

CHAPTER 31-2  
AGENDA AND SCHEDULING OF  
MEETINGS AND WORKSHOPS

- 31-2.001 Notice of Meetings
- 31-2.002 Agenda of Meetings and Workshops
- 31-2.003 Emergency Meetings and Workshops

**31-2.001 Notice of Meetings**

(1) Except in the case of emergencies, the Loxahatchee River Environmental Control District (hereinafter called District) shall give at least seven (7) days public notice of a regular meeting or workshop by publication in the Palm Beach Post of the day, time, place, and purpose of such meeting, New Public Notice is not required for Recessed and Reconvened meetings that are announced at the end of the meeting. If a bona fide emergency situation exists, the meeting to deal with the emergency may be held as necessary, with reasonable notice, so long as it is subsequently ratified by the Board.

(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 FS.

(3) Such notice of meeting or workshop shall state:

- (a) The date, time and place of the event.
- (b) A brief description of the purpose of the event.
- (c) The address where interested persons can write to obtain a copy of the agenda.

(4) The District shall utilize the following form in providing notice of the meeting or workshop.

NOTICE OF PUBLIC MEETING OR WORKSHOP

The Loxahatchee River Environmental Control District announces a public meeting or workshop to which all persons are invited.

DATE AND TIME: \_\_\_\_\_  
PLACE: \_\_\_\_\_  
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.

(5) The District shall file quarterly, seminannually or annually a schedule of its regular meetings with the local governing authorities. The schedule shall include the date, time, and location of each scheduled meeting.

*Specific Authority 120.53 (1) (d) FS. 189.417 FS. Law Implemented 120.53 (1) (d) FS. 189.417 FS. History-New 11-12-75, Formerly 31-2.01, Amended 4-5-87, 5-7-92, 5-18-00.*

### **31-2.002 Agenda of Meetings and Workshops**

(1) At least seven (7) days prior to a regular meeting or workshop, the District shall prepare and make available an agenda for distribution on the request of any interested person.

(2) The agenda shall list the items in the order they are to be considered. For good cause stated in the record, items on the agenda may be considered out of their stated order with the approval of the person designated to preside.

(3) (a) The agenda shall be specific as to items to be considered. All matters involving the exercise of agency discretion and policy-making shall be listed and summarized on the agenda. Additions to agenda items such as "old business," "new business," "other business" or "other matters which may come before the District" or similar terms shall be for consideration of solely ministerial, or internal-administrative matters which do not affect the interests of the public generally.

(b) The District may utilize the following, or a different form substantially the same in detail, in preparing its agenda:

NAME OF AGENCY  
TIME, DATE & PLACE OF MEETING  
ALL MEETINGS ARE OPEN TO THE PUBLIC

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Comments from the Public
4. Review and Approval of Minutes
5. Consent Agenda - approval of all items listed with an asterisk (\*)
6. Old Business: specific listing of all matters involving District discretion or policy-making with brief summary of each.
7. New Business: Specific listing of all matters involving District discretion or policy-making with brief summary of each.
8. Other Business: Specific listing of all matters involving District discretion or policy-making with brief summary of each.

(4) The person designated to preside may make specific additions to the agenda after it has been made available for distribution, only for "good cause" which shall include, but not be limited to, consent of the parties substantially affected by the item to be added to the agenda; provided, however, that the District may consider an item on an emergency basis.

(5) The District shall provide that the meeting or workshop shall be open to the public unless specifically provided otherwise by law.

*Specific Authority 120.53 (1) (d) FS. Law Implemented 120.53 (1) (d) FS. History-New 11-12-75, Formerly 31-2.02, Amended 4-5-87, 5-7-92, 5-18-00.*

### **31-2.003 Emergency Meetings and Workshops**

(1) The District may hold an emergency meeting or workshop, notwithstanding the provisions of 31-2.001 and 31-2.002 contained herein, for the purpose of acting upon internal-administrative and ministerial matters, or where a bona fide emergency exists that involves the exercise of District discretion and policy making. No approval of the annual budget shall be granted at an emergency meeting.

(2) Whenever an emergency meeting or workshop is scheduled to be held, the District shall notify, as soon as possible, at least one major newspaper of general circulation in the area where the meeting or workshop will take place of the time, date, place and purpose of the meeting or workshop, so long as it is subsequently ratified by the board.

*Specific Authority 120.53 (1) (d) FS. 189.417 FS. Law Implemented 120.53 (1) (d) FS., 189.417 FS. History-New 11-12-75, Formerly 31-2.03, Amended 5-7-92, 5-18-00.*