

**RESOLUTION NO. 2011-01**  
**DELEGATION RULES**

**WHEREAS**, the Pinellas County Legislative Delegation (Delegation) is comprised of all members of the Florida House of Representatives and The Florida Senate elected to represent any portion of Pinellas County, Florida; and

**WHEREAS**, the Rules of the Florida House of Representatives regarding the filing of Special Acts of the Legislature (local bills) requires the Delegation to establish a deadline each year for the consideration of such legislation; and

**WHEREAS**, all meetings of the Delegation are open to the public and widely advertised to the general public, media and local governments in order to provide sufficient notice of the consideration of local bills by the Delegation; and

**WHEREAS**, it is in the best interest of the Delegation to adopt an established protocol for proceedings and actions of the delegation; and

**NOW, THEREFORE, BE IT RESOLVED BY THE PINELLAS COUNTY**

**LEGISLATIVE DELEGATION THAT:**

**I. Officers of the Delegation – Election and Duties**

1. Election of a Chairman and a Vice Chairman shall take place at the close of second meeting of the Delegation for a one-year term of office. No member shall serve as Chair or Vice Chair for more than two consecutive terms.
2. The positions of Chair and Vice Chair shall alternate between members of the Florida House of Representatives and The Florida Senate, unless otherwise determined by a unanimous vote of the Delegation. A representative of each chamber of the Legislature

shall hold one of the two offices.

3. In consultation with the members, the Chair shall set the dates for each meeting of the Delegation and subsequently publish and distribute all required notices for the meeting.
4. The Chair shall set the agenda for the meeting, collect and distribute materials to members in accordance with established guidelines, and preside over all meetings of the Delegation. In the absence of the Chair, the Vice-Chair shall preside.

## **II. Presentations and Related Materials**

1. Any individual or group wishing to make a presentation to the Delegation must complete a request form and provide it to the office of the Delegation Chair seven (7) calendar days prior to the Delegation Meeting. The form is available on the Delegation's website at: [www.pinellascounty.org/delegation](http://www.pinellascounty.org/delegation). Forms may be submitted via email, facsimile, the USPS, or hand delivered. Upon receipt of the form, the individual or group will be placed on the agenda.
2. Other than for the consideration of Special Acts, each individual or group may offer a presentation at one of the two meetings of the Delegation. There will be only one presenter per topic except where an individual or group wishes to offer a rebuttal to a proposal. The rebuttal side will also be limited to one presenter. Materials related to the presentation shall be provided to the office of the Delegation Chair seven (7) days prior to the meeting. Materials should be provided in an electronic format whenever possible. If an electronic format cannot be provided, the presenter shall provide 2 copies per Delegation member and 2 additional copies.

The presenter shall provide copies to the delegation members at the meeting.

## **III. Standards for Consideration of Special Acts of the Legislature (Local Bills)**

1. Any member of the Delegation can bring forward a Special Act of the Legislature (local bill) for consideration by the Delegation.
2. The deadline for submitting a final draft of a local bill shall be thirty-days prior to the second Delegation meeting. However, the concept of all local bills should be presented to the delegation at the first meeting. (additional information – see Section IV #1)
3. Each local bill shall have a designated sponsor in the Florida House of Representatives and The Florida Senate.
4. The publication and cost of the required legal notice for a local bill and providing the House sponsor with the required documentation shall be the responsibility of the agency and/or the governmental entity requesting the bill. After receipt, the House sponsor shall provide the Senate sponsor with a copy of the required legal notice and Notice of Publication. The House sponsor shall provide a copy of the Official Legal Notice and Notice of Publication to the appropriate House Committee..
5. All local bills shall be considered in public meetings of the Delegation held in Pinellas County and be adopted by a majority vote of the entire Delegation membership at the second meeting of the Delegation.
6. All proposed local bills and/or all requests for funding (Community Budget Issues Request System – CBIRS) shall be delivered in an electronic format via email by the requester to the office of the Delegation Chair seven (7) days prior to the public hearing and delivered via email by the Chair to the Delegation membership forty-eight (48) hours prior to the public hearing.

#### **IV. Emergency Procedures for Consideration of a Special Act**



1. By a 2/3 vote of the Delegation, a proposed local bill may be deemed to be of an emergency nature and may be placed on the agenda after the deadline established herein for the second Delegation meeting.
2. All such emergency proposals must be considered by the Delegation in a public hearing in Pinellas County prior to introduction in the Legislature.
3. If an emergency proposal is submitted after the established submission date, it can only be considered for adoption without a public hearing by unanimous consent of the Delegation.

**V. Distribution of Meeting Materials**

1. The Chair shall prepare an e-packet of local bill materials including the Agenda and distribute it via email to each member of the Delegation and his/her staff seven (7) calendar days prior to each meeting of the Delegation.
2. In an effort to reduce costs and wasted resources, members are expected to bring these materials to each Delegation meeting. Other than the Agenda, copies of meeting materials will not be provided at the meeting.

BE IT FUTHER RESOLVED, that the Delegation Chairman shall notify the representatives of the news media and anyone requesting such notification of these dates each year.

ADOPTED: 1/13/11

**PINELLAS COUNTY LEGISLATIVE DELEGATION**



Representative Jim Frishe, Chair



Senator Jack Latvala, Vice Chair