

MEMORANDUM

Agenda Item No. 4(A)

TO: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

DATE: June 2, 2026

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Ordinance relating to the Rules of Procedure of the Board of County Commissioners; amending section 2-1 of the Code; revising requirements relating to notification provided by the County Mayor to all applicable District Commissioners of certain matters that originate with the administration

The accompanying ordinance was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Marleine Bastien.



Geri Bonzon-Keenan
County Attorney

GBK/uw

MDC001



MEMORANDUM
(Revised)

TO: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

DATE: June 2, 2026

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 4(A)

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**
- _____ **Statement of social equity required**
- _____ **Ordinance creating a new board requires detailed County Mayor’s report for public hearing**
- _____ **No committee review**
- _____ **Requires more than a majority vote (i.e., 2/3’s present ____, 2/3 membership ____, 3/5’s ____, unanimous ____, majority plus one ____, CDMP 7 votes (majority of membership) ____, CDMP 2/3 members present but not less than 7 votes (majority of membership) ____, CDMP 9 votes (2/3 membership) _____) 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. 4(A)
6-2-26

ORDINANCE NO. _____

ORDINANCE RELATING TO THE RULES OF PROCEDURE OF THE BOARD OF COUNTY COMMISSIONERS; AMENDING SECTION 2-1 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA; REVISING REQUIREMENTS RELATING TO NOTIFICATION PROVIDED BY THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO ALL APPLICABLE DISTRICT COMMISSIONERS OF CERTAIN MATTERS THAT ORIGINATE WITH THE ADMINISTRATION; PROVIDING SEVERABILITY, INCLUSION IN THE CODE, AND AN EFFECTIVE DATE

WHEREAS, this Board's Rules of Procedure are codified in section 2-1 of the Code of Miami-Dade County, Florida; and

WHEREAS, this Board's Rules of Procedure currently require that, for certain matters that predominantly relate to a particular commission district, the County Mayor or County Mayor's designee shall provide written notification to the applicable District Commissioner prior to the matter's placement on the appropriate agenda; and

WHEREAS, this Board wishes to amend this notification requirement in its Rules of Procedure,

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

Section 1. Section 2-1 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:¹

¹ 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.

Sec. 2-1. Rules of Procedure of County Commission.

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PART 5. CONDUCT OF MEETINGS; AGENDA

* * *

Rule 5.06. ORDINANCES, RESOLUTIONS, REPORTS, MOTIONS, CONTRACTS.

* * *

(k) For a matter that originates with the administration and ~~[[predominantly]]~~ relates to ~~>>one or more<<~~ ~~[[a particular]]~~ commission ~~>>district(s)<<~~ ~~[[district]]~~, the Mayor or Mayor's designee shall ~~>>simultaneously<<~~ provide written notification to ~~>>all<<~~ ~~[[the]]~~ applicable district ~~>>commissioners<<~~ ~~[[commissioner]]~~ prior to the matter's placement on the appropriate agenda. ~~>>This notification requirement shall be in addition to any other applicable notification requirements under these rules. In addition, this rule shall apply regardless of whether the matter may be sponsored by the Mayor. The Mayor or Mayor's designee shall provide written confirmation in the Mayor's memorandum associated with the matter that the written notification required by this rule was provided to all applicable district commissioners. Notwithstanding the foregoing, the requirements above regarding district commissioner notification shall not apply to any matter that relates to a property or facility of regional or countywide significance, such as an airport, seaport, marina, stadium, theater, or auditorium. In such instances, the Mayor or Mayor's designee shall provide a written statement in the Mayor's memorandum associated with the matter that written notification is not required because the foregoing exception applies.<<~~

* * *

Section 2. 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 3. 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 a 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 4. This ordinance shall become effective ten (10) days after the date of enactment unless vetoed by the County 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:



Prepared by:

James Eddie Kirtley
Annery Pulgar Alfonso



Prime Sponsor: Commissioner Marleine Bastien