

**CLEARWATER DOWNTOWN DEVELOPMENT BOARD (DDB)
RULES OF PROCEDURE**

I. DUTIES AND RESPONSIBILITIES OF CHAIR.

The Chair shall preserve order. The Chair may call to order any DDB member, any presenter, and any members of the public. The Chair shall decide all questions of order, subject to a majority vote on a motion to appeal. The Chair shall recognize all members who seek the floor as provided in Article V. The Chair shall not make or second a motion.

II. DUTIES OF VICE CHAIR IN ABSENCE OF CHAIR.

The Vice Chair shall act as Chair during the absence or inability of the Chair to perform the duties of the office of the Chair. The Chair shall be considered absent if there are duties of the office which must be performed and the Chair is not present and able to perform them.

III. PUBLIC COMMENTS.

A. Public comments on an agenda item shall be limited to a total of 60 minutes which can be extended upon DDB approval. Persons speaking before the DDB shall submit a completed comment card before the speaker will be permitted to speak (if the speaker has just arrived or decided to speak, the Chair may allow the card to be filled out after speaking) and be limited to three minutes per speaker. The speaker's microphone may be turned off after that time. A single representative of a group may speak for three minutes plus an additional minute for each person in the audience that waives his or her right to speak, up to a maximum of ten minutes. A comment card must be provided to document the request for additional time and designating those agreeing to waive their right to speak. No person shall speak more than once on the same subject at the same meeting unless granted permission by the Chair. Unused time cannot be passed from one speaker to another. Extensions of time limits can be given if approved by the Chair.

B. During any period designated for public comments on items not on the agenda, comments must be limited to matters that are not on the agenda and that are relevant to the DDB's district and purpose.

C. Public comments in support or opposition of items on the agenda shall be limited the item under discussion.

IV. AGENDA. EXPENDITURE OF FUNDS. WAIVER OR CHANGE OF RULES.

A. The Chair and staff may agenda items. The Chair cannot depart from the prescribed agenda but the DDB may do so by a majority vote or by consensus in response to a suggestion from the Chair. Continuance may be granted by a majority vote of the DDB upon the motion of any DDB member.

B. Except for items advertised for public hearing, items may be removed from the agenda. Emergency items may be added to the agenda without prior notice. DDB member requested items not on the agenda can be discussed at a DDB meeting upon a majority vote of the DDB to do so.

C. Any expenditure of funds requiring DDB action must be on the agenda, with appropriate support material. No action may be taken on expenditures not on the agenda unless the DDB determines by the affirmative vote of a majority plus one to permit action to be taken.

D. The rules may be waived or changed only upon the affirmative vote of a majority plus one.

V. MOTIONS. DISCUSSION. VOTES.

A. Agenda items will be presented by staff or a designated presenter, followed by questions by DDB members, and, thereafter, public input. A motion and second on the agenda item is required before discussion by the DDB.

B. Any member of the DDB making a motion or second of the motion shall address the Chair and await recognition before speaking. When a motion is made and seconded, it shall be stated by the Chair before any discussion shall be in order.

C. During the discussion, DDB members shall address the Chair and await recognition before speaking. The person making the motion is entitled to the floor first. Ex-officio members may participate in the discussion. No one is entitled to the floor a second time on the same motion as long as any other member who has not spoken on the issue desires the floor. The Chair must recognize any person who seeks the floor while entitled to it.

D. Motions and any amendments can be withdrawn or modified by the maker at any time prior to the Chair stating the question on the motion; after that time, the permission of the DDB majority must be obtained.

E. The Chair cannot close debate as long as any member who has not exhausted his right to debate desires the floor, unless a vote to call the question passes. The Chair may call the question and ask for a vote on the call of the question. The Chair shall declare all votes.

F. Any member of the DDB who voted with the prevailing side may move for reconsideration of any action of the whole DDB provided that the motion be made at the same meeting at which the action was taken. A motion to reconsider shall be in order at any time during the meeting except when a motion on some other subject is pending. No motion to reconsider shall be made more than once on any subject or matter.

G. The following motions are not debatable:

To adjourn;
To lay on the table;
To take from the table;
Call the previous question.

VI. BREAKS/RECESSES.

The DDB shall, at the direction of the Chair, take a break as needed. The DDB may recess for meals if the members of the DDB agree by majority vote.

VII. RULES OF ORDER

Except as provided herein, or as may be required by Florida law, the DDB Ordinance, or the DDB Bylaws, the rules of the DDB for the conduct of its business shall be as provided in the most recent edition of Robert's Rules of Order.

VII. RULES OF CONDUCT.

A. At all times, the DDB, staff and public shall conduct themselves in a respectful and civil manner. The Chair shall rule out of order any person whose actions, in the Chair's determination, disrupt the meeting.

B. Examples of disruptive actions include but are not limited to: 1) repeatedly interrupting a speaker or DDB member when not recognized; 2) shouting and talking in a manner that prevents a speaker or DDB member from being heard or that otherwise hinders the progress of the meeting; 3) refusing to leave the podium once the allotted time to speak has expired; 4) blocking paths for emergency exit from the meeting room, engaging in any conduct that prevents a member of the audience from seeing or hearing DDB members during a meeting, standing on chairs or tables within the meeting room; 5) exhibition of signs or graphic displays of any kind, except in connection with a presentation made to the DDB by a speaker at the podium; 6) approaching the dais without permission; 7) threats of violence; or 8) engaging in conduct that is a criminal offense.

C. The determination of the Chair or a majority of the DDB shall be final on such matters. All persons shall at all times conduct themselves in accordance with these rules and those failing to do so shall be removed from the DDB meeting. If removed, the person removed shall not thereafter be readmitted during the same meeting.

D. The Chair may recess the meeting, if deemed necessary, in order to restore order.