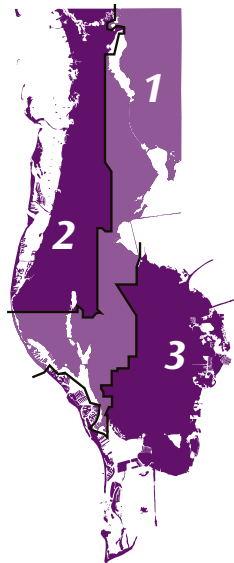


At-Large Districts



Neil Brickfield
Commissioner
District 1
464-3365

Norm Roche
Commissioner
District 2
464-3360

Nancy Bostock
Commissioner
District 3
464-3363

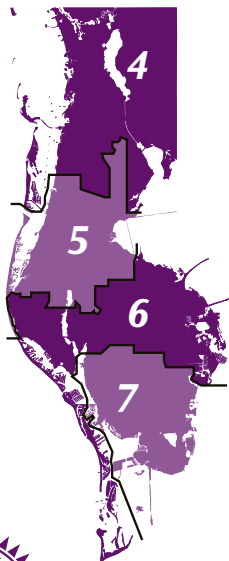
Single-Member Districts

Susan Latvala
Commissioner
District 4
464-3276

Karen Williams Seel
Commissioner
District 5
464-3278

John Morroni
Chairman
District 6
464-3568

Kenneth T. Welch
Vice Chairman
District 7
464-3614



www.pinellascounty.org

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1/12

2012 Citizen's Guide

to the
Board of County Commissioners Meetings

Participate In Your Government!

Board of County Commissioners

The Board of County Commissioners is the legislative and governing body of Pinellas County. The seven-member commission is responsible for establishing policies to protect the health, safety and general welfare of Pinellas County residents.

Commissioners are elected to serve four-year staggered terms. Four are elected from single-member districts in which they must reside. Three are elected at-large but must reside in the geographic district they represent. Commission members take office two weeks after they are elected in general elections held every two years on the first Tuesday in November.

The board selects a chairman to preside over the County Commission and a vice chairman to assume those duties in the absence of the chairman. These appointments take effect in January.

What Your Commission Does

The Pinellas County Charter and Chapter 125.01 of the Florida Statutes establish the specific duties and powers of the Board of County Commissioners.

Exercising their legislative powers, the County Commission adopts ordinances and resolutions to establish policies and programs and to provide public services and facilities primarily for the unincorporated areas of the county.

The County Commission considers major issues facing county government and guides the growth and development of the county in a manner that is consistent with public interest.

Where

Commission meetings are usually held in the fifth-floor Assembly Room of the Pinellas County Courthouse, 315 Court Street, in Clearwater.

When

Regular commission meetings are generally held twice a month, usually but not always, on the first and third Tuesdays. The earlier meeting in the month begins at 9:30 a.m. (with the exception of the September meeting which begins at 2 p.m.) with an Invocation, the Pledge of Allegiance, Presentations and Awards, Scheduled Public Hearings, Citizens to be Heard and Agenda Items.

The second meeting in the month is held in two parts. This meeting begins at 2 p.m. with an Invocation, the Pledge of Allegiance, Presentations and Awards, Citizens to be Heard and discussion of Agenda Items. The commission reconvenes at 6 p.m. with Scheduled Public Hearings. Evening meetings are usually designated for zoning and land-use matters.

All Board of County Commissioners meetings are shown live (and replayed) over PCC-TV, and can be seen via streaming or archived video on the Pinellas County website, www.pinellascounty.org/tv.



BRIGHT HOUSE 622 • KNOLOGY 18 • VERIZON 44

Definition of Terms

Amendment - A change to any previously approved document, resolution or ordinance

Ordinance - A local law approved by the County Commission; requires a public hearing

Proclamation - A document approved by the board officially recognizing an event or accomplishment

Resolution - An expression or decision made by the board concerning administrative matters or government business; may require a public hearing

Agendas

Meeting agendas are usually available on the Thursday afternoon prior to any Tuesday meeting. Copies of the agenda are available from the Board Records office (*fifth floor of the County Courthouse*) and the fifth-floor courthouse corridor. Meeting agendas with supporting documentation for board consideration are posted on the county website, www.pinellascounty.org, by close of business on the Thursday before the Tuesday board meeting and shown on PCC-TV prior to the live meeting.

Agenda Format

Scheduled Public Hearings

The public has a right to address the commission during items scheduled as advertised public hearings. In conducting public hearings, the commission will call for a staff presentation, followed by the applicant's proposal. The applicant will present his/her entire case, including rebuttal, within twenty minutes.

The commission will then invite proponents and opponents from the audience to speak on the issue. With the chairman's permission, speakers may ask questions of the presenters involved or seek clarification of any issues discussed during the presentation. Those who wish to address the commission must fill out a **blue public hearing card**, submit it to staff at the Staff Table and be prepared to step before the commission when the chairman calls his/her name. All decorum rules as outlined in the following Citizens to be Heard paragraphs apply during the public hearings. Individuals may speak for a total of three minutes. There may be occasions where groups of **five or more individuals** (who are present and have filled out **blue public hearing cards**) waive their time to a person authorized to represent their organization or group. This individual should limit his/her comments to ten minutes.

Citizens should be aware that if they decide to appeal any decision made at the meeting, they will need a record of the proceedings. It is advised that a verbatim record of the proceedings be made, including the testimony and evidence upon

which the appeal is to be based. Verbatim records of all commission meetings are also available through Board Records, (727) 464-3458.

Citizens to be Heard

The commissioners have set aside time to listen to public comments about Pinellas County government, ensuring the individual's right to participate in a public meeting, yet maintaining necessary decorum during that meeting. Each person who wishes to address the commission during Citizens to be Heard must complete a **yellow citizen's comment card**, including place of residence or business address, and submit that card to staff at the Staff Table prior to speaking. Remarks are limited to three minutes. There may be occasions where groups of five or more individuals (who are present and have filled out **yellow citizen's to be heard cards**) waive their time to a person authorized to represent their organization or group. This individual should limit his/her comments to ten minutes. Comments may include agenda (*non-public hearing*) items.

Speakers will be called by name to address the commission. When called, each speaker shall approach the lectern and identify him/herself by name and name of city or neighborhood.

Speakers may be asked whether they speak for a group, organization or third party; whether the view expressed by the speaker represents an established consensus opinion and whether that group, organization or third party is compensating the speaker.

Speakers should make their comments concise and to the point and present any data or evidence they wish the commission to consider. All remarks should be addressed to the commission as a body and not to any one member. Speakers must be respectful of others' opinions and refrain from making personal attacks. Any person who becomes disorderly or who fails to confine remarks to the identified subject or business at hand shall be cautioned by the chairman and given the opportunity to conclude his/her remarks in a decorous manner and within the designated time limits. Any person failing to comply as cautioned may be barred by the chairman from making any additional comments during the meeting unless permission to continue or again address the commission is granted by the majority of the commissioners present.

If an individual is declared out of order, he/she may be requested to leave the podium and may be subject to physical removal from the Assembly Room.

No signs, placards or banners are allowed in the Assembly Room. **Clapping, heckling or verbal outbursts in support or opposition to a speaker's comments are discouraged.**

A complete list of public participation and decorum rules, meeting information, archived meetings and webcasting can be found at www.pinellascounty.org.

Consent Agenda

The Consent Agenda consists of a group or series of routine items for the commission's vote. Generally, all items on the Consent Agenda are approved by the commission in one motion.

Regular Agenda

The Regular Agenda is broken down by department subject matter, as the commission considers each item individually.

Work Session Meetings

Work sessions are scheduled as needed, usually on the Tuesdays when no Board of County Commissioners public meeting is scheduled. Work sessions address specific subjects of particular interest to the commission and are usually held in the fifth-floor Assembly Room of the Pinellas County Courthouse. These meetings are generally shown live on PCC-TV and can be accessed through the county's website. Meeting agendas and supporting documentation for the work sessions are usually available to the public on the Thursday before the scheduled meeting. Agenda copies are available from Board Records (*located on the fifth floor of the County Courthouse*) and the fifth floor courthouse corridor.

Citizens are invited to share their comments with the commission during work session meetings. Each speaker must fill out a **yellow citizen's comment card** which is then submitted to the staff at the Staff Table. Each speaker's remarks are limited to three minutes. There may be occasions where groups of five or more individuals (who are present and have filled out yellow Citizens to be Heard cards) waive their time to a person authorized to represent their organization or group. This individual should limit his/her comments to ten minutes.

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Questions?

Meeting Schedules and Agendas

Pinellas County Administration (727) 464-3485

Audio/Visual Equipment Needs

Pinellas County Communications Dept. (727) 464-4591

www.pinellascounty.org



Enhanced listening devices are available in the Assembly Room. Pinellas County complies with the Americans with Disabilities Act. To obtain accessible formats of this document, please call (727) 464-4600/TDD (727) 464-4062. If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. At least seven days prior to the event, contact the Office of Human Rights, 400 S. Fort Harrison Ave., Suite 500, Clearwater, FL 33756, (727) 464-4062 (V/TDD).