

## ORDINANCE 2026 - \_\_\_\_

AN ORDINANCE OF THE BOARD OF COUNTY  
COMMISSIONERS OF INDIAN RIVER COUNTY, FLORIDA  
AMENDING INDIAN RIVER COUNTY CODE CHAPTER 103  
TITLED “COMMISSIONS AND BOARDS” TO REMOVE  
ADMINISTRATIVE RESPONSIBILITY FOR BOARDS AND  
COMMITTEES FROM COMMISSIONER ASSISTANTS AND  
ASSIGN IT TO THE COUNTY ADMINISTRATOR AND TO  
CLARIFY THAT ADVISORY COMMISSIONS AND BOARDS  
MAY BE CREATED BY RESOLUTION.

### **Section 1. Code Amendments.**

Indian River County Code Chapter 103, titled “Commissions and Boards” Sections 103.02(8), 103.04, 103.04.02 are hereby amended as follows (note ~~strikethrough~~ text indicates deletions, underline text indicates additions):

#### **Section 103.02. - General provisions applicable to all commissions and boards.**

8. *Meetings.* Unless otherwise provided, all meetings shall be given public notice, ~~by the commissioners' assistants~~, shall be open to the public, and shall generally be held in the County Commission Chambers, 1801 27 Street, Vero Beach. ~~Unless provided the clerk of the court or a department secretary, the commissioners' assistants shall provide support for all commissions and boards and shall keep minutes and a permanent record of their proceedings. A copy of the minutes shall be forwarded to the board to the county commission upon request.~~

#### **Section 103.04. - Advisory commissions and boards.**

All ~~a~~Advisory boards or commissions shall may be created by resolution instead of by ordinance. ~~The commissioners' assistants shall keep a current list of all advisory board resolutions with a current roster of their membership and shall provide notice and minutes for all meetings.~~

#### **Sec. 103.04.2. - Voting conflicts.**

(a) This section is supplemental to voting conflict restrictions in the Florida Statutes.

(b) Whenever a person is being considered for appointment or reappointment to a commission, board or committee, ~~commissioners' assistants~~ its administrative staff shall, at the request of the board of county commissioners, inform the board of the number and nature of the memoranda of conflict previously filed by the

person being considered for appointment or reappointment under F.S. § 112.3143.

(c) No person who is a member of a commission, board or committee shall appear before that commission, board or committee in a representative capacity. This shall not prohibit said member from appearing before the commission, board or committee in a matter on that member's own behalf.

Indian River County Code Chapter 103, titled “Commissions and Boards”, Part I, is hereby amended to add Section 103.10, which shall read: (underline text indicates additions):

**Section 103.10. – Administrative Support for Commissions and Boards.**

The county administrator, or his or her designee, will provide all necessary administrative support for the commissions and boards. These activities will include, but are not limited to, scheduling and providing public notice of meetings, maintaining membership lists and other records, keeping minutes, and all other necessary administrative duties.

**Section 2. Severability.**

If any portion of this Ordinance is for any reason held or declared to be unconstitutional, inoperative or void, such holding shall not affect the remaining portions of this Ordinance. If this Ordinance or any provision thereof shall be held to be inapplicable to any person, property or circumstances, such holding shall not affect its applicability to any other person, property or circumstances.

**Section 3. Codification.**

It is the intention of the Board that the provisions of this Ordinance shall become a part of the County's Code of Ordinances, as amended. The provisions of this Ordinance may be renumbered or re-lettered and the word “ordinance” may be changed to “section,” “article” or other appropriate word to accomplish such intention.

**Section 4. Effective date.**

The provisions of this Ordinance shall take effect as provided by law.

This ordinance was advertised in the *Indian River Press Journal* on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, for a public hearing to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, at which time it was moved for adoption by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and adopted by the following vote:

Chairman Deryl Loar	_____
Vice Chair Laura Moss	_____
Commissioner Susan Adams	_____
Commissioner Joseph H. Earman	_____
Commissioner Joseph E. Flescher	_____

The Chairman thereupon declared the ordinance duly passed and adopted this  
\_\_\_\_ day of \_\_\_\_\_, 2026.

Attest: Ryan Butler , Clerk and  
COMMISSIONERS  
Comptroller

BOARD OF COUNTY  
INDIAN RIVER COUNTY, FLORIDA

By \_\_\_\_\_  
Deputy Clerk

By \_\_\_\_\_  
Deryl Loar, Chairman

Approved as to form and  
legal sufficiency:

By \_\_\_\_\_  
Jennifer W. Shuler, County Attorney

Effective Date: This ordinance was filed with the Department of State and becomes  
effective on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.