the location, days, and time during which the agenda items may be examined by the public; and that anyone wishes to appeal any action of the agency with regard to a decision made at the meeting may need a verbatim transcript of the hearing and that said person shall be responsible for furnishing said transcript, as well as the cost of furnishing the transcript.

(4) Except as otherwise provided herein, notice may be given by regular U.S. mail, postage paid, nationally recognized overnight courier (delivery prepaid), or by e-mail. Governing Board agenda packages, including backup information for all agenda items, shall be provided by regular U.S. mail, postage paid or nationally recognized overnight courier (delivery prepaid).

(b) Staff Directors' Advisory Committee, ~~and~~ other committees, and sub-committees. The provisions of sub-section (a) above shall apply to the Staff Directors' Advisory Committee, any other MPOAC committee, and any subcommittees.

## **Section 9. Emergency Meetings.**

(a) The MPOAC Governing Board, the Executive Committee, an advisory committee, or one of its subcommittees, may hold an

emergency meeting, notwithstanding the provisions of any other section of these bylaws for the purpose of acting upon matters affecting the public health, safety, or welfare. The form of notice shall be as set forth in Section 8. The form of the agenda shall be as prescribed in Section 7(g) and (h).

(b) Whenever an emergency meeting is scheduled to be held, the agency clerk shall notify, as soon as possible prior to the meeting, at least one major newspaper of general circulation in the area where the meeting will take place, stating the time, date, place and purpose of the meeting or workshop.

(c) Following an emergency meeting the agency clerk shall cause to be published on the MPOAC web-site, notice as set forth in Section 8(a)(3), a statement setting forth the reasons why an emergency meeting was necessary, and a statement setting forth the action taken at the meeting.

#### **Section 10. Rules of Procedure; Action by Consent.**

(a) Rules of Procedure. All meetings of the Governing Board, any advisory committee, or any sub-committee shall be governed by Robert's Rules of Order as most recently revised.

(b) By general, unanimous, or silent consent, the Governing Board, or the Staff Directors' Advisory Committee, can do business with little regard for the rules of procedure, as they are made for the protection of the minority, and when there is no minority to protect, there is little need for the restraint of the rules, except such as to protect the rights of absent members. In the former case the consent of the absentees cannot be given. A single objection defeats a request for general consent. By the legitimate use of the principle that the rules are designed for the protection of the minority, and generally need not be strictly enforced when there is no minority to protect, business may be greatly expedited. When there is evidently no opposition, except in the case of state law requiring a recorded vote or when a written resolution is being adopted in final form, the formality of voting can be avoided by the Chairman asking if there is any objection to the proposed action, and if there is none, announcing the result. The action thus taken is said to be done by general consent, or unanimous or silent consent. Thus, after an order has been adopted limiting the speeches to three minutes each, if a speaker is so interesting that when his time has expired there is a general demand for him to go on, the Chairman as the presiding officer, instead of waiting for a motion and taking a

vote, could accept it as the will of the assembly that the speaker's time be extended, and would direct him to proceed. Or, he might say that if there is no objection, the member's time will be extended two minutes, or some other time. (Excerpted from Robert's Rules of Order).

## **Section 11. Public Comment.**

### (a) Public Comment with regard to Non-Agenda Items.

(1) In the early stages of a Governing Board or Staff Directors' Advisory Committee meeting, time will be reserved for comment by members of the general public and other non-agency individuals. Individuals speaking during "Public Comment" will limit their comments to items not on the agenda. Members of the public and non-agency personnel comments are limited to not more than three (3) minutes per person, although the speaker is permitted to submit commentary in writing of any length provided that copies are made for all members of the board or committee being addressed by the speaker and the board secretary. No members of the public or non-agency personnel may lend speaking time to another speaker. The "Public Comment" period is limited to not more than 15 minutes duration. The Chairman of the Governing Board or Staff Directors' Advisory Committee, as applicable, may extend the time for an individual person speaking, or the overall "Public Comment" period, for limited periods and for good cause shown.

(2) During a presentation by a member of the public or other non-agency personnel, other members of the public, non-agency personnel, Governing Board Members, Members of the Staff Directors' Advisory Committee, or agency staff members (other than the meeting Chairman in said individual's role as the presiding officer) shall avoid interrupting the speaker. After all speakers have completed comments or a presentation, the Chairman, Governing Board Members, members of the Staff Directors' Advisory Committee, and agency staff may question the speakers. Time for question and answer of a speaker will not be deducted from the speaker's three (3) minute speaking limitation.

### (b) Public Comment with regard to Agenda Items.

(1) With regard to an agenda item, time will be reserved for comment by members of public comment and other non-agency personnel. Members of the public and non-agency individuals will limit their comments to the specific agenda

item under consideration or the individual's comments will be considered to be out of order. Comments by members of the public and non-agency personnel are limited to not more than three (3) minutes per person, although the speaker is permitted to submit commentary in writing of any length provided that copies are made for all members of the board or committee being addressed by the speaker and the board secretary. No members of the public or non-agency individuals may lend speaking time to another speaker making comment. The Chairman of the Governing Board or Staff Directors' Advisory Committee, as applicable, may extend the time for an individual making comment for limited periods for good cause shown.

(2) During a presentation by a member of the public or other non-agency personnel, other members of the public, non-agency personnel, Governing Board Members, members of the Staff Directors' Advisory Committee, or agency staff members (other than the Chairman in said individual's role as the presiding officer) shall avoid interrupting the speaker. After all speakers have completed comments or a presentation, the Chairman, Governing Board Members, and agency staff may question the speakers. Time for question and answer of a speaker will not be deducted from the speaker's three (3) minute speaking limitation.

(c) Addressing the Governing Board; Decorum. Members of the public or non-agency personnel seeking to address the Governing Board or the Staff Directors' Advisory Committee should prepare their remarks before addressing the Governing Board or the Staff Directors' Advisory Committee in an effort to be concise and to the point. Speakers must come to the lectern to speak, but they may come to the lectern only after they have been recognized by the presiding Chairman. Members of the public shall not address individual members of the Governing Board or individual members of the Staff Directors' Advisory Committee but shall address the board or committee being addressed as a whole through the presiding Chairman. Any speaker who becomes unruly, screams, uses profanity, or shows poor conduct, may be asked to leave the lectern and return to the speaker's seat by the presiding Chairman. Should the speaker refuse to leave the lectern and return to speaker's seat, the Chairman, as the presiding officer, may rule the speaker "out of order." Should the speaker still refuse to leave the lectern and return to the speaker's seat, the Chairman may ask a law enforcement officer to remove the speaker from the meeting.

(d) Sign-up Sheets to be used. Sign-up sheets will be provided for each member of the public or non-agency personnel addressing the Governing Board or the Staff Directors' Advisory Committee, as applicable, during public comment on non-agenda items or during public comment on an individual agenda item. For public comment on non-agenda items, the person seeking to speak must present a sign-up sheet to the board or committee secretary not later than the beginning of the public comment on non-agenda items. For public comment on an agenda item, the person seeking to speak must present a sign-up sheet to the board or committee secretary not later than the beginning of the agenda item. Sign up sheets shall provide that the speaker identify the speaker's name, address, who the speaker is representing (if anyone), the agenda item that the speaker wishes to address, and the sign-up sheet must include the signature of the person seeking to comment. If a speaker wishes to speak with regard to more than one agenda item, individual sign up sheets must be submitted for each agenda item. The street address for individuals under the age of eighteen (18) may be omitted from being completed on a sign up sheet.

#### **Section 12. Amendment of Bylaws.**

(a) These policies and procedures may be adopted, amended, or repealed by amending the adopting resolution. These policies and procedures shall supplement and supervene Robert's Rules of Order to the extent of a conflict.

(b) These policies and procedures may be adopted, amended, or repealed by a two-thirds vote of the Governing Board members voting.