

## RULES OF ORDER

(Adopted July 12, 2011)

Chair:

Wayne Rich

Vice Chair:

Jacqueline Barr

*John Cabrera*

*Angel Colon*

*Cleave Frink*

*Stephanie Howell*

*Sarah Kelly*

*Bishop Allen T.D. Wiggins*

*Tanya Juarez Wilder*

### I. Meetings

- A. Regular meetings will be held each Tuesday at 6:00 p.m.
- B. Regular meetings will be held in Council Chambers on the 2<sup>nd</sup> floor of Orlando City Hall, 400 S. Orange Avenue, in downtown Orlando.
- C. All meetings must be open to the public and noticed in accordance with Florida law and City of Orlando Policy and Procedure.
- D. In accordance with City of Orlando Policy and Procedure section 121.1, minutes from each meeting must be complete within five business days of the meeting. The minutes will be immediately filed with the City Clerk and posted to the board's website.
- E. A quorum must be present to conduct business. A quorum is a majority of the members.
- F. Meetings may be cancelled only by the Chair.

### II. Agenda

- A. Meetings agendas will be prepared by City staff, at the direction of the Chair.
- B. Members may place items on the agenda by submitting them to the City Attorney's Office at least 48 hours before the meeting.

### III. Public input

- A. All persons enjoy the right to be heard by the board.
- B. Each meeting must include time near the end of the meeting for public testimony.
- C. Citizens wishing to address the board must submit a speaker request form to the board secretary.
- D. Each citizen may address the board for up to five minutes. The board may grant additional time.

### IV. Parliamentary procedure

- A. To the extent not inconsistent with Florida and local law, and these rules, the board shall conduct its business in general accordance with the current edition of Robert's Rules of Order.

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B. The board's assigned City Attorney shall act as the board's parliamentarian.

**V. Emergency meetings**

- A. The Chair may call emergency meetings. Before an emergency meeting is held, and as soon as possible after the call of the meeting, the board secretary must:
- i. Notice the meeting in accordance with Florida law and City Policy and Procedure.
  - ii. Post a notice of the meeting on the board's website.
  - iii. Post the agenda for the meeting on the board's website.
  - iv. Call each member of the board and notify them of the meeting.
  - v. Email the meeting notice and agenda to all interested persons that have provided an email address to the board secretary.
  - vi. Email the meeting notice and agenda to all interested members of the media that have provided an email address to the board secretary.
- B. Upon calling the emergency meeting to order, the Chair must announce the reason for calling an emergency meeting.
- C. After calling the meeting to order, but before conducting business, the Chair must report on what efforts were undertaken by staff to notify members of the board about the emergency meeting.

**VI. Sunshine Law**

All questions relating to open meetings and public record laws and policies must be addressed to the City Attorney assigned to the board.

**VII. Absences**

- A. Members should notify the board secretary as soon as possible if they think they will be absent from an upcoming meeting.
- B. Board members should not miss consecutive meetings.
- C. Board members that miss more than three meetings must report in writing to the City Attorney about whether they intend to continue their service on the board. Based on this report, the City Attorney may request that Council appoint a replacement member.
- D. The minutes for each meeting must report attendance, and for absent members, must report whether the absent member notified the City Attorney of their expected absence.

**VIII. Spokesperson**

- A. The Chair of the board is the board's spokesperson.
- B. Only the board's spokesperson may speak on behalf of the board to the media and public.
- C. All members of the board have the right to speak to the media and the public about their personal views.