

DUTIES OF CHAIR, HILLSBOROUGH COUNTY BOCC

PER HILLSBOROUGH COUNTY CHARTER

Section 4.07. Compensation.

Salaries of all commission members shall be as provided by ordinance at 75 percent or higher of the salary which would have been provided by general law had this Charter not been adopted. Such salary shall constitute full compensation for all services and expenses provided that commissioners may be reimbursed for mileage while traveling on commission business within Hillsborough County and for travel expenses when traveling outside of Hillsborough County on official business, in accordance with general law. The chairman shall receive additional remuneration in an amount often percent of the basic salary for the period of time such person serves as chairman of the commission.

PER BOARD POLICY - SECTION NUMBER: 01.01.00.00 BOARD'S RULES OF ORDER

Rule 5. PRESIDING OFFICER.

The Chairman shall preside at all meetings of the County Commission. In the absence of the Chairman, the Vice-Chairman shall preside. In the absence of either the Chairman or Vice-Chairman, the Chaplain shall preside. In the absence of the Chairman, Vice-Chairman, and Chaplain, a presiding officer shall be selected by a majority vote of those Commissioners present.

The Chairman, Vice-Chairman, and Chaplain shall be selected annually at the Board's organizational meeting.

The Chairman or Vice-Chairman in the absence of the Chairman, or Chaplain in the absence of the Chairman and Vice-Chairman, is authorized to sign any documents approved by the Board.

The presiding officer of the Board shall have the following functions:

- a. determining that a quorum is present.
- b. opening the meeting and calling the meeting to order.
- c. recognizing members of the Board to speak.
- d. recognizing members of the general public or staff to speak. (See Rule 25)
- e. putting to vote all questions which come before the Board as motions.
- f. restating the motion prior to the voting on the motion.
- g. deciding all questions of order.
- h. refusing to recognize frivolous or dilatory motions.
- i. refusing to recognize motions out of order.

j. adjourning meetings when there is a sudden emergency affecting the safety of the Board and others.

The decision of **the presiding officer** shall stand unless reversed by a majority vote of the members present after the proper motion has been made and seconded to reverse such decision.

Where **the Chairman** will be absent for a period of 4 weeks or longer, the Vice-Chairman shall receive the additional 10 percent of the basic salary as set out in Section 4.07, Hillsborough County Charter, for the period of time that the Vice-Chairman serves as Chairman.

Where matters of policy or position are concerned, the title "**Chairman, Board of County Commissioners**" shall only be affixed by the Chairman on items where the Board has taken official action.

Rule 8. MOTIONS. No matter may be officially acted upon by the Board unless a motion has been made by a commissioner to take such action and said motion has been seconded by another commissioner. Motions require a majority vote of those members present for passage. In the case where a motion must receive a supermajority vote, such motion must receive an affirmative vote of a majority of those present and voting, plus one, for passage, unless otherwise required by charter, special or general law or county ordinance.

When a motion has been made and seconded, **the presiding officer** shall conduct debate on the merits of the motion.

The presiding officer shall first recognize commissioners to speak on the question and then shall recognize members of the staff and general public to speak on the questions. **The presiding officer** shall have the authority to close debate and call for a vote on the motion as long as no other commissioner wishes to speak. Debate can also be closed upon motion to call the question being approved by the majority of the Board members present.

Rule 15. SPECIAL MEETINGS.

Special meetings of the Board may be called at any time by **the Chairman**, or by the Vice-Chairman in the absence of the Chairman, or when the circumstances dictate in the absence of the Chairman and Vice-Chairman by the County Administrator, or by majority vote of those commissioners present and voting. Notice of special meetings shall be in writing. The Clerk or his duly authorized representative shall serve each commissioner with notice of a special meeting at least 24 hours before the meeting. Said notice shall state subject matter(s) to be discussed at the special meeting.

Rule 16. EMERGENCY MEETINGS.

Emergency meetings of the Board may be called at any time by **the Chairman** or the Vice-Chairman, or when the circumstances dictate in the absence of the Chairman and

Vice-Chairman by the County Administrator. Public notice given shall be that which is the most appropriate and effective under the circumstances. Minutes of emergency meetings must be kept in the same manner as those for regular and special meetings.

Rule 17. WORKSHOP MEETINGS.

By supermajority vote, the Board may schedule a workshop meeting to discuss items of special importance or complexity to the Board. The purpose of a workshop meeting is to allow staff to make presentations and to allow questions by the Board. Generally, public comment will not be allowed during a BOCC Workshop Meeting. However, a citizen may provide written comments on a Workshop issue to the County Board Policy - Section Number: 01.01.00.00 Page 5 Rules of Order - Board of County Commissioners, Hillsborough County, Florida Administrator at least a week in advance of the Workshop Meeting which will be provided to BOCC members as part of the Workshop Agenda Materials. Public comment may be allowed at the discretion of **the presiding officer**, but will be no more than three (3) minutes for each person unless the presiding officer wishes to extend the time limit. An agenda of the order of business at the workshop meeting shall be prepared by the County Administrator and made available to the public a reasonable time before the workshop meeting. Official action may be taken upon any of the items discussed at the workshop meeting and any of the items of official business that require immediate consideration and decision by the Board. If a workshop meeting is scheduled on a Wednesday following a Tuesday land use meeting, the workshop meeting shall start at 1:30 p.m.

Rule 18. BRIEFINGS.

Briefings may be called by **the presiding officer** or by a majority of the Board present and voting. The Briefings will involve staff presentations and questions by the Board. The Board will take no action on any item at a Briefing and there will be no input participation from the public. Minutes of Briefings will be kept in the same manner as for regular and special meetings.

Rule 19. PUBLIC HEARINGS.

Public Hearings will be held as necessary to receive public comment on matters of special importance or as prescribed by law. Notice of Public Hearings shall be as directed by Florida Statute and Hillsborough County ordinances. Public comment will be limited to three (3) minutes for each person unless **the presiding officer** wishes to extend the time limit or unless otherwise provided for by statute or ordinance.

Rule 25. PUBLIC COMMENTS.

Sign-in sheets shall be provided at all meetings at which comment is provided. When an issue is opened for members of the public to address, at that point **the Chairman** will announce to the rest of the audience that he/she will recognize those who have signed up on the sign-in sheets and any person wishing to address the Board on the issue should sign up immediately on the available sheet located at the designated location announced by the Chairman. Public comment will be at the discretion of **the presiding officer**, but will be no more than three (3) minutes for each person unless the presiding

officer wishes to extend the time limit. Public comment in the morning will be limited to 45 minutes and must address an item appearing on the agenda, but at the Board's discretion additional time for public comments regarding any topic will be heard just prior to the end of the meeting. Any statements containing obscenities, ethnic slurs, profanities or threats of violence may result in expulsion. The Board Policy - Section Number: 01.01.00.00 Page 6 Rules of Order - Board of County Commissioners, Hillsborough County, Florida Board may bar individuals who have repeatedly caused disruption at public meetings from participation at the next two Board meetings. The agenda item Audience Comments is designated to furnish a public forum for citizens to address the Commission concerning matters of personal and general interest. Each person appearing under this section of the agenda will be limited to three minutes per subject matter. In response to issues raised during the public comment section, the Board may either refer the issue to the County Administrator, or continue the item to the end of the agenda for further discussion.

DUTIES OF ELECTED CHAIR, ORANGE COUNTY

PER ORANGE COUNTY CHARTER

In November 1988, voters approved the creation of a new form of government for Orange County: a chairman elected by the community at large and the creation of six single-member districts. The chairman and commissioners serve overlapping four-year terms. The chairman and commissioners for districts 2, 4, and 6 are elected during alternate years (1998, 2002, 2006); commissioners representing districts 1, 3, and 5 are elected in presidential election years (2000, 2004, 2008).

In November 2004, voters approved a change to the Orange to reflect the name change of County Chairman to County Mayor.

Sec. 201. Board of County Commissioners.

The legislative branch of Orange County shall be the board of county commissioners, composed of the county mayor and the county commissioners.

Sec. 203. Structure of Board.

The number of commissioners shall be six, with each member elected from single member districts and a county mayor elected county-wide. Each commissioner shall be a registered voter of and resident of the particular district he or she represents at the time of election to office and throughout the term of office.

Sec. 207. Powers and duties.

The board shall have the power and duty to originate, terminate and regulate legislative and policy matters, including but not limited to:

1. Adopting or enacting, in accordance with the procedures provided by general law, ordinances and resolutions it deems necessary and proper for the good governance of the county;
2. Approving the annual operating and capital budgets and any long term capital or financial program;
3. Considering conducting continuing studies in the operation of county programs and services and take action on programs for improvement of the county and the welfare of its residents;
4. Adopting, and amending as necessary, a county administrative code to govern the operation of the county;
5. Adopting, pursuant to the provisions of this Charter, such ordinances of countywide force and effect as are necessary for the health, safety and welfare of the residents.

The commissioners shall only devote such time as is necessary to perform the legislative responsibilities of their office.

Sec. 208. - Organization.

The board shall annually elect from among its members a vice mayor. Except as provided otherwise in section 302, in the absence of the county mayor, the vice mayor shall serve as the official representative and ceremonial dignitary for the board; shall preside during the board of county commissioners' meetings and may execute documents approved by the board. The vice mayor shall be elected by majority vote during the month of December of each calendar year.

Sec. 209. Meetings.

C. Special meetings. Special meetings may be held on the call of the county mayor or of three (3) or more board members, upon no less than twelve (12) hours' effective notice to each board member, except in the event of an emergency. Effective notice is notice served personally, or left at the usual place of residence or place of business of the particular board member sought to be notified.

Sec. 301. County administration.

There shall be an executive branch having jurisdiction over all operations of the county government not herein assigned to the legislative branch or otherwise provided by this Charter. The executive branch shall be composed of an elected county mayor, an appointed county administrator, the officers and employees of the administrative offices and executive divisions established by this Charter or created by the board, and the administrative offices and employees of all adjustment, regulatory and advisory boards and commissions, except as otherwise provided in this Charter.

Sec. 302. - County mayor.

- D. **Duties.** The county mayor shall have the following powers and duties:
- 1. Manage the operation of all elements of county government under the jurisdiction of the board, consistent with the policies, ordinances and resolutions enacted by the board;
 - 2. Serve as chair of the board of county commissioners;
 3. Vote on all matters before the board;
 4. Be responsible for the execution of all contracts and legal documents, but may delegate this authority;
 5. Prepare and publish agendas for all meetings of the board and submit the annual budget estimate with a plan of action to meet the needs of the county for adoption by the board;
 6. Appoint and dismiss heads of county departments, divisions and other agencies under the jurisdiction of the board except that all such appointments shall be made annually and shall be subject to confirmation by the board;

7. Assure the faithful execution of all ordinances, resolutions and orders of the board and all laws of the state which are subject to enforcement by the county mayor, or by officers who are subject under this Charter to the mayor's direction and supervision;
8. Present annually at a time designated by the board, a "state of the county" message, setting forth programs and recommendations to the board;
9. Supervise the daily activities of employees;
10. Serve as the official representative and ceremonial dignitary for the government of Orange County, with prerogative to issue proclamations;
11. Sign ordinances, resolutions and documents for the board;
12. Call the board into regular and special session; and
13. Carry out other powers and duties as required by this Charter or may be prescribed by the board.

Sec. 303. - County administrator.

There shall be a county administrator who shall be appointed by the county mayor and confirmed by the board and shall serve at the pleasure of the mayor. The county administrator shall be nominated and selected on the basis of professional training and executive and administrative experience as set forth by ordinance. The county administrator shall be employed on a full-time basis to assist the county mayor in the daily management of the county.

- A. *Compensation.* The county administrator's salary will be established by resolution of the board after recommendation by the county mayor.
- B. *Vacancy.* The county mayor may designate a qualified county administrative officer or county employee to exercise the powers and perform the duties of the county administrator during the county administrator's absence or disability. If there is a vacancy in both the offices of county mayor and the county administrator, the board shall designate by resolution a qualified person to perform the duties of the county administrator.

Sec. 401. - General provisions.

The activities under the direction and supervision of the county mayor shall be distributed among such initial divisions and agencies as are established by this Charter or may be established, merged or abolished thereunder by the administrative regulations. Except as provided by this Charter, each such division

or agency shall be administered by an officer appointed by and subject under this Charter to the direction and supervision of the county mayor.

Sec. 402. - Initial divisions and administrative regulations.

A. *[Initial divisions.]* The following initial divisions are hereby established:

1. Community rehabilitative services.
2. Fire and rescue services.
3. Public utilities.
4. Administrative support.
5. Health and human services.
6. Public works and development.
7. Civic facilities.
8. Legal services.

B. *Administrative regulations.* The county mayor shall prepare administrative regulations and submit same to the board for review, amendment and adoption, which regulations shall set forth the organization of Orange County government and the nature and scope of each division together with rules, procedures and personnel for operation of said divisions.