

**FLORIDA KEYS MOSQUITO CONTROL DISTRICT
RESOLUTION NO. 2021-02**

A RESOLUTION OF THE FLORIDA KEYS MOSQUITO CONTROL DISTRICT OF MONROE COUNTY, FLORIDA ESTABLISHING POLICY REGARDING CODE OF CONDUCT GOVERNING MEETINGS AND PUBLIC COMMENT, AMENDING AGENDA LANGUAGE TO REFLECT POLICY, PROVIDING REPEAL OF ALL POLICIES AND RESOLUTIONS INCONSISTENT WITH THE FOLLOWING POLICY, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of Commissioners of the Florida Keys Mosquito Control District desires to establish a code of conduct policy to promote order, decorum, and civility during meetings, hearings, and instances where community input is heard; and

WHEREAS, the Board of Commissioners must also amend its agenda language and community input card language in order to comply and follow the code of conduct policy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Florida Keys Mosquito Control District of Monroe County (“FKMCD”), Florida, that:

1. That the above declarations are true and correct and incorporated herein; and
2. The Code of Conduct Policy for Meetings of the Florida Keys Mosquito Control District, attached hereto as Exhibit is hereby approved; and
3. The following language shall be added to each and every Meeting Agenda of the Board of Commissioners of the Florida Keys Mosquito Control District, in substantial form, allowing for additions by Clerk/Executive Assistant as directed by Board for cause:

The Board adheres to, and conducts each meeting in accordance with, Robert’s Rules of Order. Presentations to the Board are limited to three (3) minutes for each individual speaker and five (5) minutes for the representative of a designated group. Transfer of time between individuals and/or groups is not permitted. Letters submitted to any Commissioner, the Executive Director, Executive Assistant, or any other District employee during a Board meeting will be placed into the record but will not additionally be read into the record at the meeting.

The Board welcomes public input but also must maintain order. Thus, community input is not a time for open dialogue between the Board and the speaker. Speakers should direct their comments to the Board and not to District staff or other audience members. Speakers should not expect Commissioners or staff to answer or respond to questions during community input. If appropriate, the Board may request the issue be added as a discussion item at a future District Board meeting. Furthermore, all speakers agree to abide by FKMCD’s Code of Conduct Policy and Procedures Governing Meetings, Hearings, and Community Input, as adopted through Resolution 2021-02.

Any person who wishes to make public comment during this meeting may be heard by the Board, through the Board Chair, on any proposition before the Board by either (1) complete and provide the supplied community input card or inform the

Clerk/Executive Assistant to the Board, specifying the agenda item; or (2) when remote means for input is allowed by the Board, calling 305-292-7190 or emailing the Clerk/Executive Assistant (currently cbloxom@keysmosquito.org) no later than [time to be specified by Clerk based on timing of meeting]. If attending remotely, you must remain available by phone from the hours of [hours to be entered by Clerk based on timing of meeting].

4. All prior Resolutions and/or policies that are in conflict are hereby repealed.
5. This resolution shall take effect immediately upon its adoption

PASSED AND ADOPTED this ____th day of _____, 2021.

FLORIDA KEYS MOSQUITO CONTROL DISTRICT

Chairman Goodman

Date

ATTEST: _____

CODE OF CONDUCT POLICY AND PROCEDURE GOVERNING FKMCD MEETINGS, HEARINGS, AND COMMUNITY INPUT

I. Statement of Code of Conduct Policy and Procedure

The FKMCD Board understands the importance of public comment and input in the effective operation of FKMCD. This policy sets forth the procedures to ensure that the public has a reasonable opportunity to be heard while also promoting and maintaining order, decorum, and civility during meetings, hearings, and all other instances involving public comment.

II. Procedure

A. General

The Board will set aside a portion of every regular meeting for speakers. Generally, public comment will be heard prior to each specified agenda item. This Code of Conduct Policy and Procedure will be available online.

B. Time Allowed

Presentations to the Board are limited to three (3) minutes for each individual speaker and five (5) minutes for the representative of a designated group. Transfer of time between individuals and/or groups is not permitted.

C. Method

Any person who wishes to make public comment as permitted during a meeting, through recognition of the Board Chair, on any proposition before the Board, may do so by either (1) completing and providing the supplied community input provided at the meeting or informing the Clerk/Executive Assistant to the Board that the person wishes to provide input, specifying the agenda item. Sign-up or indication to the Clerk/Executive Assistant to provide public comment must be given prior to the time provided for public comment.

As of this time, it is the Board's general policy of in-person attendance for community comment. However, during times of disaster or emergency, the Board may allow for community input through remote means. When such remote means are permitted, the particular meeting Agenda will specify instructions for remote community input, which will include means of advising the Clerk/Executive Assistant of intention to speak and directions to properly attend.

Community Input is not a time for open dialogue between the Board and the speaker. Speakers should address their comments to the Board and not to District staff or other audience members. Speakers should not expect Commissioners or staff to answer or respond to questions during community input. If appropriate, the Board may request any issue or matter to be added as a discussion item at a future Board meeting. Imposing a demand for an immediate response from the Board or staff or any guests shall be considered out of order.

Any letters or material provided to any Commissioner, the Executive Director, Clerk/Executive Assistant, or any other District employee during a Board meeting will be placed into the record but will not be read into the record at the meeting.

Speakers shall state their name, group which they represent, if any, and address for the record. A speaker shall be recognized by the Board Chair prior to providing input or comment as allowed by law and pursuant to this policy and procedure.

D. Civility and Decorum

Anger, rudeness, ridicule, obscene or profane language, impatience, and lack of respect for others is not acceptable behavior. Demonstrations in support or opposition to any individual such as clapping, cheering, booing, hissing, or intimidating body language are not permitted during meetings. These actions and demonstrations interrupt and affect Board business and order.

The Board Chair at the meeting is responsible for maintaining order. Any person making irrelevant, impertinent, or slanderous remarks, who becomes boisterous, or otherwise acts in a manner that violates this procedure or policy, will be cautioned by the Board Chair and given an opportunity to conclude their proper input. Any person failing to comply shall not be allowed to continue. General civility and respect are expected during meetings and community input. In the event of allowed community input through remote means, the same policy and code of conduct applies. The Board Chair and Administrator operating the remote means may mute, silence, or eject individuals for violations.

The Board Chair shall request that law enforcement (the Sheriff or his/her designee) carry out all reasonable orders and instructions for the purpose of maintaining order and decorum at the meeting, including directions to escort disruptive persons back to their seat or remove them from the meeting. Law enforcement may arrest any such individuals who violate the order and decorum of the meeting and will not promptly leave the premises voluntarily after being requested to do so. Any person who makes threats of violence shall be subject to immediate ejection from the meeting.