

Section 102.01. - Board of county commissioners meetings and procedures.

1.

Time; The board of county commission shall generally hold regular meetings on first and third Tuesday beginning at 9:00 a.m. The annual schedule of regular meetings shall be approved by the Board no later than the first regular meeting in November each year for the ensuing calendar year.

2.

Place; All meetings of the commission shall be held in the Commission Chambers, County Administration Building A, 1801 27th Street, Vero Beach, Florida, unless otherwise decided by the commission.

3.

Quorum; A majority of the commission shall constitute a quorum.

4.

Agenda; All matters to be placed on the agenda for a regular meeting shall be uploaded to the county's agenda management system, allowing for approval chain to reach the county administrator on or before noon of the Wednesday before the commission meeting at which the matter is to be heard. Commissioners and or commission assistants may submit a Commissioners Matter ten (10) days prior to the regular commission meeting.

Constitutional Officers and Governmental Agencies shall submit an item to the county administrator no later than ten (10) days prior to the regular commission for which the matter is requested to be presented to the Board of County Commissioners. The county administrator shall then compile an agenda packet arranged according to the order of business and furnish each member of the commission, and the county attorney with a packet on or before close of business on Thursday preceding the commission meeting. An agenda packet shall be kept for inspection by the public. Electronically, the agenda shall be emailed to the public and posted on www.indianriver.gov. Once the agenda packets have been distributed no additional matters shall be presented to the board county commission except with the unanimous approval of the commission.

5.Special.meetings; Special meetings may be held at the call of the chairman, or, in his absence, at the call of the vice chairman, or at the request of a majority of the commissioners; and, whenever practicable, shall provide for not less than twelve (12) hours' notice to each member and the public.

(Ord. No. 90-19, § 1, 9-18-90; Ord. No. 2000-002, § 1, 2-1-00; Ord. No. 2004-023, 7-20-04; Ord. No. 2005-026, § 1, 8-16-05; Memo of 11-22-13; Ord. No. 2014-005, § 2, 4-1-14; Ord. No. 2020-011, § 2, 9-22-20; [Ord. No. 2024-010](#), § 2, 11-19-24)