

OPERATING PROCEDURES
AGENCY ON BAY MANAGEMENT

- 1.0 Parliamentary Procedure. The rules contained in *Robert's Rules of Order* (Newly Revised) are binding upon the Agency in all cases where they are not inconsistent with these Operating Procedures, with other Agency or Tampa Bay Regional Planning Council rules, or with any applicable laws.
- 2.0 Meetings. The Agency shall hold regular bi-monthly meetings, and special meetings as necessary.
- 2.1 Time and Date
- (a) Regular Meetings. The Agency Chair shall provide the annual list of scheduled meeting dates with the first meeting notice in January of each calendar year.
 - (b) Special Meetings. The Agency Chair may call special meetings for emergency purposes as deemed necessary in the Chair's discretion, setting such special meetings for a time and date that are as considerate as possible for members, given the circumstances. The Chairs of the standing committees may also call special meetings of their committees, subject to the same standards as above.
- 2.2 Notice
- (a) Regular Meetings. The Chair shall mail a notice of the date and time of the next regular bi-monthly meeting not later than seven days before the meeting date.
 - (b) Special Meetings. Each member shall receive notice of special meetings not later than seven days before the meeting date. Such notice shall be written if possible, but may be conveyed by telephone. Notice shall include a description of the special business to be conducted at the special meeting.
- 2.3 Agendas
- (a) Regular Meetings.
 - (1) The Agency Chair shall prepare an agenda for each regular bi-monthly meeting. A copy of the agenda shall be included with the written notice of the scheduled bi-monthly meeting. A sufficient number of copies of the agenda shall be available at the meeting place, 15 minutes before each meeting is scheduled to begin.
 - (2) Agency members wishing to place items on the agenda shall consult with the Chair not later than 15 days before the meeting.

(3) The Agency Chair may accept additions to agendas within his or her sole discretion or upon a majority vote of members present and voting.

(4) Each meeting agenda shall include time for presentation of progress reports by the chairs of all current committees and task forces.

(b) Special Meetings. No agenda is necessary for special meetings but all business conducted at special meetings shall relate to the specific purpose for the meeting.

2.4 Place

(a) Regular Meetings. Regular meetings shall be held at TBRPC headquarters, 4000 Gateway Centre Blvd., Pinellas Park, Florida or elsewhere at the Agency Chair's discretion.

(b) Special Meetings. Special meetings shall be held at TBRPC headquarters, 4000 Gateway Centre Blvd., Pinellas Park, Florida or elsewhere at the Agency Chair's or the Committee Chairs' discretion.

2.5 Motions and Debate - Regular and Special Meetings.

(a) Neither members nor Chair need rise to speak.

(b) The Chair may take part in discussion, making motions, debating, and voting.

(c) There is no limit to the number of times a member may speak on a question, although a member should not speak twice on a particular question until all others who wish to participate have done so. Motions to close or limit debate should be granted only when essential, at the discretion of the Chair; such motions ordinarily should not be granted.

2.6 Records - Regular and Special Meetings. The staff shall take minutes of each Agency Committee meeting which shall reflect the substance of discussion, resolution of issues, and proposals for future action. Copies of minutes shall be mailed to each Agency member. The staff shall maintain an accurate mailing list of Agency members which shall be available to all members.

2.7 Attendance

(a) Regular Bi-monthly and Special Meetings. Agency members shall make reasonable, good faith efforts to personally attend the regular bimonthly meetings. Failure to attend four consecutive meetings shall disqualify the member from further participation unless privileges are restored by the Chair.

(b) Each member will be responsible for registering his or her attendance by initialing an alphabetical roster of members to be dated and kept as part of the membership attendance record. This roster shall also be conspicuous and available 15 minutes before and after each meeting.

(c) Members may discharge their duties through alternates who have been granted such power in writing.

- (d) Non-member attendees may participate in discussions. Members may also request that the Chair solicit comment from non-member attendees on specific proposals; such requests may be granted at the sole discretion of the Chair.

2.8 Florida Public Records and Sunshine Laws

The Agency on Bay Management is subject to Florida Public Records and Sunshine laws.

3.0 Committees. The Agency shall operate standing committees and an Executive Steering Committee to fulfill the powers and duties of the Agency. The standing committees shall consist of the following:

- (a) Legislative Review Committee.
- (b) Public Information Committee.
- (c) Natural Resources / Environmental Impact Review Committee.
- (d) Habitat Restoration Committee.

3.1 Executive Steering Committee. The Executive Steering Committee shall consist of the Agency Chair, Vice Chair, the standing committee Chairs and five other members of the Agency-at-large to provide for geographic balance of representation.

3.2 The Chair of the Agency shall designate the Chairs of the standing committees as well as the at-large members of the Executive Steering Committee.

3.3 The Chairs of the standing committees shall designate the members of their respective committees.

3.4 The Chairs of the standing committees may call special meetings of their respective committees, or created ad-hoc task forces, at their discretion in accordance with operating procedures regarding special meetings in section 2 above to address specific issues as needed.

4.0 Revision of Operating Procedures. These Operating Procedures may be revised at any meeting of the Agency by a two-thirds majority vote of members present and voting provided that written notice of the proposed change has been given not later than 10 days prior to the meeting.