Rule 1. INTRODUCTION
The purpose of these rules is to provide for the smooth and orderly functioning of the business of the Little Manatee South Working Group (Group) and to provide a basis for resolving questions of procedure when they arise.

Rule 2. STANDING RULES OF ORDER
The Roberts Rules of Order--Newly Revised (2019 Edition), are adopted as parliamentary authority for the conduct of all meetings of the Group except when they are inconsistent with these rules of order or any other provisions of law which apply to this Group.

Rule 3. QUORUM.
A quorum is the number of Group members necessary to legally transact business. Three (3) Members of the Group shall constitute a quorum. Should a quorum not be present, the Group is authorized to take citizen comment, to take steps to obtain a quorum, and to adjourn.

Rule 4. PRESIDING OFFICER
The Chairman shall preside at all meetings of the Group. In the absence of the Chairman, the Vice-Chairman shall preside. In the absence of either the Chairman or Vice-Chairman, a presiding officer shall be selected by a majority vote of those Group Members present. The Chairman and the Vice-Chairman shall be selected at the Group’s organizational meeting. The presiding officer of the Group 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 Group to speak.
(d) recognizing members of the general public or staff to speak.
(e) putting to vote all questions which come before the Group as motions.
(f) deciding all questions of order.
(g) refusing to recognize frivolous or dilatory motions.
(h) refusing to recognize motions out of order.
(i) adjourning meetings when there is a sudden emergency affecting the safety of the Group and others.

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

**Rule 5. VOTING**
Voting shall be done by a show of hands.

**Rule 6. ABSTENTION.**
No Group Member may abstain from voting on any matter before the Board 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 Group Member shall comply with the disclosure requirements of State Law.

**Rule 7. MOTIONS**
No matter may be officially acted upon by the Group unless a motion has been made by a Group Member to take such action and said motion has been seconded by another Group Member. When a motion has been made and seconded, the presiding officer shall conduct debate on the merits of the motion.
The presiding officer shall have the authority to close debate and call for a vote on the motion. The presiding officer cannot close the debate as long as any Group member wishes to speak, unless a majority of the Group votes to call for the question and to vote on the motion. The presiding officer, as a matter of prerogative and duty of the chair, may once during each hour and thirty minutes of the meeting of the Group call a ten minute recess.

Rule 8. RECONSIDERATION
A motion to reconsider any vote or proceeding of the Group may only be made by a Group Member 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 Group votes to so reconsider.

Rule 9. SCHEDULING OF AGENDA ITEMS
The Chairman has the primary authority and responsibility for determining subject matter appropriateness relative to the scheduling of all agenda items before the Group. Accordingly, the Chairman will screen all agenda scheduling requests for appropriate disposition. Group Members may request that items be placed on the agenda by filing written requests with the Chairman via staff one week preceding the next Group meeting.

At each meeting, upon motion and second, Board members may place item on the next agenda by majority vote.

Rule 10. AGENDA AND ORDER OF BUSINESS
An agenda of matters to be discussed by the Group shall be prepared by the Chairman and shall be made available to the public a reasonable time before the Group meeting. In cases of special circumstances or emergencies, items not on the agenda may be acted upon by the Group.

Rule 11. REGULAR MEETINGS
Regular meetings of the Group shall be held a minimum of once monthly at a time to be set and a place to be selected by the Chairman.

Rule 12. SPECIAL MEETINGS
Special meetings of the Group may be called at any time by the Chairman, or by the Vice-Chairman in the absence of the Chairman. Notice of special meetings shall be in writing or by telephone or by electronic communication as designated by the Member.

The Chairman or his duly authorized representative shall serve each Group Member 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 13. EMERGENCY MEETINGS
Emergency meetings of the Group may be called at any time by the Chairman, but at emergency meetings there can be no vote or no action on matters relating to the substance of any Charter Amendment. Notice shall be given in writing or by telephone or by electronic communication in whatever manner is best designed to give actual notice to the Member. 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 14. MINUTES
Written minutes of all meetings of the Group shall be recorded by the ___________________. These written minutes shall be open for public inspection. Minutes of previous meetings may be circulated for corrections and studying by Group Members as long as any changes, corrections or deletions are discussed during an official meeting and are duly approved by the Group at said meeting.

Rule 15. OPEN MEETINGS
All regular, special, and emergency meetings of the Group shall be open to the public in accordance with Chapter 286, Florida Statutes.

Rule 16. AUDIENCE COMMENTS
This agenda item is designated to furnish a public forum for citizens to address the Group concerning matters of personal and general interest. Each person appearing under this section of the agenda will be limited to three (3) minutes. At the discretion of the Chair, this time may be changed.
Sign-in sheets shall be made available for citizens to request the ability to address the Group. The following statement shall be printed on the sign-in sheets:

“The Little Manatee South Working Group welcomes comments from citizens about any issue or concern. Your opinions are valued in terms of providing input to the Group members. However, it is requested at the same time when you address the Group that comments are not directed personally, but rather directed at the issues. This provides a mutual respect between the Group members and the public.”

Rule 17. 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 a majority vote plus one of those Group Members present at said meeting.

Rule 18. AMENDMENTS
These rules of order may be amended by action of a majority vote of the Group Members present at a regular or special meeting of the Group; provided, however, such amendments shall not become effective until the same have received a like vote at the next regularly scheduled meeting.

Rule 19. EFFECTIVE DATE
These rules shall become effective immediately upon adoption by the Group.