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M E M O R A N D U M

TO: 2021 Pinellas County Redistricting Board
FROM: Wade C. Vose, Board Attorney
DATE: August 30, 2021
SUBJECT: Rules Governing CRB in Pinellas County Charter, and Proposed Draft Rules for CRB Meetings

Section 3.04 of the Pinellas County Charter creates the County Redistricting Board, and contains a number of procedural and substantive rules that govern the CRB's operations. That section expressly authorizes the CRB to "adopt other rules for its operations and proceedings as it deems desirable." Summarized below are CRB rules as provided in the Pinellas County Charter. Page 3 of this memorandum contains additional draft operating rules the CRB may consider adopting. The draft rules were based upon the operating rules adopted by the 2015-2016 Charter Review Commission, and further customized to address current circumstances and the work of the CRB.

CRB Rules Provided in Pinellas County Charter:

- A. The county redistricting board shall elect a chairman and vice-chairman from among its membership.
- B. Further meetings of the board shall be held upon the call of chairman or any three (3) members of the board. All meetings shall be open to the public.
- C. A majority of the members of the county redistricting board shall constitute a quorum.
- D. The board may adopt other rules for its operations and proceedings as it deems desirable.
- E. Expenses of the county redistricting board shall be verified by a majority vote of the board and forwarded to the board of county commissioners for payment from the general fund of the county.
- F. The county redistricting board shall develop one or more proposals for redistricting the four county commission districts and three at-large county commission districts referenced in Section 3.01.
- G. In developing the county redistricting board's proposals, no district shall be drawn with the intent to favor or disfavor a political party or an incumbent, districts shall not be drawn with the intent or result of denying or abridging the equal opportunity of racial or language minorities to participate in the political process or to diminish their ability to elect

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representatives of their choice, and districts shall be contiguous and as nearly equal in population as practicable. Further, in developing its proposals, the county redistricting board shall consider, where feasible, utilizing municipal boundaries and keeping together unincorporated areas of the county.

- H. No later than one hundred fifty (150) days after its first meeting, the county redistricting board shall submit a final report containing its redistricting proposals to the board of county commissioners. The proposals of the county redistricting board shall be advisory only, and shall not bind the board of county commissioners.

(Proposed Draft)
2021 County Redistricting Board Additional Operating Rules

- A. Speaker Sign-In: A public sign-in sheet and appearance cards shall be provided for each meeting of the CRB.
- B. Public Comment Requirements:
1. An opportunity for public comments shall be held at the beginning of each meeting for comments on issues that may come before the CRB, or comments on a topic that is included on the CRB's agenda for that meeting.
 2. There shall be a three-minute time limit for each speaker, unless the Chair determines that a shorter time limitation is warranted based on the number of speaker cards submitted.
- C. CRB Vote Requirements:
1. Unless otherwise provided by Robert's Rules of Order, Newly Revised, or these rules, a majority vote of those members present shall be sufficient for CRB action.
 2. An affirmative vote of a majority of the full membership (affirmative vote of seven (7) members) shall be required for final approval of the final report.
- D. Recorded Votes. The votes of each CRB member shall be recorded by the Clerk.
- E. Virtual Attendance at Meetings:
1. A quorum of members physically present must first be established.
 2. Members will be permitted to attend virtually/electronically under extraordinary circumstances. Extraordinary circumstances include:
 - Illness
 - Pandemic or public health concerns
 - Unavoidable business-related absence
 3. The existence of other extraordinary circumstances shall be determined by the CRB by vote of those members physically present at the beginning of the meeting.
 4. A member deemed to have an extraordinary circumstance shall be permitted to attend virtually and have all rights and privileges, including voting.
 5. The extraordinary circumstance justification shall not be used merely for convenience.