

## 2000 REDISTRICTING COMMITTEE BY LAWS

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Rule 1: Public Meetings: All meetings of the Committee, including all meetings of any subcommittee, shall be open to the public. Notice of the date, time and place of said meetings shall be made available to the public in advance of the meetings by posting the date, time and place upon a public bulletin board to be maintained by the Brevard County Government Center at least 24 hours before the meeting and by publication in a local newspaper.

Rule 2: Citizen Participation at Meetings: At times to be determined by the Committee, public comment will be allowed at all meetings on all substantive agenda items and substantive matters that come before the Committee or any subcommittee. The remarks of any citizen should be germane to the agenda or matters to come before the Committee. At any meeting where citizen comment is to be taken, the agenda shall include and prescribe a certain portion of the meeting at which "Remarks of Interested Citizens" may be made. The Committee may impose reasonable limitations on time allotted to any citizen. Each citizen addressing the Committee is asked to avoid being redundant. Citizens are asked to limit their comments to three (3) minutes in the interest of fairness to all citizens desiring to be heard, although this requirement may be waived at the discretion of the Committee for good cause.

Rule 3: Place of Meetings: The location of meeting places for the Committee should be based on the following guidelines: Meeting places may be considered from among the geographical areas of the county. The meetings of the Committee, Committees or Subcommittees should be at a meeting place large enough to accommodate not only the Committee or Subcommittee, as the case may be, but also interested citizens. The meeting place chosen shall be open free of charge to the Committee and public. Meetings conducted by subcommittees should be held at a location selected by the Chairman of such subcommittee.

Rule 4. Call and Notice of Meeting: Date, time and place of each regular meeting of the Committee shall be announced at the preceding regular or special meeting of the Committee, posted on public bulletin boards in accordance with Brevard County policy and advertised in a local newspaper. The agenda of each regular or special meeting shall include the fixing of the date of the next regular meeting. Special meetings may be called by the Chairman of the Committee, or by any eight (8) members of the Committee requesting such special meeting in writing filed with the Committee Secretary. The Secretary or designated staff shall be responsible for mailing a written notice of the date, time and place of meetings of the Committee to members of the Committee. All such notices shall be mailed to the members of the Committee at their addresses listed on an appropriate form kept by the Secretary. It shall be the responsibility of any member of the Committee to notify the Secretary of any change of address. The Chairman of each Subcommittee or Committee shall be responsible through the Secretary, for giving sufficient written or telephone notice of Subcommittee or Committee meetings to members. A written notice of special meetings of the entire Committee shall be given in the same manner as written notices of regular meetings, except that the written notice of a special meeting shall include the purpose for the call of such special meeting.

Rule 5: Agenda for Regular Meetings: The agenda for regular meetings of the Committee shall be generally as follows, subject to amendment or revision by the Committee Chairman:

- I. Call to Order
- II. Pledge
- III. Roll Call
- IV. Approval of Minutes of Previous Meeting
- V. Introduction of Guests and Their Presentations
- VI. Reports:
  - A. Chairman
  - B. Secretary
  - C. Other Members
- VII. Reports of Standing Committees
- VIII. Unfinished Business
- IX. Reports from Subcommittees
- X. Remarks of Interested Citizens (where applicable)
- IX. New Business
- XII. Adjournment with Day Fixed for Next Meeting

Rule 6: Recording of Minutes: Meetings of the Committee shall be recorded on recording machines. The tapes of all such meetings shall be preserved as required by law. Failure to tape record a meeting shall not affect the validity of any proceeding. The Committee shall make disposition of the tapes of such meetings to the Clerk of Court at the conclusion of the study period. The Secretary shall be responsible for insuring that the recording apparatus is available at each meeting of the Committee. The Secretary shall further be responsible for the safeguarding of the tapes of such meetings. In addition to the tape recording of the meetings, The Secretary shall take minutes of the proceedings of the Committee and the Chairman of each Subcommittee or a person designated by such Chairman shall take minutes at all proceedings of the

Subcommittee. All records of the Committee, including the tape recordings of meetings, shall be made available to the public during hours as established by the Committee. Minutes of the all Committee proceedings shall be filed with the Secretary at least once per month.

Rule 7. Quorum: A majority of the members of the Committee, Subcommittee or Committee shall constitute a quorum.

Rule 8. Proxy Voting: No member of the Committee or any of its Subcommittees shall have the power to vote by proxy. Only those members physically present shall be entitled to a vote.

Rule 9. Voting Generally: Each member present shall vote, unless a conflict of interest exists, in which case said conflict shall be publicly stated prior to the vote and a voting conflict of interest form shall be filed in writing with the Secretary, as provided by law.

Rule 10. Official Rules of Order: Except as otherwise provided in these rules of procedures, Robert's Rules of Order Revised (9th Edition) shall apply in matters of procedural conflict for the Committee, Committees and Subcommittees. An issue decided by the Committee may be reopened for a vote after being added to the agenda for a future meeting.

Rule 11. Duties of the Chairman: The Chairman shall:

- a. Preside at all regular and special meetings of the Committee
- b. Be charged with the responsibility of making all Committee assignments and appointment of all chairmen of Subcommittees
- c. Call special meetings where necessary
- d. Approve all disbursement requests, where necessary, certifying that the disbursement has been duly approved by the entire Committee

Rule 12. Duties of the Vice-Chairman: The Vice-Chairman shall perform the duties of the Chairman in the absence of inability to serve of the latter.

Rule 13. Duties of the Secretary: The Committee shall designate Brevard County staff to serve as Secretary. The Secretary shall:

- a. Keep accurate minutes of all Committee proceedings
- b. Be custodian of all records of the Committee
- c. Keep an address and attendance roster
- d. Prepare, dispatch, file and otherwise process all correspondence approved by a Member of the Committee for the Committee as a whole
- e. The Secretary shall make all minutes available to the public and open for inspection at all reasonable times. The attendance roster shall likewise be open for inspection by any member and by the public at any reasonable time.
- f. Provide for the reproduction or copying of such records as may be requested by the public in a reasonable period of time and at a rate consistent with Brevard County policy

- g. Maintain accurate records showing the nature, purpose and amount of all expenditures made on behalf of the Committee
- h. Coordinate with the Office of the County Manager in connection with the proof and filing of all disbursement requests and other administrative requirements
- i. Perform other duties as prescribed by the Chairman or the Committee.

Rule 14. Committees: The Committee may appoint subcommittees as it sees fit to plan and administer ministerial functions of the Committee, or to investigate and report to the full Committee on matters of special interest to the Committee. No subcommittee shall have any final authority on any matter.

Rule 15. Amendment: These rules and policies shall be the by-laws of the Committee and may be amended by an affirmative vote of two-thirds (2/3) of the members of the Committee present and voting after at least one week's notice of the meeting is delivered to all members of the Committee. The notice must recite the proposed amendment in its entirety.

Rule 16. Voting: Any redistricting plan that is to be recommended to the County Commission must receive a minimum of eight votes.

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