

RESOLUTION NUMBER 2023-R02

A RESOLUTION OF THE OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY, FLORIDA, ESTABLISHING PROCEDURES FOR PUBLIC MEETINGS; ESTABLISHING A STANDARD AGENDA FOR THE CONDUCT OF PUBLIC BUSINESS AT PUBLIC MEETINGS, ADOPTING THE FLORIDA CODE OF ETHICS FOR PUBLIC OFFICIALS AS ITS ETHICS CODE, ADOPTING ROBERT'S RULES OF ORDER FOR THE CONDUCT OF PUBLIC MEETINGS, AND HAVING AN EFFECTIVE DATE:

WHEREAS: The Ocean, Highway, and Port Authority [OHPA] is an independent, special district of the State of Florida, created and chartered under the laws of the State of Florida at Chapter 2005-293, as authorized by F.S. Ch. 189; and

WHEREAS: The obligation of OHPA is to provide a forum and format for the orderly conduct of the public's business, with full, complete, and timely access of the public for input; and

WHEREAS, The OHPA desires to establish such a written policy for all of its members and staff as well as those who come before the OHPA in the conduct of its business; and

WHEREAS, The OHPA desires to adopt as its code of ethics the Florida Code of Ethics for Public Officers and Employees, adopted by the voters of the state of Florida in 1976 as Article II Section 8 of the Florida Constitution and by the Florida Legislature as Part III of Chapter 112, Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE OCEAN HIGHWAY AND PORT OF AUTHORITY OF NASSAU COUNTY, FLORIDA, THAT:

1. **POLICY AND PROCEDURE ADOPTED:** The following policy standards and procedures are established and adopted for the conduct of the public's business by OHPA and for all who may come before it:

2. **DATE, TIME AND LOCATION:** OHPA will establish and publish consistent date, time and location of its meetings, to be published on its website on an annual basis. Emergency meetings and other deviations from the regular place, time, and location of meetings may occur on concurrence of a majority of Commissioners;


3. **AGENDA TO BE PUBLISHED:** OHPA will establish and publish an agenda seven days in advance of each meeting which will inform the public of those matters which are to be the subject of discussion and deliberation;
4. **STANDARD FORM OF AGENDA AND THE PUBLIC'S OPPORTUNITY TO BE HEARD ON AGENDA ITEMS:** The agenda will establish a consistent time during each meeting which will allow members of the public to address matters which are considered of that agenda. Should necessity, due to size of agenda or number of speakers or otherwise require, the Chairman of the meeting may vary or amend the agenda, with the consent of the Board, in order to facilitate the efficient conduct of the public's business;
5. **STANDARD METHOD FOR PLACING ITEMS ON THE AGENDA FOR CONSIDERATION BY OHPA:** Any member of the public may request that a relevant matter, within the jurisdiction of OHPA, and not on the current agenda, be placed on the agenda of the next scheduled regular meeting, provided that at least one Commissioner supports the consideration of such matter. It shall be the responsibility of the individual requesting consideration to provide the following information:
 - I. Identify the topic, item or issue to be addressed and the parties reasonably affected or involved;
 - II. To the extent possible, place the topic, item, or issue into the context of matters under consideration by OHPA be it budget, operations, planning, safety & security, inter-governmental relations, or another topic;
 - III. To the extent possible, the relevant legal or factual basis for the topic, item, or issue being addressed, together with the purpose or goal to be achieved;
6. **FORM FOR RECOGNITION TO SPEAK:** So that they can be recognized, all those who wish to appear before OHPA and to address matters on the agenda will identify themselves to the Chairman of OHPA on a written form provided for that purpose. In order to appear and speak, such form must be filed with the Chairman of the meeting then presiding and prior to the beginning of the meeting. The Chairman of the meeting retains the discretionary authority to waive this requirement. Those who appear in a representative capacity are also required to disclose that capacity;
 - IV. Upon being called upon to speak, the individual will identify themselves by name and address, and disclose any representative capacity associated with their presentation.
7. **TIME LIMITS ON DISCUSSION:** those addressing OHPA will be provided an adequate, but limited amount of time for their presentation. This limitation will not be

circumvented by sharing of time between or among speakers. The Chairman will establish the time period allocated to each speaker at the opening of the meeting or at the beginning of the time period on the agenda set forth for public comment. If not so stated, the allocated time for each speaker shall be three (3) minutes;

8. **ETHICS.** OHPA adopts as its code of ethics the Florida Code of Ethics for Public Officers and Employees, adopted by the voters of the state of Florida in 1976 as Article II Section 8 of the Florida Constitution and codified by the Florida Legislature as Part III of Chapter 112, Florida Statutes;
9. **ROBERT'S RULES OF ORDER:** Robert's Rules of Order are adopted as the standard and guide for the conduct of meetings; and
10. **FORM OF AGENDA ATTACHED:** The following standard form of Agenda for each meeting is hereby adopted and the attached form is incorporated herein by this reference.

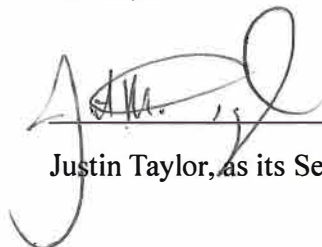
RESOLVED, FURTHER THAT: The Ocean Highway and Port Authority hereby adopts the foregoing Resolution, dated this 25 day of October, 2023.

OCEAN HIGHWAY AND PORT
AUTHORITY,
NASSAU COUNTY, FLORIDA



Danny Fullwood, as its Chairman

ATTEST:



Justin Taylor, as its Secretary/Treasurer

OCEAN HIGHWAY AND PORT AUTHORITY OF NASSAU COUNTY, FLORIDA

AGENDA

[DATE]

[TIME] [LOCATION OF MEETING]

[TIME OF MEETING]

- A. CALL TO ORDER- CHAIRMAN**

- B. INVOCATION**

- C. PLEDGE OF ALLEGIANCE**

- D. ROLL CALL**

- E. RECOGNITION OF ELECTED OFFICIALS, HONORED GUESTS, INDUSTRY AND PROFESSIONAL REPRESENTATIVES, AND OTHERS IN ATTENDANCE;**

- F. PUBLIC COMMENTS ON AGENDA ITEMS [time limit of 3 minutes per speaker unless otherwise stated by the Chairman]**

- G. REGULAR BUSINESS:**
 - 1. APPROVAL OF MINUTES**

 - 2. CONSENT ITEMS**

 - 3. SECRETARY/TREASURER REPORT**

 - 4. ACCOUNTANT REPORT**

5. ATTORNEY REPORT

6. PORT OPERATOR REPORT

7. OLD BUSINESS

8. NEW BUSINESS AND COMMISSIONER - COMMITTEE REPORTS

9. ADMINISTRATIVE/OFFICE MANAGER REPORT

10. OTHER ITEMS TO BE BROUGHT FORWARD BY COMMISSIONERS

11. NEW BUSINESS DEVELOPMENT REPORTS BY COMMISSIONERS

12. ADJOURN