

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

1. *Time.* The county commission shall generally hold regular meetings on Tuesday beginning at 9:00 a.m. There shall be no commission meeting on the last Tuesday of each month. ~~When the day fixed for any regular meeting of the commission is a holiday recognized by the county the meeting shall be held at the same time on the next Tuesday not a holiday unless the meeting is cancelled otherwise rescheduled by the commission.~~
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 ~~delivered~~ uploaded to Granicus, 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. The county administrator shall then compile an agenda kit arranged according to the order of business and furnish each member of the commission, and the county attorney with a kit on or before Friday noon preceding the commission meeting. An agenda kit shall be kept for inspection by the public. ~~Electronically, the agenda shall be emailed to the public and posted on www.ircgov.com.~~ Once the agenda kits have been distributed no additional matters shall be presented to the 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.

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(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)