



CHILDREN'S SERVICES ADVISORY BOARD
Internal Procedures and Rules

Adopted 12/16/15

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Authority

The Children's Service Advisory Board (CSAB) has the authority set forth in Manatee County Children's Ordinance (91-42) to elect officers and promulgate such internal procedures and rules as may be necessary to conduct the business and affairs of the advisory board, which shall not be in conflict with the general law, the Children's Services Ordinance, or procedures and policies established by the Board of County Commissioners.

Principles of the Internal Procedures and Rules

The following members' rights are the principles upon which the procedures is based:

1. The majority of members have the right to decide;
2. All members have the right to be heard;
3. All members have the right to information to help make decisions, unless otherwise prevented by law;
4. Members have a right to an efficient meeting;
5. All members have the right to be treated with respect and courtesy; and
6. All members have equal rights, privileges and obligations.

1 General Powers

1.1 Powers and duties

The Children's Services Advisory Board (CSAB) shall have the power and duty to make recommendations to the county regarding the expenditure of the dedicated millage, to consult with agencies dedicated to the welfare of children to the end that the overlapping of services will be prevented; and such other duties as may from time to time be assigned by ordinance or resolution of the Manatee County Board of County Commissioners.

2 Membership and Term of Office

2.1 Advisory Board Composition

Ordinance 91-42§6, 7-9-91 established the Manatee County Children's Services Advisory Board which shall be appointed by and serve at the pleasure of the county.

2.2 Terms

All terms shall be determined according to Ordinance 91-42§6, 7-9-91.

3 Organization of the Board

3.1 Election of Officers

Annually, at the first meeting held after the annual appointments by the Board of County Commissioners, a Chairman and Vice Chairman shall be elected by a quorum of the members. These officers shall be allowed to serve in the same position for a time period of two years, if voted, on consecutive years by the members. After an officer has served two years in the same office, an officer may fill another office or allow one year to take place before filling a position in the same office.

3.2 Vacancy in Office

Upon the occurrence of a permanent vacancy or inability to serve in the position of Chairman, the following shall occur:

- The Vice Chairman shall automatically succeed to the Chairmanship for the remainder of the term of office thereto; and
- The Board shall elect a new Vice Chairman at the first regularly scheduled meeting at which the existence of the vacancy is known.

3.3 Assignment of Duties

The Chairman shall have the authority to assign honorary and administrative duties to other members of the Advisory Board.

3.4 Quorum and Officers

A quorum exists when seven members of the Advisory Board are present. In an instance where there is a vacancy of a designated position, a quorum shall consist of one number higher than half of the total number of filled positions. Once a quorum is established, a CSAB meeting may start without regard to the absence of any other CSAB members.

In the absence of a quorum, those members assembled, including a single member of the Advisory Board if only one member shall be present, may:

- Take measures to obtain a quorum;
- Fix the time in which to adjourn or take a recess; and
- Continue any scheduled matter to a future date.

Staff reports may be provided, public comments may be solicited, and only discussion related to those actions shall be permitted.

In the absence of the Chairman, the Vice Chairman shall have all duties and authority of the Chairman until the return of the Chairman.

In the absence of both the Chairman and the Vice Chairman, at the time scheduled for the opening of a public meeting, a representative of the Community Services Department shall select a member who is present to preside over the meeting who shall have all the duties and authority of the Chairman until the return of a Board Officer.

4 [Meetings](#)

4.1 [Regular Meetings](#)

Written notice of regular meetings of the CSAB shall be given to each member at least seven days prior to each meeting. Regular meetings may only be cancelled or rescheduled by the Chairman or a majority vote of the CSAB members present at a regularly scheduled meeting. However, in the event the Chairman is notified between regularly scheduled meetings that a quorum will not be available for the next regularly scheduled meeting, such meeting may be cancelled or rescheduled by the Chairman or a majority vote.

4.2 [Emergency Meetings](#)

Emergency meetings of the CSAB may be called by the Chairman, the Vice-Chairman in the absence of the Chairman, or by motion of the Board. Twenty-four hour notice of an emergency meeting shall be given to each member of the CSAB. If after reasonable diligence, it is impossible to give notice to each member or because of the nature of the emergency it is impossible to let twenty-four hours lapse before the meeting, such failure shall not affect the legality of the meeting if a quorum is in attendance.

4.3 [Place/Time of Meetings](#)

Upon giving of due public notice, regular or emergency meetings of the CSAB may be held at any appropriate public place in the county. Meetings are generally held on the 4th floor of the Manatee County Administrative Center. During the months of August through February, meetings are held monthly on Wednesdays at 3:00 p.m. During March through May, meetings are held weekly on Wednesdays at 2:30 p.m.

[4.4 Notice of Meetings](#)

All notices shall be in writing and shall set forth the time, date and place of any meeting. Notices are delivered to members via electronic mail.

[5 Board Attendance](#)

[5.1 Attendance](#)

Board members are expected to demonstrate their commitment to CSAB goals by dependable attendance at Advisory Board meetings.

It is the responsibility of Board members to indicate attendance at meetings of the board by initialing the member sign-in sheet. The Board maintains its accountability internally, to the Board of County Commissioners, and to the citizenry through the following transparency measures:

- Advisory Board minutes reflect member attendance and excused/unexcused absences; meeting attendance is included in the official record.
- Advisory Board member's record of attendance will be reported and may be considered by the Board of County Commissioners with respect to reappointment for a new term.

[5.2 Member Absence Notification](#)

Advisory Board members are expected to provide advance notification of an intended absence, to designated county staff, not less than 24 hours before the scheduled meeting of the board. The notification must include the reason for the absence and may be provided verbally or in writing.

[5.3 Unexcused Absences](#)

Failure to provide advance notification of an intended absence shall be recorded as Unexcused. The County may remove any Board member who, without reasonable excuse, fails to attend three (3) consecutive meetings. It is the responsibility of the Board Chairman and designated county staff to monitor the attendance of each member and to issue warnings as appropriate.

[5.4 Notice of Unexcused Absences](#)

A notice will be sent to any Board member once the record reflects two consecutive meetings of the board where the member has had an unexcused absence. In the event the Board member has had unexcused absence for three consecutive meetings of the board, the Board may vote to recommend the removal of the member.

[6 Meeting Agenda](#)

[6.1 Agenda Preparation](#)

The agenda will be prepared by the Community Services Department Director's designee in collaboration with the Children's Services Advisory Board Chairman.

6.2 Items for Consideration

Any Children's Services Advisory Board member may request an item be placed on an agenda for the next scheduled meeting at which the item may be considered.

6.3 Distribution

The agenda will be distributed to the members electronically approximately one week prior to the meeting with the Notice of Meeting. A hard copy of the agenda will also be included in materials provided to all members at meetings of the Advisory Board.

6.4 Order of Business

The Chairman, at his/her option, may take business out of order if he/she determines that such a change in the agenda's schedule will expedite the business of the Advisory Board.

7 Rule of Debate

7.1 Question Under Consideration

When a motion is presented and seconded, it is under consideration and no other motion shall be received thereafter, except to amend, to substitute, to adjourn, to lay on the table (i.e., to postpone indefinitely), to defer to a date uncertain (i.e., to postpone until the occurrence of an independent event which will definitely occur at an unknown time), or to continue or defer to a date certain until the question is decided. These types of motions shall have preference in the order in which they are mentioned and motions to adjourn or to lay on the table shall be decided without debate. Final action upon a pending matter may be continued until a date certain, or deferred to a future meeting date, upon the vote of the majority of the members present.

7.2 Motions by the Chairman

The Chairman may second any motions, or after relinquishing the chair, may make any motion. The Chairman shall not resume the chair until after the Board has acted upon the matter under consideration when he/she relinquished the chair.

7.3 Discussion

Every member desiring to speak for purpose shall address the presiding officer, and upon recognition, shall confine himself/herself to the question under debate. Any member with a conflict of interest in the matter shall refrain from participation in discussion of the matter.

7.4 Interruption

A member, once recognized, shall not be interrupted when speaking, unless it is to call him/her to order, or as herein otherwise provided. If a member, while speaking, is called to order, or if a question of personal privilege is raised, the member who had the floor shall cease speaking until the question, or order, or privilege is determined by the presiding officer, and if in order, he/she shall thereafter be permitted to proceed. The ruling of the presiding officer on the point of order can only be overturned by a majority vote of the Board members present. A question of privilege, for purpose of this document, is defined as a pressing situation affecting a right or privilege of the Board or an individual member, which permits

interruption of pending business to state an urgent request or motion. Examples are: a need to deal with disruptive noise, inadequate ventilation, or introduction of a legally confidential subject in the presence of those not entitled to knowledge thereof.

7.5 Preparation of Amendment of Motions

Prior to a vote on any matter, a member may move to amend the motion.

7.6 Voting

Unless otherwise provided by law, ordinance or statute, when the Advisory Board has finished discussion and is ready to vote on a question, the Chairman shall call the vote, and there shall not be further discussion by any member voting.

- Prior to the vote, any member with a conflict of interest in the matter shall declare and define the nature of the conflict; and the member shall abstain from the vote.
- Votes are taken by voice (aye or nay), show of hands, or by any other method authorized by the assembly.
- After the vote, any member may give a brief statement to explain his/her vote, and such explanation should be consistent with the vote registered. A member must be present to vote, but need not have been present during the debate.
- When the vote of the Board is equally divided, the status quo ante shall be maintained. In such event, a person who sought a change in status quo shall be considered to have had his/her request denied and shall have available the same remedies or rights or review that he/she would have had if the request had been denied by a majority vote of the Board, unless, at the same meeting, the Board votes to approve it with conditions and stipulations attached, or to table, defer or continue the matter in an attempt to obtain action by a majority vote of the board members present.

8 Public Comment

8.1 Public comment Period

Public comment shall be restricted to 3 minutes or less. Time restrictions on members of the public addressing the Advisory board shall be monitored by the Community Services Department.

A member of the public who wishes to address the Advisory Board shall:

- Complete a Citizen's Comment Form that includes their name, complete address, telephone number, a brief description of their concern, and indicate whether or not their comment refers to an item on the day's agenda.
- Upon approaching the Advisory Board, the commenter must state their name for the official record. If the commenter is speaking on behalf of other persons or entities, the name of the persons or entities must also be identified.

8.2 Closing of Public Comment

For those matters on which public comment is heard by the Advisory Board, the Chairman shall close the public comment portion of the meeting upon conclusion of the last appropriate speaker's comments, or the expiration of the allowed speaking times, as set forth above. No additional public comments shall be allowed, except in specific response to questions by members of the Advisory Board.

9 Official Record

9.1 Minutes

Minutes of each meeting of the Advisory board shall be accurately taken, preserved and provided to members, at or before the next regular meeting. The minutes shall be signed by the Chairman after approval and shall be kept as a public record.

9.2 Items Included in the Official Record

Meeting agendas, minutes, and staff reports shall automatically be included in the records of the Children's Services Advisory Board. In addition, any documents, exhibits, diagrams, petitions, letters or other materials presented to the Board in support of, or in opposition to, an item to be considered by them shall be entered into the record, unless legally inadmissible.

9.3 Custodian

The Community Services Department shall be custodian of the record.

9.4 Correction of Errors in the Record

In the event the Advisory Board determines there was an error, either of commission or omission regarding the placement of an item into the record, any member of the board may move to correct such errors and such act of correction shall be done upon a majority vote of the members of the board.

9.5 Substitution of Copies of Exhibit Documents

A person submitting an Exhibit for the Board's consideration in support of, or in opposition to a pending matter, must file the original thereof with the Community Services Department. All exhibits submitted to the Community Services Department shall be submitted to the Board. The Board may approve substitution of a copy or duplicate thereof after viewing the original and the copy or duplicate and, verification thereof, the Community Services Department may return the original to said person. Alternatively, the Community Services Department may at its discretion, and at the expense of the person requesting the return of the original, make or arrange for the making, of a copy of the exhibit after which the original may be returned to the person requesting it.

10 Effect of These Rules of Procedures

10.1 Conflict with Laws

In any instance where the procedure established by this adopted procedure is in conflict with state law, county ordinance, or court order, or has the effect of violating any applicable law, ordinance or ruling, or order of a court or administrative agency, or rights thereunder, the procedures established hereunder shall be inoperative to the extent of such conflict or violation.

10.2 Robert's Rule of Order

In all cases not covered by this document, Robert's Rules of Order shall be used as a general guide and may be followed by the Chairman, unless the board overrules him/her.