

**SUMMARY OF CHANGES TO BOARD RULES OF PROCEDURE
DRAFT 1/12/2011**

Add new Section 6. Commission Meetings-Special-General Policy Discussion Meeting.

6: Commission Meetings – Special Meeting – General Policy Discussion. The Special Meeting – General Policy Discussion will normally be held on the 1st and 3rd Tuesday of each month.

- (a) The notice for a Special Meeting – General Policy Discussion Meeting shall be in writing and shall contain the date, time and place of the meeting. The notice of the meeting shall be posted at designated areas of the County Administration Building. The date, time and place of the meeting will be added to the meetings list. Special Meetings - General Policy Discussion Meetings may be held upon no less than twenty-four (24) hours notice.
- (b) Each Commissioner, the Clerk of the Court, the Sheriff, the County Manager and the County Attorney shall be given 24 hours prior notice of the meeting. Such notice shall be provided by any reasonable means, including telephone, email or facsimile transmission to the person's residence, place of employment, or other location, whichever site is most likely to ensure the person's receipt of the notice.
- (c) Twenty-four hours prior notice of the meeting shall be provided to the business office of each local media organization that has on file a written request for notice of special meetings. Such notice shall be provided by any reasonable means, including telephone, email or facsimile transmission.
- (d) An agenda outlining the business to be conducted will be available prior to the meeting. Public comment shall be allowed on items on the agenda, but there will not be a separate public comment period included on the agenda. The Agenda for special meetings shall contain the following items:
 - (1) Approval of the agenda
 - (2) Emergency items requiring Board action or direction submitted by the County Manager or County Attorney and approved by the Chair.
 - (3) Commissioner Proposed Items for Discussion.
 - a. County commissioners may propose topics for discussion at the General Policy Meeting by submitting topics to the county agenda coordinator by 5:00 p.m. on Monday seven days before the Special Meeting - General Policy Discussion Meeting.

b. The Board may not adopt motions or take final action during the Commission comments section of the agenda. The Board shall also not suspend its Rules of Procedure pursuant to Rule 36 in order to take action on an item raised during the commission comments period.

(4) Commission Discussion. The Board shall use this portion of the meeting to discuss any matters of county concern raised by a commissioner. The Board may not adopt motions or take final action during the Commission comments section of the agenda. The Board shall also not suspend its Rules of Procedure pursuant to Rule 36 in order to take action on an item raised during the commission comments period.

Revise 7., Informal Commission Meetings – Workshops, Retreats.

78: Informal Commission Special Meetings - Workshops, Retreats. The Chair, Commission, or County Manager may schedule ~~informal meetings, workshops, or retreats.~~ Advance notice of these meetings shall be given in the same manner as special meetings. ~~Minutes of these meetings shall be made by County Commission staff.~~ Agendas shall be required for workshops and retreats. ~~No agenda shall be required for informal meetings. The Board shall use informal meetings to conduct discussions of matters of county concern in a meeting that complies with the requirements of the Florida Government in the Sunshine Law. The County Commission may not adopt motions or take final action at informal meetings. The County Commission shall not suspend its Rules pursuant to Rule 35, herein in order to take action at an informal meeting.~~ The Board may adopt motions and take action at Workshops and Retreats.

Revise Attachment 1 (Guidelines for Boards and Committees), Section 6., Removal of Members for Cause.

6. Removal of Members For Cause: Any board or committee member may be removed for good cause by the County Commission after consideration of the issue at a County Commission meeting. A removal for good cause shall be based on the failure of the board member to adhere to and/or enforce the Alachua County Code of Ordinances or comply with state and federal law while performing his or her duties as a board or committee member.