

**AMENITY AUTHORITY COMMITTEE**  
**GENERAL AND PROCEDURAL RULES**  
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## Amenity Authority Committee General and Procedural Rules

### 1.1 General Introduction.

- 1) The Amenity Authority Committee (the "Committee") is a committee of the Village Center Community Development District. The purpose of these Rules of Procedure (the "Rules") is to describe the general operations of the Committee. Any conflict or need for clarification arising out of the following Rules shall be resolved, where applicable, by law. Any amendments to the Rules shall be administratively prepared and recommended for adoption by the Committee to the Village Center Community Development District (the "District"). These Rules are adopted to guide the Committee through its primary operations and functions. They are designed to provide the structure needed to conduct Committee business while also maintaining the flexibility needed to efficiently and effectively carry out the public business as circumstances may dictate.
  
- 2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.

Specific Authority: Sec. 190.011(5), 190.011 (15), Fla. Stat.

Law Implemented: Sec. 190.011, Fla. Stat.

**1.2 Standards of Civil Discourse.**

- 1) The Committee encourages citizen participation in the democratic process and recognizes and protects the right of freedom of speech afforded to all. As the Committee conducts business, rules of civility shall apply. Committee Members, Staff members, and members of the public are to communicate respectfully. It is preferred that persons speak only when recognized by the Committee Chair and, at that time, refrain from engaging in personal attacks or derogatory or offensive language. Persons who are deemed to be disruptive and negatively impact the efficient operation of the meeting shall be subject to removal after two verbal warnings.

Specific Authority: Sec. 190.011(5), F.S.

Law Implemented: Sec. 190.011(5), F.S.

### 1.3 Committee Members, District Manager, and Voting.

- 1) Committee Members. The Amenity Authority Committee shall operate in accordance with the Interlocal Agreement to Create an Amenity Authority Committee as a Committee of Village Community Development District, as amended.
- 2) District Manager. The District Manager shall have charge and supervision of the works of the District and shall be responsible for preserving and maintaining any improvement or facility constructed or erected pursuant to the provisions of State Statutes, for maintaining and operating the equipment owned by the District, and for performing such other duties as may be prescribed within the legal purview of the District.
- 3) Quorum. A majority of the Committee Members shall constitute a quorum. Notwithstanding the foregoing, a majority of the Committee Members present at any meeting may act to continue the meeting to a date and time specified in such continuance.
- 4) Record Book. The District shall keep a permanent record book entitled "Record of Proceedings of the Amenity Authority Committee" in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, bonds and corporate acts.
- 5) Meetings. The Committee shall establish a schedule of regular meetings and may also meet upon call of the Chair or three Committee Members. Nothing herein shall prevent the Committee from holding other meetings as it deems necessary or from canceling any regularly scheduled meetings. A previously noticed regular meeting may be canceled, provided that notice of cancellation shall be given in substantially the same manner as notice for the meeting or in such other manner as may provide substantially equivalent notice of cancellation. All meetings of the Committee shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes.
- 6) Voting Conflict of Interest. The Committee shall comply with Sections 112.3143 and section 286.012, Florida Statutes, so as to ensure the proper disclosure of conflicts of interests on matters coming before the Committee for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by Chapters 112 and 190, Florida Statutes, as amended from time to time. Pursuant to section 286.012, Florida Statutes, Committee Members that are present at a meeting at which an official decision, ruling, or other official act is to be taken or adopted may not abstain from voting in regard to any such decision, ruling, or act, and a vote shall be recorded or counted for each such Committee Member present, unless, with respect to any such member, there is, or appears to be, a possible conflict of interest as governed by Chapter 112, Florida Statutes. If the official decision, ruling, or act occurs in the context of a quasi-judicial proceeding, a Committee Member may abstain from voting on such matter if the abstention is to assure a fair proceeding free from potential bias or prejudice.
  - a. When a Committee Member knows that he/she has a conflict of interest on a matter coming before the Committee, the member should notify the District Clerk prior to participating in any discussion with the Committee on the matter. The

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member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes of the meeting.

- b. The District Clerk shall prepare a memorandum of voting conflict which shall then be signed by the Committee Member that had the conflict, filed with the District Clerk, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.
  - c. If a Committee Member inadvertently votes on a matter and later learns he or she has a conflict thereon, the member shall immediately notify the District Clerk. Within fifteen days (15) days of the notification, the member shall file the appropriate memorandum of voting conflict which will be attached to the minutes of the Committee meeting during which the vote on the matter occurred. The memorandum shall immediately be provided to other Committee Member and shall be read publicly at the next meeting held subsequent to the filing of the written memorandum. The Committee Member vote shall be unaffected by this filing.
- 7) Committee Member Conduct. No individual Committee Member shall direct the District Manager or District Staff to perform extensive research, take action on a policy matter, or make representations on behalf of the Committee without formal direction from the collective Committee at a meeting. No individual Committee Member may speak to an outside entity or person on behalf of the Committee without receiving authorization from the Committee at a meeting. Nothing precludes a Committee Member from initiating individual correspondence pertaining to the seat they currently hold. Nothing in this Rule is to be construed to limit or restrict a Committee Member from acting in his or her capacity from coordinating with the District Manager in answering or responding to correspondence or communications relative to the business of the Committee.

Specific Authority: Sec. 190.011(5), Fla. Stat.

Law Implemented: Sec. 112.3143, 190.006, 190.007, 286.012, Fla. Stat.

**1.4 Public Information and Inspection of Records.**

- 1) Public Records. All public records within the meaning of Chapter 119, Florida Statutes, and not otherwise restricted by law, including the "Record of Proceedings of the Amenity Authority Committee," may be copied or inspected in accordance with Chapter 119, Florida Statutes.
- 2) Copies. The custodian of public records upon request shall furnish a copy or a certified copy of a record for a fee as authorized by Chapter 119, Florida Statutes. The District reserves the right to provide informational copies of public records without charge when in its discretion chooses to do so.

Specific Authority: Sec. 190.011(5), Fla. Stat.

Law Implemented: Sec. 119.07, 190.006, Fla. Stat.

## 1.5 Meetings and Workshops.

- 1) Meetings and Workshops. All meetings of the Committee shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes.
- 2) Notice. Except in emergencies, or as otherwise required by State Statutes, at least seven (7) days public notice shall be given of any meeting or workshop of the Committee. Public notice shall be given by publication in a newspaper of general circulation in the District and shall state:
  - a. The date, time, and place of the meeting or workshop;
  - b. A brief description of the nature, subject and purpose of the meeting or workshop;
  - c. The address where persons may obtain a copy of the agenda;
  - d. The notice shall state that if a person decides to seek review of any official decision made at the Committee meeting, a record of the proceedings will be required and the person intending to appeal will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence necessary for the appeal.
  - e. Pursuant to the provisions of the Americans with Disability Act, any person with a disability who needs an accommodation to participate in a Committee meeting should contact the District Clerk at 352-751-3939 as far in advance as possible but preferably at least five working days before the date of the scheduled event.
  - f. When a previously noticed meeting is canceled, notice of cancellation shall be given in substantially the same manner as notice for the meeting or in any manner that will give adequate notice of cancellation.
  - g. The meeting/hearing/workshop may be continued in progress without additional notice to a time, date and location stated on the record.
- 3) Agenda. The District Manager shall prepare a notice of the meeting or workshop and an agenda. The agenda shall be available to the public in the offices of the District Manager prior to each regularly scheduled meeting or workshop and on the website. Minutes shall be taken, and reviewed and approved by the Committee at a subsequent meeting. In accordance with State Statutes, the agenda and available supporting documentation will be available electronically seven (7) days in advance of the meeting.
- 4) Sample Agenda Format.
  - a. Call to Order
    - i. Roll Call
    - ii. Pledge of Allegiance
    - iii. Observation of Moment of Silence
    - iv. Welcome Meeting Attendees
    - v. Audience Comments
  - b. Consent Agenda
  - c. New Business
  - d. Old Business
  - e. Informational Items Only

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- f. Reports and Input
  - i. District Manager Reports
  - ii. District Counsel Reports
  - iii. Committee Member Comments
  - iv. Adjourn
- 5) Procedures for Including Items on Agenda. Items to be included on the agenda may be submitted by an individual Committee Member and will be addressed under the “Committee Member Comments” section of the agenda for discussion purposes; if formal action is desired, the item will be presented on the agenda at the following regularly scheduled Committee Meeting. In order for an item to be included on the agenda, a request must be submitted to the District Manager no later than 10 business days in advance of the next regularly scheduled meeting. Nothing in this Rule is to be construed to limit or restrict a Committee Member from discussing items not included on the agenda during Committee Member Comments.
- 6) Consent Agenda. Content of items on the consent agenda shall be limited to routine items that normally do not require discussion such as the minutes, payment requests etc. During the reading of the consent agenda, any Committee Member, the District Manager, or member of the public, may pull an item for separate discussion.
- 7) Motions. An enacted motion is a form of action taken by the Committee to direct that a specific action be taken on behalf of the Committee. All motions shall be made and seconded before debate.
  - a. A motion shall be concise and unambiguous.
  - b. No speech is to be made in reference to a motion when it is introduced. There will be no debate until a motion has been seconded and, if requested by a Committee Member, the question stated by the Committee Chair or District Clerk.
  - c. When the question has been stated, it is before the Committee and mover is entitled to the floor.
- 8) Reconsideration of Action Previously Taken. A motion to reconsider shall be allowed at any time by any Committee Member who voted on the prevailing side, during a meeting, except when a motion on some other subject is pending. After a motion to reconsider has been adopted by a majority vote, a Committee Member may move to rescind action previously taken.
- 9) Roll Call Vote. Roll call votes will be conducted at the prerogative of the Committee Chair, or by request made to the Chair by any Committee Member, the District Manager, or District Counsel.



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10) Public Comment. The Committee shall conduct public comment in accordance with Florida Statutes. The District's Committee Chair, or such other person conducting a District public meeting ("Chair"), shall ensure that there is at least one period of time ("Audience Comments") on the agenda whereby the public has an opportunity to address the Committee. Additionally, members of the public shall be given a reasonable opportunity to be heard prior to the Committee taking action on any proposition before the Committee. Speakers shall be permitted to address any agenda item or non-agenda matter of personal or general concern, during the Audience Comments period. If the Chair determines that discussion of an issue will be better facilitated by having public comments made at the time the matter appears on the agenda, the Chair may ask those wishing to make public comments to wait until that time and public comments shall be allowed at such time.

Members of the audience making public comment shall speak into the microphone, and address all comments to the Chair.

Public input shall be limited to three (3) minutes for each person in any public comment period. This time shall not include time spent by the speaker responding to questions posed by the Committee or Staff. Potential speakers are not permitted to assign their time allotment to extend another speaker's time. The Chair may extend or reduce the time periods set forth in this section in order to facilitate orderly and efficient Committee business; provided, however, that a reasonable opportunity for public comment shall be provided consistent with the requirements of section 286.0114, Florida Statutes. The Chair may also elect to establish additional Public Comment periods if he or she deems it appropriate with respect to any agenda item or otherwise. The Committee is not required to respond to any speaker but may elect to address a speaker in its discretion. Matters raised during any public comment period which are not set for consideration on the current agenda may be deferred to the agenda for subsequent meeting.

At meetings in which a large number of individuals are in attendance, the Committee Chair may ask for a show of hands to identify individuals who wish to address the Committee. If a large number of individuals wish to be heard, the Committee Chair may require individuals to complete speaker cards that include the individual's name, address, the proposition on which they wish to be heard, and the individual's position on the proposition (i.e., "for," "against," or "undecided"). In the event large groups or factions of individuals desire to speak (i.e., consisting of more than five individuals), the Committee Chair may require each group or faction to designate a representative to speak on behalf of such group or faction but shall allow such representative at least ten (10) minutes to address the Committee. Any speaker speaking on behalf of a group shall indicate such person's representative capacity and shall cite the source of such authority, whether by request, petition, vote or otherwise.

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Per section 286.0114, Florida Statutes, the public's right to a reasonable opportunity to be heard on propositions before the Committee does not apply to:

- a. An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Committee to act;
- b. An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
- c. A meeting that is exempt from §286.011; or
- d. A meeting during which the Committee is acting in a quasi-judicial capacity. This paragraph does not affect the right of a person to be heard as otherwise provided by law.

The Chair may alter the procedures set forth in this Public Comment section for public hearings and other special proceedings that may require different procedure under Florida Law.

- 11) Receipt of Notice. Persons wishing to receive, by mail, notices or agendas of meetings, may advise the District Manager or Secretary at the District's office. Such persons shall furnish a mailing address in writing and may be required to pay the cost of copying and mailing.
- 12) Emergency Meeting. The Chair, or the Vice Chair if the Chair is unavailable, may convene an emergency meeting of the Committee without first having complied with Subsections (1), (2), (3), and (11) to act on emergency matters that may affect the public health, safety, or welfare. Emergency meetings shall be afforded the most appropriate and effective notice under the circumstances including if possible notifying a newspaper of general circulation in the District and be held at a reasonable hour. Notice of the emergency meeting shall be posted on the District's website. Whenever possible, the District Manager shall make reasonable efforts to notify all Committee Members of an emergency meeting 24 hours in advance. Reasonable efforts may include telephone notification. After an emergency meeting, the Committee shall publish in a newspaper of general circulation in the District, the time, date, and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District.
- 13) Continuances. Any meeting of the Committee or any item or matter included on the agenda or coming before the Committee at a noticed meeting may be continued without re-notice or re-advertising provided that:
  - a. The Committee identifies on the record at the original meeting a reasonable need for a continuance;

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- b. The continuance is to a specified date, time and location publicly announced at the original meeting; and
  - c. The public notice for the original meeting states that the meeting may be continued to a date and time that states that the date, time and location of any continuance shall be publicly announced at the original meeting date and posted at the District Office immediately following the original meeting.
- 14) Parliamentary Procedures. Deviations from provisions pertaining to parliamentary procedures may be permitted by the Committee Chair unless objected to by a Committee Member. Any point of order must be raised prior to the adjournment of a Committee Meeting or it is waived.

Specific Authority: Sec. 190.011(5), Fla. Stat.

Law Implemented: Sec. 119.006, 190.007, 190.008, 286.0105, 286.011, 286.0114, Fla. Stat.

**1.6 Purchasing Policies and Procedures.**

- 1) The purchasing policies and procedures shall be conducted in accordance with the adopted policies of the Village Center Community Development and in accordance with the authority given in all applicable laws.

**1.7 Effective Date.**

- 1) These Rules shall be effective February 12, 2020.

Specific Authority: Sec. 190.011(5), Fla. Stat.

Law Implemented: Sec. 190.011(5), Fla. Stat.