

# **FORT PIERCE YOUTH COUNCIL MEETING MINUTES**

Fort Pierce Youth Council - Thursday, August 17, 2023 - 4:00 p.m. City Hall - 2nd Floor Conference Room, 100 North U.S. #1, Fort Pierce, Florida

## **1. CALL TO ORDER**

Ms. Audria Moore-Wells called the meeting to order at 4:00 PM.

## **2. ROLL CALL**

## **3. APPROVAL OF MINUTES**

### **a. Approval of Minutes from May 18, 2023 Meeting**

Only members who attended the May 18, 2023 meeting were eligible to vote on the approval of the minutes. The new members who did not attend the May 18, 2023, meeting abstained from voting.

Motion to approve the May 18, 2023 meeting minutes made by Lyonee Allen and seconded by Tyanna Gore.

## **4. ADDITIONS OR DELETIONS TO THE AGENDA AND APPROVAL OF THE AGENDA**

Motion to amend the agenda to delete 6f. YOCO Attire and add Youth Awards Recognition Program made by Audria Moore-Wells and seconded by Tyanna Gore.

## **5. COMMENTS FROM THE PUBLIC**

Any person who wishes to comment on any subject on this Agenda may be heard at this time. Please limit your comments to no more than five (5) minutes, as this section of the Agenda is limited to thirty minutes. The Youth Advisory Committee will not be able to take any official action under "Comments from the Public" section.

## **6. NEW BUSINESS**

### **a. Welcome and Introductions by Audria Moore-Wells, Special Projects Coordinator**

Beginning with Ms. Moore-Wells, each YOCO member, staff member, and guest introduced themselves.

### **b. Overview of YOCO**

Ms. Moore-Wells provided an overview of the Youth Council. The City Manager's Office created the Youth Council, and each member is appointed by the City Commission. The Youth Council serves as an advisory board to the City Commission and will be tasked with making recommendations to the City Commission on youth-related activities. Ms. Moore-Wells also informed members of the meeting dates and the importance of responding to the meeting notification in order to confirm a quorum.

c. Sunshine Law Overview

Ms. Moore-Wells gave a brief overview of the Florida Sunshine Law. As members of the City Commission's advisory board, it is important that they receive training on compliance with this law. The City Attorney will be asked to provide training at a future meeting. The members were given a copy of the Attorney General of Florida's Frequently Asked Questions about Open Government for their review.

d. Roberts Rules of Order by Bruce Murray, Police Community Advisory Committee Member

Bruce Murray, a member of the Police Community Advisory Committee, spoke to the members about the history and establishment of Roberts Rules, as well as the importance of using it during their meetings. The members were given a copy of Roberts Rules of Order: The Basics for Small Boards. He also discussed how the rules are applied in an actual meeting. Mr. Murray said that he is available to the members and requested that his contact information be included in the minutes. (Bruce Murray - bam36mail@gmail.com or 772-285-1755).

e. Election of Officers

1. Chairperson
2. Vice-Chairperson
3. Second Vice-Chairperson
4. Parliamentarian

Ms. Moore-Wells informed the members about the duties of the Chairperson and that guidance will be provided to the person elected to that position.

1. Chairperson  
Nominations and votes:  
Deonna Davis - 5  
Shayla Hawthorne - 3  
Janessa Diaz - 2

2, Vice-Chairperson  
Nominations and votes:  
Iyonee Allen - 5  
Shayla Hawthorne - 2  
Janessa Diaz - 2

3. Second Vice-Chairperson  
Nominations and votes:  
Shayla Hawthorne - 5  
Tyanna Gore - 4

4. Parliamentarian  
Nominations and votes:  
Cody Ingram - 5  
Janessa Diaz - 3

f. YOCO Attire

6f Youth Awards Recognition Program

The City Manager's Intern, Jaela Davis, developed a Youth Awards Recognition Program that she presented to the Youth Council. She solicited feedback from the members on the awarding of the Sunrise City Youth of the Year. She also discussed the nomination process. Members were asked to provide input on the prizes that would be awarded to the winners of the various categories.

Ms. Moore-Wells explained to the members their role in the program, as the evaluation committee. The City will accept nominations for the award twice a year. The members will review the nominations and make recommendations to the Commission based on the evaluation categories and a scoring system.

g. Florida League of Cities:

- Video or Photo Competition: August - November 2023
- Youth Council Legislative Action Days Program: January 30-31, 2024 (Tallahassee)
- Community Service Contest: January - May 2024
- Youth Council Annual Conference: August 2024 (Orlando)

Ms. Moore-Wells discussed the Florida League of Cities Video Competition requirements. The deadline is 11/10/23. She asked the members for volunteers to oversee this project. Janessa Diaz volunteered, and Second Vice Chair Shayla Hawthorne volunteered to assist. Ms. Moore-Wells explained that a subcommittee had just been created that would be responsible for coming up with ideas based on the competition's criteria. She will ask the City's videographer for his guidance and send Janessa three links to municipalities that won the competition, so she can get ideas.

Ms. Moore-Wells said that she would set up a workgroup in order to hold Team meetings with the subcommittee and any other volunteers who wanted to help with the project. She informed the members that Janessa Diaz is the Chairperson of the subcommittee.

7. **COMMITTEE AND STAFF COMMENTS**

Homework assignment. Each member was given a copy of their YOCO membership application. Ms. Moore-Wells asked them to go over what they had written on their applications about why they wanted to be members, what they were interested in, what they wanted to be changed, and what they were passionate about. Ms. Moore-Wells assigned each member the task of developing an idea or project based on what they had written in their membership application. Each member was also given a project organizer to help them get started with a project name, project description, project

objective, and action plan.

The members were also given a flyer for the Treasure Coast Food Bank's Annual Pack the House event. She asked the members if they wanted to volunteer on Saturday, October 21st. It is not required, but if the members want to volunteer as a group, Ms. Moore-Wells will register them.

8. **ADJOURNMENT**

Motion to adjourn at 5:02 PM was made by Reese Adams and seconded by Chairperson Deonna Davis.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (772) 467-3065 at least 48 hours prior to the meeting.

## Open Government - Frequently Asked Questions

- **What is the Sunshine Law?**

Florida's Government-in-the-Sunshine law provides a right of access to governmental proceedings at both the state and local levels. It applies to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action. There is also a constitutionally guaranteed right of access. Virtually all state and local collegial public bodies are covered by the open meetings requirements with the exception of the judiciary and the state Legislature which has its own constitutional provision relating to access.

- **What are the requirements of the Sunshine law?**

The Sunshine law requires that 1) meetings of boards or commissions must be open to the public; 2) reasonable notice of such meetings must be given, and 3) minutes of the meeting must be taken.

- **What agencies are covered under the Sunshine Law?**

The Government-in-the-Sunshine Law applies to "any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation or political subdivision." Thus, it applies to public collegial bodies within the state at both the local as well as state level. It applies equally to elected or appointed boards or commissions.

- **Are federal agencies covered by the Sunshine Law?**

Federal agencies operating in the state do not come under Florida's Sunshine law.

- **Does the Sunshine Law apply to the Legislature?**

Florida's Constitution provides that meetings of the Legislature be open and noticed except those specifically exempted by the Legislature or specifically closed by the Constitution. Each house is responsible through its rules of procedures for interpreting, implementing and enforcing these provisions. Information on the rules governing openness in the Legislature can be obtained from the respective houses.

- **Does the Sunshine Law apply to members-elect?**

Members-elect of public boards or commissions are covered by the Sunshine law immediately upon their election to public office.

- **What qualifies as a meeting?**

The Sunshine law applies to all discussions or deliberations as well as the formal action taken by a board or commission. The law, in essence, is applicable to any gathering, whether formal or casual, of two or more members of the same board or commission to discuss some matter on which foreseeable action will be taken by the public board or commission. There is no requirement that a quorum be present for a meeting to be covered under the law.

- **Can a public agency hold closed meetings?**

There are a limited number of exemptions which would allow a public agency to close a meeting. These include, but are not limited to, certain discussions with the board's attorney over pending litigation and portions of collective bargaining sessions. In addition, specific portions of meetings of some agencies (usually state agencies) may be closed when those agencies are making probable cause determinations or considering confidential records.

- **Does the law require that a public meeting be audio taped?**

There is no requirement under the Sunshine law that tape recordings be made by a public board or commission, but if they are made, they become public records.

- **Can a city restrict a citizen's right to speak at a meeting?**

Public agencies are allowed to adopt reasonable rules and regulations which ensure the orderly conduct of a public meeting and which require orderly behavior on the part of the public attending. This includes limiting the amount of time an individual can speak and, when a large number of people attend and wish to speak, requesting that a representative of each side of the issue speak rather than every one present.

- **As a private citizen, can I videotape a public meeting?**

A public board may not prohibit a citizen from videotaping a public meeting through the use of nondisruptive video recording devices.

## Open Government - Frequently Asked Questions

- **Can a board vote by secret ballot?**

The Sunshine law requires that meetings of public boards or commissions be "open to the public at all times." Thus, use of preassigned numbers, codes or secret ballots would violate the law.

- **Can two members of a public board attend social functions together?**

Members of a public board are not prohibited under the Sunshine law from meeting together socially, provided that matters which may come before the board are not discussed at such gatherings.

- **What is a public record?**

The Florida Supreme Court has determined that public records are all materials made or received by an agency in connection with official business which are used to perpetuate, communicate or formalize knowledge. They are not limited to traditional written documents. Tapes, photographs, films and sound recordings are also considered public records subject to inspection unless a statutory exemption exists.

- **Can I request public documents over the telephone and do I have to tell why I want them?**

Nothing in the public records law requires that a request for public records be in writing or in person, although individuals may wish to make their request in writing to ensure they have an accurate record of what they requested. Unless otherwise exempted, a custodian of public records must honor a request for records, whether it is made in person, over the telephone, or in writing, provided the required fees are paid. In addition, nothing in the law requires the requestor to disclose the reason for the request.

- **How much can an agency charge for public documents?**

The law provides that the custodian shall furnish a copy of public records upon payment of the fee prescribed by law. If no fee is prescribed, an agency is normally allowed to charge up to 15 cents per one-sided copy for copies that are 14" x 8 1/2" or less. A charge of up to \$1 per copy may be assessed for a certified copy of a public record. If the nature and volume of the records to be copied requires extensive use of information technology resources or extensive clerical or supervisory assistance, or both, the agency may charge a reasonable service charge based on the actual cost incurred.

- **Does an agency have to explain why it denies access to public records?**

A custodian of a public record who contends that the record or part of a record is exempt from inspection must state the basis for that exemption, including the statutory citation. Additionally, when asked, the custodian must state in writing the reasons for concluding the record is exempt.

- **When does a document sent to a public agency become a public document?**

As soon as a document is received by a public agency, it becomes a public record, unless there is a legislatively created exemption which makes it confidential and not subject to disclosure.

- **Are public employee personnel records considered public records?**

The rule on personnel records is the same as for other public documents ... unless the Legislature has specifically exempted an agency's personnel records or authorized the agency to adopt rules limiting public access to the records, personnel records are open to public inspection. There are, however, numerous statutory exemptions that apply to personnel records.

- **Can an agency refuse to allow public records to be inspected or copied if requested to do so by the maker or sender of the documents?**

No. To allow the maker or sender of documents to dictate the circumstances under which documents are deemed confidential would permit private parties instead of the Legislature to determine which public records are public and which are not.

- **Are arrest records public documents?**

Arrest reports prepared by a law enforcement agency after the arrest of a subject are generally considered to be open for public inspection. At the same time, however, certain information such as the identity of a sexual battery victim is exempt.

## Office of the Attorney General of Florida

### Open Government - Frequently Asked Questions

- **Is an agency required to give out information from public records or produce public records in a particular form as requested by an individual?**  
The Sunshine Law provides for a right of access to inspect and copy existing public records. It does not mandate that the custodian give out information from the records nor does it mandate that an agency create new records to accommodate a request for information.
- **What agency can prosecute violators?**  
The local state attorney has the statutory authority to prosecute alleged criminal violations of the open meetings and public records law. Certain civil remedies are also available.
- **What is the difference between the Sunshine Amendment and the Sunshine Law?**  
The Sunshine Amendment was added to Florida's Constitution in 1976 and provides for full and public disclosure of the financial interests of all public officers, candidates and employees. The Sunshine Law provides for open meetings for governmental boards
- **How can I find out more about the open meetings and public records laws?**  
Probably the most comprehensive guide to understanding the requirements and exemptions to Florida's open government laws is the Government-in-the-Sunshine manual compiled by the Attorney General's Office. The manual is updated each year and is available for purchase through the First Amendment Foundation in Tallahassee. For information on obtaining a copy, contact the **First Amendment Foundation at (850) 224-4555.**

**2023** FLORIDA LEAGUE  
OF CITIES

**YOUTH COUNCIL**

**VIDEO**

**COMPETITION**



## OVERVIEW

The Florida League of Cities (FLC) is pleased to announce the 2023 Youth Council Video Competition! The competition aims to provide a way for Florida's youth councils to showcase their ideas, creativity and commitment to their communities.

This year's video competition asks councils, "**What makes your city, town or village great?**" Within the video, answer the following questions:

- ▶ What makes your city, town or village special?
- ▶ What does your city, town or village offer its residents, businesses and visitors?
- ▶ How does your youth council help make your city, town or village great?

The nomination must include:

1. The YouTube link to your video, up to five minutes long, that answers all questions listed in the overview section. (No other link will be accepted.)
2. A 250-words-or-less summary of your video.
3. A letter of recommendation from the Mayor, Manager, Clerk or a Councilmember/Commissioner.

The deadline for entries is **Friday, November 10, 2023**. Your nomination **will only be scored if all of the above are included**. The League is not looking for professional quality, just creativity and imagination!

## APPLICATION RULES

- ▶ The Florida League of Cities video competition is open only to youth councils sponsored by a city, town or village government that is a member of the Florida League of Cities.
- ▶ Judging will be based entirely on the youth council's entry.
- ▶ The judges' decision is final, and all material received becomes the property of the Florida League of Cities, with permission to use it perpetually and universally, in any manner deemed appropriate by the League, with no additional compensation beyond the award money presented to the winner.
- ▶ The video should be **no more than five minutes long**.
- ▶ **The video will not be judged if you use copyrighted music and cannot prove that you have received written permission from the artist.**
- ▶ The League must receive all materials by **November 10, 2023**.



## SUBMISSION

All work must be submitted through an online form found at [flcities.com/municipal-youth-councils](http://flcities.com/municipal-youth-councils). This form will allow you to upload all documentation. Please fill out all information fields.

Submissions that are emailed or mailed will **NOT** be judged.

## ANNOUNCEMENT OF WINNERS

Winners will be announced in December, and three projects will be selected as winners. Winners will:

- ▶ Be showcased on the League's website and social media platforms.
- ▶ Be recognized at a local City Council or Commission meeting.
- ▶ Receive a monetary award of \$250 and a trophy/plaque.

The League reserves the right not to award all prizes.

For more information, please contact Eryn Russell at 850.701.3616 or [erussell@flcities.com](mailto:erussell@flcities.com).





APPLICATION FOR THE CITY OF FORT PIERCE YOUTH COUNCIL

\*Please print neatly in blue or black ink.

Name \_\_\_\_\_ Date \_\_\_\_\_  
Parent's Name(s) \_\_\_\_\_  
Home Phone # \_\_\_\_\_ Other Phone Line \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
School Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_  
Grade Point Average: \_\_\_\_\_

List the extra-curricular activities that you currently take part in:

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List any other organizations or clubs you are currently a member of:

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Why do you want to be involved in the City of Fort Pierce Youth Council?

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Describe your ideas and goals for this Council and how they can benefit the Community.

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If you could change one thing about this City, what would that be and why?

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What are you passionate about?

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Please Return to: The City of Fort Pierce, City Manager's office: 100 N. US Highway 1, Fort Pierce, FL 34950 or for more info, please call 772-465-4170 or email at [citymanagersoffice@cityoffortpierce.com](mailto:citymanagersoffice@cityoffortpierce.com)



APPLICATION FOR THE CITY OF FORT PIERCE YOUTH COUNCIL pt2.

Commitment Statement: I understand that being a member of the City of Fort Pierce Youth Council carries certain responsibilities. I agree to conduct myself as properly befitting a representative of my City and abide by all guidelines of the Council. I understand that four or more consecutive absences from Youth Council meetings is grounds for dismissal.

\*Please see the attached List of Offices and Duties document.

Student Signature: I have read and understand the above commitments required for the Council.

\_\_\_\_\_ Student Signature \_\_\_\_\_ Date

Parent/Legal Guardian Signature: I give my permission for the above named applicant to seek a position on the City of Fort Pierce Youth Council and I have read and understand the commitments required for the Council.

\_\_\_\_\_ Parent Signature \_\_\_\_\_ Date

Parents/guardians of participants are advised that photographs or videotapes of participants may be used in publications, websites, or other materials produced from time to time by the City of Fort Pierce or the Florida League of Cities.

\_\_\_\_\_ I do not wish your child(ren) to be photographed or filmed.

(Initial)

Please note that the City of Fort Pierce or its commission, or its staff have no control over the use of photographs or film taken by media that may be covering an event/activity in which your child (ren) participate(s).

\_\_\_\_\_ Date: \_\_\_\_\_ (Parent/Guardian Signature)

\*Completing this application does not guarantee a seat on the Youth Council. If you have any questions please call 772-465-4170 or email at [citymanagersoffice@cityoffortpierces.com](mailto:citymanagersoffice@cityoffortpierces.com)





# 9<sup>TH</sup> ANNUAL PACK THE HOUSE

Join us for two exciting days full of music, fun themed shifts, local food, and helping our neighbors in need! You will be helping to build holiday meal boxes for children, families and seniors who are facing hunger.



Holiday Meal Box Recipients



## Help us Pack the House! October 20-21, 2023

### Day 1 - October 20th, 2023

Kick Off Ceremony	8:30am
First Shift	9:00am - 12:00pm
Second Shift	12:00pm - 3:00pm
Third Shift	3:00pm - 6:00pm
Fourth Shift	6:00pm - 9:00pm

### Day 2 - October 21st, 2023

First Shift	8:00am-12:00pm
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## Stay Tuned for Registration Information



# StopHunger.org



**Youth Council Advisory Committee - 4 pm**

**3. a.**

**Meeting Date:** 08/17/2023

**Re:**

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**SUBJECT:**

Approval of Minutes from May 18, 2023 Meeting

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**Attachments**

5.18.23 YOCO Meeting Minutes

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## **FORT PIERCE YOUTH COUNCIL MEETING MINUTES**

Fort Pierce Youth Council - Thursday, May 18, 2023 - 4:00 p.m. City Hall - 2nd Floor Conference Room,  
100 North U.S. #1, Fort Pierce, Florida

### **1. CALL TO ORDER**

The meeting was called to order by Second Vice Chair Deonna Davis

### **2. ROLL CALL**

Mia Morrison, Vice Chair, arrived after the meeting began. Sara Cheney, Chair, did not attend.

### **3. APPROVAL OF MINUTES**

#### **a. Approval of minutes of April 20, 2023 meeting**

Motion to approve the minutes of the April 20, 2023 meeting was made by Iyonee Allen and seconded by Tyanna Gore.

AYE: Iyonee Allen  
Reese Adams  
Tyanna Gore  
2nd Vice Chair Deonna Davis

### **4. ADDITIONS OR DELETIONS TO THE AGENDA AND APPROVAL OF THE AGENDA**

Motion to accept the agenda with no changes was made by Tyanna Gore and seconded by Iyonee Allen.

AYE: Iyonee Allen  
Reese Adams  
Tyanna Gore  
2nd Vice Chair Deonna Davis

5. **COMMENTS FROM THE PUBLIC**

Any person who wishes to comment on any subject on this Agenda may be heard at this time. Please limit your comments to no more than five (5) minutes, as this section of the Agenda is limited to thirty minutes. The Youth Advisory Committee will not be able to take any official action under "Comments from the Public" section.

6. **OLD BUSINESS**

a. City Commission Presentation

Audria Moore-Wells provided feedback to the members on their presentation to the City Commission at the May 1, 2023 meeting of the Youth Council's activities. For the next presentation, they will use a script.

7. **NEW BUSINESS**

a. Advocacy Ideas

This item was postponed for placement on the next meeting agenda.

b. Next YOCO Community Event

Mrs. Moore-Wells asked the members to start thinking about what the Youth Council should plan and organize for the next community event.

c. Upcoming Events & Activities

1. Community Service Contest - May 31, 2023
2. City of Fort Pierce Community Cleanup - June 3, 2023
3. Juneteenth Freedom Block Party - June 16, 2023
4. Annual Youth Council Conference - August 11-12, 2023 (Orlando)
5. Video or Photo Competition - September-November 2023

1. Community Services Contest – The members discussed their submission to the Florida League of Cities for the Community Services Contest.
2. Community Cleanup – Mrs. Moore-Wells asked the members if they would be interested in participating in the Community Cleanup scheduled for June 3, 2023. The members discussed forming a team and selecting a location for cleanup.
3. Juneteenth Event – The members discussed the possibility of assisting with the Juneteenth Block Party on June 16, 2023.
4. Youth Council Conference – Mrs. Moore-Wells asked the members if they were interested in attending the Florida League of Cities Annual Youth Council Conference on August 11-12 in Orlando. Three members expressed their interest. Further discussion followed on the requirements to attend the annual conference.
5. Video or Photo Competition – Mrs. Moore-Wells informed the members that no

additional had been made available on the upcoming competition.

d. New Council Members

The members discussed the departure of the high school graduates from the Youth Council. Mrs. Moore-Wells asked the members to begin recruitment efforts now and not wait until October. The members discussed the process for someone becoming a member of the Youth Council.

e. YOCO Meetings

Mrs. Moore-Wells asked the members if they wanted to continue meeting throughout the summer. The members expressed a desire to meet, but due to obligations, they would not be able to meet in June and July because of a lack of a quorum.

8. **COMMITTEE AND STAFF COMMENTS**

When Commissioner Gaines arrived at the meeting, Mrs. Moore-Wells announced that the members planned a presentation for him. The members presented Commissioner Gaines with a Fort Pierce Youth Council shirt and thanked him for his support. Commissioner Gaines responded that he is looking forward to hearing great things in the future about the Youth Council.

9. **ADJOURNMENT**

Motion to adjourn made by Reese Adams and seconded by Tyanna Gore.

AYE: Iyonee Allen  
Reese Adams  
Tyanna Gore  
2nd Vice Chair Deonna Davis

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (772) 467-3065 at least 48 hours prior to the meeting.

**Youth Council Advisory Committee - 4 pm**

**6. d.**

**Meeting Date:** 08/17/2023

**Re:**

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**SUBJECT:**

Roberts Rules of Order by Bruce Murray, Police Community Advisory Committee Member

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**Agenda Attachments**

Roberts Rules

**Minutes Attachments**

Run of the Meeting Template - Robert's Rules

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# Robert's Rules of Order

## The Basics for Small Boards

**Parliamentary procedure is a set of rules for conducting orderly meetings that accomplish goals fairly. Benefits of parliamentary procedure include the following:**

- Justice and courtesy for all
- Maintenance of order
- Consideration of one item at a time
- All sides get heard
- Ability for each member to provide input
- Majority rule
- Protection of the rights of all members including the minority

### **Basic Principles**

- A quorum must be present for business to be conducted
- All members have equal rights, privileges and obligations
- No person should speak until recognized by the chair
- Personal remarks or side discussions during debate are out of order
- Only one question at a time may be considered, and only one person may have the floor at any one time
- Members have a right to know what the pending question is and to have it restated before a vote is taken
- Full and free discussion of every main motion is a basic right
- A majority decides a question except when basic rights of members are involved or a rule provides otherwise.
- Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
- The Chair should always remain impartial.

### **Basic Definitions**

**Motion** – A formal proposal made to bring a subject before an assembly for its consideration and action. Begins with “I move that...”

**Second** – A statement by a member who agrees that the motion made by another member be considered. Stated as “Second,” or “I second the motion.”

**Amendment** – Before the vote is taken on a motion, it may be amended by:

- Striking out words
- Inserting or adding words
- Striking out words and inserting others in their place
- Substituting one (1) paragraph or resolution for another

**Presiding officer/Chair** – The individual who facilitates the meeting, usually the President.

In the absence of the President, the Vice President is next.

If neither are present, the Secretary calls the meeting to order and conducts an election for a Chairman Pro Tem (a presiding officer for that meeting only).

### **Role of the Presiding officer**

- To introduce business in proper order per the agenda
- To recognize speakers

- To determine if a motion is in order
- To keep discussion focused on the pending motion
- To maintain order
- To put motions to a vote and announce results

#### **General procedure for Handling a Main Motion**

- A member must obtain the floor by being recognized by the chair
- Member makes a main motion
- A motion must be seconded by another member before it can be considered
- If the motion is in order, the chair will restate the motion and open debate
- The maker of a motion has the right to speak first in debate
- The main motion is debated along with any secondary motions that are debatable.
- Debate on Subsidiary, Privileged and Incidental motions (if debatable or amendable) take precedence over debate on the main motion and must be decided before debate on the main motion can continue.
- Debate is closed when: Discussion has ended, or A 2/3 vote closes debate.
- The chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes
- The chair calls for a vote by asking "All in favor?" Those in favor say "Aye." Then asking "All opposed?" Those opposed will say "no"
- The chair announces the result

#### **General rules of Debate for small Boards**

- All discussion must be relevant to the immediately pending question
- No member should speak more than twice to each debatable motion. The second time takes place after everyone wishing to debate the motion has had an opportunity to speak once
- All remarks should be addressed to the chair – no cross debate is permitted
- Debate must address issues not personalities
- When possible, the chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion
- Members may not disrupt the assembly
- Rules of debate can be changed by a 2/3 vote or general consent without objection

## Run of the Meeting Template – Robert’s Rules of Order

### 1. CALL TO ORDER

**CHAIR:** I WOULD LIKE TO CALL THIS MEETING TO ORDER. IT IS THE **DATE**  
AT **TIME**

### 2. ROLL CALL

**CHAIR:** MS. JENNIFER CALL THE ROLL PLEASE

**COUNCIL MEMBERS:** RESPOND PRESENT OR HERE WHEN NAME IS CALLED

### 3. APPROVAL OF MINUTES

**CHAIR:** FIRST IS APPROVAL OF THE MINUTES FROM **THE DATE** (PREVIOUS MEETING) YOUTH COUNCIL REGULAR MEETING.

#### a. Approval of minutes of **DATE**

**CHAIR:** CAN I GET A MOTION AND A SECOND TO APPROVE THE MINUTES? UNTIL MS. JENNIFER GETS TO KNOW ALL OF US, PLEASE SAY YOUR NAME BEFORE MAKING SPEAKING. THANK YOU.

**COUNCIL MEMBER 1:** SAY NAME: I MAKE A MOTION TO APPROVE THE MINUTES.

**COUNCIL MEMBER 2:** SAY NAME: I SECOND THAT MOTION.

**CHAIR:** THERE IS A MOTION AND A SECOND. PLEASE CALL THE ROLL.

### 4. ADDITIONS OR DELETIONS TO THE AGENDA AND APPROVAL OF THE AGENDA

**CHAIR:** ARE THERE ANY ADDITIONS OR DELETIONS TO THE AGENDA? HEARING NONE, I WILL ACCEPT A MOTION AND A SECOND TO APPROVE THE AGENDA.

**COUNCIL MEMBER 1:** SAY NAME: I MAKE A MOTION TO APPROVE THE MINUTES.

**COUNCIL MEMBER 2:** SAY NAME: I SECOND THAT MOTION.

**CHAIR:** THERE IS A MOTION AND A SECOND. PLEASE CALL THE ROLL.

### 5. COMMENTS FROM THE PUBLIC

**CHAIR:** Any person who wishes to comment on any subject on this Agenda may be heard at this time. Please limit your comments to no more than five (5) minutes, as this section of the Agenda is limited to thirty minutes. The Youth Advisory Committee will not be able to take any official action under “Comments from the Public” section.

**CHAIR:** THIS IS THE TIME FOR THE PUBLIC TO MAKE ANY COMMENTS THAT THEY WISH TO. (IF NO ONE IS PRESENT OR WISHES TO SPEAK) WE WILL CLOSE OPEN TO THE PUBLIC.

**6. OLD BUSINESS**

**CHAIR:** NEXT WE HAVE OLD BUSINESS

**a) Item**

**CHAIR:** LEADS DISCUSSION AND IF A VOTE IS NEEDED

**CHAIR:** CAN I GET A MOTION AND A SECOND TO APPROVE THE ITEM OR RECOMMENDATION?

**COUNCIL MEMBER 1:** SAY NAME: I MAKE A MOTION TO APPROVE THE MINUTES.

**COUNCIL MEMBER 2:** SAY NAME: I SECOND THAT MOTION.

**A MAJORITY APPROVES. FAILING A MAJORITY FAILS THE MOTION. A MOTION CAN BE MADE TO REJECT A MATTER.**

**7. NEW BUSINESS**

**CHAIR:** ON TO NEW BUSINESS

**a) Item**

**CHAIR:** LEADS DISCUSSION AND IF A VOTE IS NEEDED

**CHAIR:** CAN I GET A MOTION AND A SECOND TO APPROVE THE ITEM OR RECOMMENDATION?

**COUNCIL MEMBER 1:** SAY NAME: I MAKE A MOTION TO APPROVE THE MINUTES.

**COUNCIL MEMBER 2:** SAY NAME: I SECOND THAT MOTION.

**b) Upcoming Events & Activities**

- Annual Youth Council Conference - August 11-12, 2023 (Orlando)
- Video or Photo Competition - September-November 2023
- Local Community Service Project – October 2023
- Local Community Service Project – November 2023
- Local Community Service Project – December 2023
- FLC Community Service Contest – January - May 2024
- Legislative Action Days Program (Tallahassee) – January 30-31, 2024
- EMPOWER YOUTH! - April/May 2024
- Summer Break – June – July 2024

**8. COMMITTEE AND STAFF COMMENTS**

**CHAIR:** ARE THERE ANY COMMENTS FROM THE STAFF?

ARE THERE ANY COMMENTS FROM THE COUNCIL?

9. **ADJOURNMENT**

**CHAIR:** I WILL NOW ENTERTAIN A MOTION TO ADJOURN THIS MEETING.

**COUNCIL MEMBER 1:** SAY NAME: SO MOVED

**COUNCIL MEMBER 2:** SAY NAME: I SECOND THAT MOTION.

**CHAIR:** IT HAS BEEN PROPERLY MOVED AND SECONDED, HEARING NO OBJECTIONS, THIS COUNCIL IS ADJOURNED.