

CHAPTER 31-2
AGENDA AND SCHEDULING OF PUBLIC MEETINGS

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31-2.001 Purpose

The purpose of this rule is to promulgate requirements for conducting a Public Meeting in accord with Chapter 2002-358, Laws of Florida, and Florida Statutes 189.417 and 286.011.

31-2.002 Definitions

Except as discussed below, the general definitions set forth in the enabling legislation of the District, Chapter 2002-358, Laws of Florida, as amended, and as set forth in Loxahatchee River Environmental Control District Chapter 31 Rules apply to this Rule. Unless a provision explicitly states otherwise, the following terms and phrases, as used in this Rule, have the meanings hereinafter designated.

- (1) “Communications Media Technology” means the electronic transmission of printed matter, audio, full-motion video, freeze-frame video, compressed video, and digital video by any method available.
- (2) “District” means the Loxahatchee River Environmental Control District.
- (3) “Public Meeting” refers to a meeting hearing or workshop that must be open to the public pursuant to Florida Statute. Such meeting may be open to the public by physical attendance in person or by means of Communication Media Technology.
- (4) “Publish” means to provide on a publicly accessible website maintained by the District.
- (5) “Reasonable Notice” will be provided by publication once in a newspaper of general circulation in Palm Beach and Martin Counties. Reasonable Notice also may be provided on a publicly accessible website maintained by the District. If published on a publicly accessible website, the notice must be continuously posted until the adjournment of the Public Meeting.

Specific Authority Ch. 2002-358; 189.417 F.S.; 286.011 F.S.; New 07-16-20.

31-2.003 Notice of Public Meetings

- (1) Except in the case of emergencies, the Loxahatchee River Environmental Control District must give at least seven (7) days Reasonable Notice of a Public Meeting by publication of the day, time, place, and purpose of the Public Meeting. New Reasonable Notice is not required for Recessed and Reconvened meetings that are announced at the end of a reasonably noticed Public Meeting.
- (2) The advertisement shall be placed in that portion of the newspaper where legal notices and classified advertisements appear. It is the legislative intent that, whenever possible, the

advertisement shall appear in a newspaper that is published at least 5 days a week, unless the only newspaper in the county is published fewer than 5 days a week. It is further the legislative intent that the newspaper selected be one of general interest and readership in the community and not one of limited subject matter, pursuant to chapter 50 F.S.

- (3) Such notice of Public Meeting must state:
 - (a) The date, time and place of the Public Meeting.
 - (b) A brief description of the purpose of the Public Meeting.
 - (c) The address where interested persons can write and website they can access to obtain a copy of the agenda.
- (4) The District may utilize the following form in providing notice of the Public Meeting .

NOTICE OF PUBLIC MEETING

The Loxahatchee River Environmental Control District announces a Public Meeting to which all persons are invited.

DATE AND TIME: _____

PLACE: _____

ELECTRONIC ACCESS: _____

PURPOSE: _____

A copy of the Agenda may be obtained by writing to the Loxahatchee River Environmental Control District, 2500 Jupiter Park Drive, Jupiter, Florida 33458-8964, or on www.LoxahatcheeRiver.org.

- (5) If a Public Meeting is to be conducted by means of Communications Media Technology, or if attendance may be provided by such means, the notice must state how persons interested in attending may do so, i.e., providing registration information or hyperlink to online Public Meeting.
- (6) The District may also publish Notice of the Public Meeting on the District's website.
- (7) The District must file quarterly, semiannually, or annually a schedule of its regular Public Meetings with the local governing authorities. The schedule must include the date, time, and location of each scheduled meeting.

Specific Authority Ch 2002-358, Laws of Florida, 189.417 FS.; History-New 7-16-20.

31-2.004 Agenda of Public Meetings

- (1) At least seven (7) days prior to a Public Meeting, the District must prepare and make available an agenda for distribution on the request of any interested person.
- (2) The agenda must list the items in the order they are to be considered. Items on the agenda may be considered out of their stated order with the approval of the person designated to preside. The agenda must list items to be considered at the Public Meeting. If the meeting will be held via Communications Media Technology, the agenda must provide registration information or hyperlink to the online meeting.
- (3) The District may make specific additions or deletions to the agenda after it has been made

available for distribution.

(4) The District must provide that the Public Meeting will be open to the public unless specifically provided otherwise by law.

Specific Authority Ch 2002-358, Laws of Florida, 286.011 FS. History-New 7-16-20.

31-2.005 Emergency Public Meetings

The District may hold an emergency Public Meeting, notwithstanding the provisions of 31-2.003 and 31-2.004 contained herein, for the following reasons:

- (1) To address a Board Action to deal with an emergency situation affecting public health, welfare, or safety;
- (2) To address a Board Action involving a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
- (3) No approval of the annual budget may be granted at an emergency Public Meeting.

Whenever an emergency Public Meeting is scheduled to be held, the District may publish on the District's website and the District must notify, as soon as possible, at least one major newspaper of general circulation in the area where the Public Meeting will take place, of the time, date, place and purpose of the Public Meeting.

Specific Authority Ch 2002-358 Laws of Florida, FS. 189.417 FS. New 07-16-20.