



Organizational Performance Excellence

2015-2016 Pinellas County Charter Review Commission Rules Adopted 11/10/2015

- A. **Speaker Sign-In:** A public sign-in sheet and appearance cards shall be provided for each meeting of the CRC.
- 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 CRC, or comments on a topic that is included on the CRC's agenda for that meeting.
 2. There shall be a three minute time limit for each speaker, unless the Chairman determines that a shorter time limitation is warranted based on the number of speaker cards submitted.
 3. If an action that would impact an amendment to the Charter is to be taken on an item not listed on that meeting's agenda, a vote on the action would be tabled to a subsequent meeting.
- C. **CRC Vote Requirements:**
1. A majority vote shall be required to move an issue forward at the time an issue is discussed.
 2. An issue that is initially voted down at a CRC meeting will be reconsidered following Robert's Rules on reconsideration.
 3. A majority plus one vote of the full membership shall be required for final approval for placement on the ballot.
- D. **Recorded Votes.** The votes of each CRC member shall be recorded by the Clerk.
- E. **Expenses:** Approval of the expenses of the Facilitator and General Counsel are delegated to the CRC Chairman.
- F. **Virtual Attendance at Meetings:**
1. A quorum of members physically present must first be established.
 2. Members will be able to attend virtually/electronically under extraordinary circumstances. Extraordinary circumstances include:
 - Illness
 - Business related absence
 - Absence of State Legislator when Legislature is in session



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3. The existence of (other) extraordinary circumstances will be determined by the Commission by vote at the beginning of the meeting.
4. A member deemed to have an extraordinary circumstance will be permitted to attend virtually and have all rights and privileges, including voting.
5. The extraordinary circumstance justification will not be used merely for convenience.