RESOLUTION NUMBER 2015-3

A RESOLUTION OF THE OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY, FLORIDA, ESTABLISHING CIVILITY AS THE STANDARD FOR ALL PUBLIC DISCOURSE AND PUBLIC MEETINGS; DECLARING THE YEAR 2015 AS "THE YEAR OF CIVILITY IN PUBLIC DISCOURSE"; ESTABLISHING A STANDARD AGENDA FOR THE CONDUCT OF PUBLIC BUSINESS AT PUBLIC MEETINGS, ADOPTING ROBERTS RULES OF ORDER AS THE MINIMUM STANDARD FOR THE CONDUCT OF PUBLIC MEETINGS, AND HAVING AN EFFECTIVE DATE:

WHEREAS: The Ocean, Highway, and Port Authority [AUTHORITY] is an independent, special district of the State of Florida, created and chartered under the laws of the State of Florida at Chapter 2005-293, as authorized by F.S. Ch. 189; and

WHEREAS: The obligation of AUTHORITY is to provide a forum and format for the orderly conduct of the public's business, with full, complete, and timely access of the public for input; and

WHEREAS: Freedom of Speech, Protection of Individual Rights, and Respect for Civil Law are the cornerstones of our system of representative government; and

WHEREAS: Disagreement does not require acrimony and discord; nor should civility and mutual respect be sacrificed on the altar of competing views or opposite interests. In the interest of sound policy and reflective deliberation, we are admonished to:

A. Listen with open ears, open hearts, and open minds to the voices of others;

B. Speak with civility, courtesy, and respect for all who hear our words, especially those with whom we disagree; and
C. Whenever possible, to provide substantiating authority and a factual basis for the representations made on the topics which may be brought before the AUTHORITY; and

**WHEREAS:** In order to facilitate this process, it is appropriate that the AUTHORITY designate the year 2015 as the Year of Civility in Public Discourse, adopt a "standard" agenda for the conduct of business, and a standard rule of order for its meetings; and

**WHEREAS,** The AUTHORITY desires to establish such a written policy for all of its members and staff as well as those who come before the AUTHORITY in the conduct of its business;

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE OCEAN HIGHWAY AND PORT OF AUTHORITY OF NASSAU COUNTY, FLORIDA,**

**THAT:**

1. **YEAR OF CIVILITY IN PUBLIC DISCOURSE:** The year 2015 is designated as the "Year of Civility in Public Discourse" and it is the stated purpose of the AUTHORITY to avoid strident tenor in debate, and raise the level of civility and mutual respect for all who engage in the public's business;

2. **POLICY AND PROCEDURE ADOPTED:** The following policy standards and procedures are established and adopted for the conduct of the public's business by the AUTHORITY and for all who may come before it:

   A. **AGENDA TO BE PUBLISHED:** The AUTHORITY will establish and publish an agenda for each meeting which will inform the public of those matters which are to be the subject of discussion and deliberation;

   B. **STANDARD FORM OF AGENDA AND THE PUBLIC'S OPPORTUNITY TO BE HEARD ON AGENDA ITEMS:** The agenda will establish a consistent time during each
meeting which will allow members of the public to address matters which are considered of that agenda. Should necessity, due to size of agenda or number of speakers or otherwise require, the Chairman of the meeting may vary or amend the agenda, with the consent of the Board, in order to facilitate the efficient conduct of the public's business;

C. STANDARD METHOD FOR PLACING ITEMS ON THE AGENDA FOR CONSIDERATION BY OHPA: AUTHORITY will establish a process whereby any member of the public may ask that a relevant matter, within the jurisdiction of the AUTHORITY, and not on the current agenda, be placed on the agenda of the next scheduled regular meeting. It shall be the responsibility of that individual to provide the following information:

I. Identify the topic, item or issue to be addressed and the parties reasonably affected or involved;

II. To the extent possible, place the topic, item, or issue into the context of matters under consideration be it budget, operations, planning, safety & security, inter-governmental relations, or other topic;

III. To the extent possible, the relevant legal or factual basis for the topic, item, or issue being addressed, together with the purpose or goal to be achieved.

D. FORM FOR RECOGNITION TO SPEAK: So that they can be recognized, all those who wish to appear before the Authority and to address matters on the agenda will identify themselves to the Chairman of the Authority on a written form provided for that purpose. In order to appear and speak, such form must be filed with the Chairman of the meeting then presiding and prior to the beginning of the meeting. The Chairman of the meeting retains the discretionary authority to waive this requirement. Those who appear in a representative capacity are also required to disclose that capacity. Non-disclosure will be considered an attempt to
withhold relevant information in order to mislead the AUTHORITY and to subvert the decision making process. Upon being called upon to speak, the individual will identify themselves by name and address, and disclose any representative capacity associated with their presentation;

E. CIVILITY REQUIRED: Civility in discourse is not an option. While disagreement is expected, it is not appropriate to make abusive, acrimonious, belittling, or disparaging remarks to, or about any other person, business, or entity. Advocacy of one position by destructive abuse of another's will not be tolerated. Such destructive discourse will be ruled "Out of Order" by the Chairman.

F. TIME LIMITS ON DISCUSSION: The monopolizing of a subject will impair the presentation of contrasting and opposing views. In addition, the imposition of a time limit will foster a logical, orderly presentation of any matter. Thus, those addressing the Authority will be provided an adequate, but limited amount of time for their presentation. This limitation will not be circumvented by sharing of time between or among speakers. The Chairman will establish the time period allocated to each speaker at the opening of the meeting or at the beginning of the time period on the agenda set forth for public comment. If not so stated, the allocated time for each speaker shall be three (3) minutes;

G. ROBERT'S RULES OF ORDER: Robert's Rules of Order are adopted as the minimum standard and guide for the Chairman for the conduct of our public meetings;

3. FORM OF AGENDA ATTACHED: The following standard form of Agenda for each meeting is hereby adopted and the attached form is incorporated herein by this reference.

RESOLVED, FURTHER THAT: The Ocean Highway and Port Authority hereby adopts the foregoing Resolution, dated this 28th day of April, 2015.
OCEAN HIGHWAY AND PORT AUTHORITY

BY: RICHARD BRUCE, CHAIRMAN

ATTEST:

ADAM SALZBURG, IT'S SECRETARY
OCEAN HIGHWAY AND PORT AUTHORITY OF
NASSAU COUNTY, FLORIDA
AGENDA

[DATE]

[TIME]

[LOCATION OF MEETING]
[TIME OF MEETING]

A. CALL TO ORDER – CHAIRMAN

B. INVOCATION

C. PLEDGE OF ALLEGIANCE

D. ROLL CALL

E. RECOGNITION OF ELECTED OFFICIALS, HONORED GUESTS, INDUSTRY AND PROFESSIONAL REPRESENTATIVES, AND OTHERS IN ATTENDANCE;

F. PUBLIC COMMENTS ON AGENDA ITEMS [time limit of 3 minutes per speaker unless otherwise stated by the Chairman]

G. REGULAR BUSINESS:
1. APPROVAL OF MINUTES
2. CONSENT ITEMS
3. SECRETARY/TREASURER REPORT
4. ACCOUNTANT REPORT
5. ATTORNEY REPORT
6. PORT OPERATOR REPORT
7. OLD BUSINESS
8. NEW BUSINESS AND COMMISSIONER – COMMITTEE REPORTS
9. ADMINISTRATIVE/OFFICE MANAGER REPORT

10. OTHER ITEMS TO BE BROUGHT FORWARD BY COMMISSIONERS

11. NEW BUSINESS DEVELOPMENT REPORTS BY COMMISSIONERS

12. ADJOURN