



## **Board of Governors Procedure: Meetings, Hearings, and Workshops**

September 2013

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### 2-1.00 **PURPOSE**

This policy establishes procedures which govern the notice and conduct of the Board's meetings, hearings, and workshops.

### 2-2.00 **OPEN MEETINGS**

All meetings, hearings, and workshops of Citizens' Board of Governors and of its corporate committees, whether established by the Plan of Operation or by the Chair, are open to the public, except as provided by state law. All meetings where two or more Members of the Board of Governors or two or more members of a committee are anticipated to be present to discuss Citizens' business must be noticed and recorded in accordance with state law.

### 2-3.00 **NOTICES OF MEETING**

#### 2-3.01 **In General**

Except for emergency meetings, at least seven days' notice will be given for public meetings, hearings, and workshops in the Florida Administrative Register and on Citizens' website.

The notice will include a statement of the general subject matter that will be considered.

#### 2-3.02 **Emergency Meetings**

The Chair may notice an emergency meeting of the Board for the purpose of acting upon emergency matters requiring immediate attention to address public health, safety, or welfare concerns. Notice must be reasonable under

the circumstances. If possible, at least 72 hours notice will be provided.

Notice of an emergency meeting will be posted on Citizens' website and made by any other procedure that is fair under the circumstances, such as notifying the major wire services of the time, date, place, and purpose of the meeting. The notice will include the specific facts and reasons that an emergency meeting is required.

After the meeting, a notice will be posted in the Florida Administrative Register that the emergency meeting was held and will include a summary of any action taken at the meeting.

#### 2-4.00 **MEETING AGENDAS**

An agenda for a meeting of the Board will be prepared that specifies the matters that will be addressed which involve policymaking or otherwise involve the exercise of the Board's discretion.

The agenda will be published on [www.citizensfla.com](http://www.citizensfla.com). A copy of the agenda may also be obtained by writing to the Board Secretary at Citizens Property Insurance Corporation, 2312 Killlearn Center Boulevard, Tallahassee, FL 32309.

#### 2-5.00 **PUBLIC COMMENT**

##### 2-5.01 **In General**

Members of the public will be given a reasonable opportunity to be heard, pursuant to this policy, on a proposition before the Board, except in the following circumstances:

- (a) The Board is acting to deal with an emergency situation affecting the public health, safety, or welfare, and providing time for public comment would cause an unreasonable delay in the ability of the Board to act;
- (b) The Board is taking up ministerial acts, such as approving the minutes or scheduling meetings;
- (c) The meeting or portion of the meeting is exempt from the open meetings law pursuant to s. 627.351(6), F.S.; or
- (d) The Board is acting in a quasi-judicial capacity (e.g., procurement hearings).

##### 2-5.02 **Amount of Time for Individuals to Address the Board**

The Board may establish time limits for members of the public to address the Board. Unless the time limit is otherwise established, each member of the public will be allowed three minutes for each proposition for which the public is

allowed comments. Members of the public addressing the Board must observe all time limitations that may apply.

2-5.03 Procedure for Representatives of Groups to Address the Board

Persons present in the audience may designate a representative spokesperson to speak on their behalf at the meeting and thereby relinquish their time to that spokesperson. Unless the time limit is otherwise established, the representative spokesperson is allowed to speak for three minutes for each designation, up to a maximum of 12 minutes for each proposition.

2-5.04 Speaker Request Form

Prior to addressing the Board, a person must fill out a speaker request form, which is attached to this Policy as Attachment A and is incorporated hereto by reference. The form is available on-line at [www.citizensfla.org](http://www.citizensfla.org) and will be prominently available at the meeting site. A speaker request form may be submitted to the Board Secretary for the proposition on which the person wishes to speak, any time up until the time the question is called for a vote. The Chair will recognize speakers from the speaker request forms submitted to the Board Secretary. In the event of a telephone meeting, a process will be established for allowing a person to address the Board on a proposition coming before the Board at the telephone meeting.

2-5.05 Period of Time for Public Comment

In most instances, the time for public comment will be provided at the Board meeting at which official action is taken on a proposition. However, if public comment on a noticed proposition is taken and, due to time constraints or any other reason, official action is not taken on the proposition at that meeting, if the proposition is substantially unchanged and the meeting at which the action is taken is in reasonable proximity to the time the public comment was heard, the Board need not re-open the time for public comment.

2-5.06 Decorum

The Chair will assure decorum is observed in the meeting room, including during the time for public comment.

2-6.00 **DEFINITIONS**

- 2-6.01 “Emergency meeting” means a meeting of the Board held for matters of an urgent nature requiring immediate attention to address health, safety, or welfare concerns, where postponement to achieve the full notice period would result in serious injury or damage to those concerned. No business may be transacted at an emergency meeting except that specified in the notice.
- 2-6.02 “Proposition” means an item before the Board that is not ministerial and which is intended to ultimately result in a vote to take official action.
- 2-6.03 “Public hearing” means a meeting of the Board or a specified portion of a meeting at which the privilege of the floor is granted to the general public and members of the public may address the Board on the subject for which the public hearing is called. A public hearing is specifically designed to elicit comments and observations from the public and to afford the members of the public an opportunity to speak directly to the Board concerning a particular matter of great public interest or importance.
- 2-6.04 “Quasi-judicial proceeding” means a proceeding characterized by fact-finding and adjudicative conclusions based on the facts found.
- 2-6.05 “Meeting in reasonable proximity” means the next non-emergency public meeting of the Board.
- 2-6.06 “Substantially unchanged” means the tenor of the proposition or its legal effect were not changed.
- 2-6.07 “Workshop” means a meeting held for the purpose of the Board being informed on and discussing matters of special concern. No official action may be taken, irrespective of whether a quorum is present.

**Approved** by the Board of Governors at its meeting on September 20, 2013.