

RULES OF ORDER
LAW LIBRARY ADVISORS
HILLSBOROUGH COUNTY, FLORIDA

- Rule 1. INTRODUCTION. The purpose of these rules is to provide for the smooth and orderly functioning of the business of the Law Library Advisors (the “Advisors”) and to provide a basis for resolving questions of procedure when they arise. The Advisors are intended to operate as a collegial body in a unified manner in accordance with Hillsborough County Ordinance 14-27 (A copy of which is attached), and which powers and authorities as summarized in an Appendix A. Any reference to Staff or Staff to the Advisors made herein shall mean staff assigned under the County Administrator.
- Rule 2. STANDING RULES OF ORDER. The Roberts Rules of Order, Newly Revised (copyright 2011) are adopted as parliamentary authority for the conduct of all meetings of the Advisors except when they are inconsistent with these rules of order or any other provisions of law which apply to the Advisors.
- Rule 3. ATTENDANCE. Each Advisor must give reasonable advance notice to the Chair, or designee of such Advisor’s anticipated absence from a regular meeting of the Advisors. Under extraordinary circumstances, an Advisor may participate via phone or video conferencing. The Advisor conferencing

in will be not counted as part of the quorum but is allowed to vote and to have their vote counted. Additionally, the Advisor conferencing in must be able to hear the meeting dialogue and the members present as well as the public must be able to hear the Advisor. Any Advisor who has a total of three (3) absences that occur without advance notice in any 12 month period shall be recommended for replacement to the appropriate participating entity by forwarding such recommendation for consideration and response to the head of the participating entity that is set forth in Hillsborough Ordinance 14-27.

Rule 4. QUORUM. A quorum is the number of Advisors necessary to legally transact business. Three (3) Advisors shall constitute a quorum.

Rule 5. PRESIDING OFFICER. The Advisors, by majority vote, shall designate a Chair who shall serve for one (1) year and preside at all meetings of the Advisors. In the absence of the Chair, by pre-determined rotation, another of the Advisors shall preside.

The Chair of the Advisors shall have the following functions:

- (a) determining that a quorum is present.
- (b) opening the meeting and calling the meeting to order.
- (c) recognizing members of the general public or staff to speak.
- (d) putting to vote all questions which come before the Advisors as motions or recommendations.
- (e) deciding all questions of order.

(f) refusing to recognize frivolous or dilatory motions.

The decision of the Chair shall stand unless reversed by a majority vote of the Advisors present after the proper motion has been made and seconded to reverse such a decision.

Rule 6. VOTING. Voting shall be done by voice vote unless there is a dissenting vote, in which case there shall be a show of hands. Staff to the Advisors will officially record the votes.

Rule 7. ABSTENTION. No Advisor may abstain from voting on any matter before the Advisors upon which official action is to be taken unless there is or appears to be a possible conflict of interest under the provisions of applicable laws. In such cases, said Advisor(s) shall comply with the disclosure requirements of State Law.

Rule 8. MOTIONS. No matter may be officially acted upon by the Advisors unless a motion has been made by an Advisor or Staff to take such action and said motion has been seconded by another Advisor. When a motion has been made and seconded, the Chair shall conduct discussion on the merits of the motion.

The Chair shall first recognize Advisors to speak on the question and then shall recognize members of staff as appropriate. The general public may speak on the question only during public comment. The Chair shall have the authority to close debate and call for a vote on the motion. The Chair

cannot close the debate as long as any Advisor or staff wishes to speak unless a majority of the Advisors votes to call for the question and to vote on the motion. The Chair, as a matter of prerogative and duty of the Chair, may once during each hour and thirty minutes of the meeting of the Advisors call a ten minute recess.

Rule 9. SUBSIDIARY MOTIONS. These are applied to original motions in order to more appropriately dispose of the original motions. Subsidiary motions include:

- (a) motion to amend.
- (b) motion to postpone.
- (c) motion to refer to staff. When such motions are made and seconded, the subsidiary motion supplements the original motion and must be decided by a majority vote before the original motion can be acted upon.

Rule 10. PRIVILEGED MOTIONS. These motions are of such great importance that they take precedence over all other motions and questions and are not debatable. These motions include:

- (a) fixing a time to adjourn.
- (b) adjournment.
- (c) taking a recess.

- Rule 11. RECONSIDERATION. A motion to reconsider any vote or proceeding of the Advisors may only be made by an Advisor who had previously voted on the prevailing side. No item may be reconsidered unless a motion has been made and seconded and a majority of the Advisors votes to so reconsider.
- Rule 12. SCHEDULING OF AGENDA ITEMS. At the end of each meeting staff will present a recommended future agenda for Advisor input. Advisors may also recommend an item for inclusion in the agenda. The agenda will be finalized by staff prior to the upcoming meeting.
- Rule 13. AGENDA AND ORDER OF BUSINESS. An agenda of matters to be discussed by the Advisors shall be prepared by Staff and shall be made available to the Advisors and public a reasonable time before the meeting of the Advisors. In cases of special circumstances or emergencies, items not on the agenda may be acted upon by the Advisors.
- Rule 14. REGULAR MEETINGS. Regular meetings of the Advisors shall be held bi-monthly at a time to be set and a place to be selected by the Advisors.
- Rule 15. SPECIAL MEETINGS. Special meetings of the Advisors may be called at any time by the Chair. Notice of special meetings shall be in writing or by telephone or by electronic communication as designated by an Advisor. The Chair or his duly authorized representative shall serve each Advisor with a notice of a special meeting at least 48 hours before the meeting. Said notice shall state subject matter(s) to be discussed at the special meeting.

- Rule 16. **EMERGENCY MEETINGS.** Emergency meetings of the Advisors may be called at any time by the Chair, or his designee. Notice shall be given in writing or by telephone or by electronic communication in whatever manner is best designed to give actual notice to an Advisor. Emergency meetings may be called although "due public notice" may be impracticable or impossible. Minutes of emergency meetings must be kept in the same manner as those for regular and special meetings.
- Rule 17. **MINUTES.** Written minutes of all meetings of the Advisors shall be recorded by Staff to the Advisors. These written minutes shall be open for public inspection. Minutes of previous meetings may be circulated for corrections and studying by the Advisors as long as any changes, corrections or deletions are discussed during an official meeting and are duly approved by the Advisors at said meeting.
- Rule 18. **OPEN MEETINGS.** All regular, special, and emergency meetings of the Advisors shall be open to the public in accordance with Chapter 286, Florida Statutes.
- Rule 19. **PUBLIC COMMENT.** Citizens are intended to have an opportunity to address the Advisors concerning matters regarding the operation of the Law Library and the general matters delegated to the Advisors under Hillsborough County Ordinance 14-27 during "Public Comment". Each person appearing under the section of the agenda designated as "Public

Comment” will be limited to three (3) minutes. At the discretion of the Advisors, this time may be changed.

Rule 20. AMENDMENTS. These rules of order may be amended by action of a majority vote of the Advisors present at a regular or special meeting of the Advisors; provided however, that such amendments shall not become effective until the same have received a like vote at the next regularly scheduled meeting.

Rule 21. WAIVER OF RULES OF ORDER. Where not in conflict with law, any of the above rules of order may be temporarily suspended for the meeting in session by majority vote of those Advisors present at the meeting.

EFFECTIVE DATE. These rules became effective immediately upon adoption by the Advisors on December 10, 2014.

APPENDIX “A”

Hillsborough County Ordinance 14-27 sets forth the powers and responsibilities of the Law Library Advisors in both Sections 2 and 3, and specifies as follows that the Law Library Advisors:

1. Shall provide advice and recommendations to County Administration on the expenditure of all monies budgeted by law, donated or otherwise accredited for the maintenance of the Law Library. [As more specifically detailed in Section 32.23(a)]
2. Advise and recommend regarding any checks disbursed from the Law Library Fund after presentation and approval of vouchers by County Administration. (No funds may be expended from the Law Library Fund unless and until such advice and recommendation is made to County Administration by the Law Library Advisors.) [Section 32.22(a)]
3. May advise and recommend to County Administration regarding the assessment and collection of fees. [Section 32.23(b)]