

## MEMORANDUM

Agenda Item No. 7(G)

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**TO:** Honorable Chairman Dennis C. Moss  
and Members, Board of County Commissioners

**DATE:** (Second Reading 11-4-10)  
July 8, 2010

**FROM:** R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Ordinance pertaining to  
Rules of Procedure; amending  
Section 2-1 of the Code to  
authorize Commission Auditor  
putting agenda items without  
required financial budgetary  
impact analysis on pull list

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The accompanying ordinance was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Rebeca Sosa and Co-Sponsor Commissioner Audrey M. Edmonson.

  
\_\_\_\_\_  
R. A. Cuevas, Jr.  
County Attorney

RAC/jls

# Memorandum



**Date:** November 4, 2010

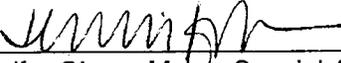
**To:** Honorable Chairman Dennis C. Moss  
and Members, Board of County Commissioners

**From:** George M. Burgess   
County Manager

**Subject:** Ordinance amending Section 2-1 of the Code of Miami-Dade County relating to the  
rules of procedure for the commission auditor

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The proposed ordinance amending Section 2-1 of the Code, authorizing the commission auditor to place agenda items without required financial budgetary impact analysis on pull list will have no fiscal impact to the County.

  
\_\_\_\_\_  
Jennifer Glazer-Moon, Special Assistant/Director  
Office of Strategic Business Management



# MEMORANDUM

(Revised)

**TO:** Honorable Chairman Dennis C. Moss  
and Members, Board of County Commissioners

**DATE:** November 4, 2010

**FROM:** R. A. Cuevas, Jr.  
County Attorney 

**SUBJECT:** Agenda Item No. 7(G)

Please note any items checked.

- \_\_\_\_\_ **“3-Day Rule” for committees applicable if raised**
- \_\_\_\_\_ **6 weeks required between first reading and public hearing**
- \_\_\_\_\_ **4 weeks notification to municipal officials required prior to public hearing**
- \_\_\_\_\_ **Decreases revenues or increases expenditures without balancing budget**
- \_\_\_\_\_ **Budget required**
- \_\_\_\_\_ **Statement of fiscal impact required**
- \_\_\_\_\_ **Ordinance creating a new board requires detailed County Manager’s report for public hearing**
- \_\_\_\_\_ **No committee review**
- \_\_\_\_\_ **Applicable legislation requires more than a majority vote (i.e., 2/3’s \_\_\_\_\_, 3/5’s \_\_\_\_\_, unanimous \_\_\_\_\_) to approve**
- \_\_\_\_\_ **Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required**

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 7(G)  
11-4-10

ORDINANCE NO. \_\_\_\_\_

ORDINANCE PERTAINING TO RULES OF PROCEDURE OF COUNTY COMMISSION; AMENDING SECTION 2-1 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA TO AUTHORIZE COMMISSION AUDITOR PUTTING AGENDA ITEMS WITHOUT REQUIRED FINANCIAL BUDGETARY IMPACT ANALYSIS ON PULL LIST; AND PROVIDING SEVERABILITY, INCLUSION IN CODE AND EFFECTIVE DATE

**BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA:**

**Section 1.** Section 2-1, Code of Miami-Dade County, is hereby amended as follows<sup>1</sup>:

**Sec. 2-1. Rules of procedure of County Commission.**

\* \* \*

**PART 5. CONDUCT OF MEETINGS; AGENDA**

\* \* \*

Rule 5.05 Agenda.

(a) Order of business.

(1) There shall be an official agenda for every meeting of the Commission, which shall determine the order of business conducted at the meeting. The order of business for Tuesday meetings shall be as follows:

1. Roll call

<sup>1</sup> Words stricken through and/or [[double bracketed]] shall be deleted. Words underscored and/or >>double arrowed<< constitute the amendment proposed. Remaining provisions are now in effect and remain unchanged.

Invocation

Pledge of allegiance

Special presentations

Citizens' presentations

Reports of official county boards

Motion to set agenda

Commission auditor

Office of intergovernmental affairs

2. Mayoral vetoes, mayoral reports.
3. Consent agenda.
4. Ordinances for first reading.
5. Public hearings which shall be scheduled for 9:30 a.m.
6. a. Chairperson of the board of county commissioners.  
b. Policy matters for discussion by the board.
7. Ordinances for second reading.
8. Departments.
9. Additional departmental items.
10. Authorities, boards, councils and trusts.
11. County commissioners.
12. County manager.
13. County attorney.
14. Items subject to "4-day rule".
15. Clerk of the board.

Items shall be considered in the order in which they are placed on the agenda unless a majority of the Commissioners determines to deviate from the printed agenda or in the discretion of the chairperson, certain matters should be taken out of order to help eliminate logistical concerns or exigent circumstances which would impede the proper functioning of the commission. During a commission meeting, commissioners may identify certain items for individual consideration (i.e., the "pull list"). >>The commission auditor in tracking agenda items for compliance with Resolution No. R-530-10, shall automatically place on the pull list, those items which do not include the required fiscal impact information.<< Agenda items not selected for individual consideration may be approved in a single vote.

The commission shall not take action upon any matter when it is first presented to the commission in a report or reports made by the County Commissioners.

(2) At Thursday meetings the following items of business shall be conducted in the following order:

1. Special presentations and proclamations;
2. Policy matters for discussion by the board;
3. Zoning;
4. Metropolitan planning organization (MPO);
5. Workshops.

\* \* \*

**Section 2.** Compliance with this Commission rule satisfies the requirements of Resolution No. R-530-10.

**Section 3.** If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

**Section 4.** It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance, including any sunset provision, shall become and be made part of the Code of Miami-Dade County, Florida. The sections of this ordinance may

be renumbered or relettered to accomplish such intention, and the word “ordinance” may be changed to “section,” “article,” or other appropriate word.

**Section 5.** This ordinance shall become effective ten (10) days after the date of enactment unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

PASSED AND ADOPTED:

Approved by County Attorney as  
to form and legal sufficiency:

APW

Prepared by:

APW/DSH

David Stephen Hope

Prime Sponsor:

Commissioner Rebeca Sosa

Co-Sponsor:

Commissioner Audrey M. Edmonson