



Duval County

Legislative Delegation

RULES OF PROCEDURE DUVAL LEGISLATIVE DELEGATION

Adopted 11/30/2016

1. **Delegation Unicameral** - Procedurally, the Delegation shall meet as a unicameral body; however, voting shall be as hereinafter provided; provided nothing herein contained shall abrogate the duty of a member to exercise his independent judgment in voting on any matter on the floor of the House or Senate during any Session.
2. **Delegation Membership** - Members of the Florida Legislature elected from Senate Districts 4 and 6 and House Districts 11 through 16, inclusive, shall be deemed to be members of the Duval Delegation.
3. **Notification and Rules:** Meeting notification and the Duval Legislative Delegation Rules of Procedure will be mailed and emailed within five days to the home address of newly elected members.
4. **Local Act Policy** - It shall be the policy of the Delegation not to consider any matter which is within the authority granted by the Charter of the Consolidated City of Jacksonville. This shall not be construed to preclude the consideration by the Delegation of any proposed amendment to said Charter.
5. **House Rules Applicable** - The rules of the Delegation shall be those of the House except as modified hereby.
6. **Waiver of Rules** - Any rule may be waived by two-thirds vote of the members present as to the issue currently before the Delegation. Said waiver shall immediately precede the subject matter to be waived.
7. **Rules Effective** - These rules shall become effective when adopted by the Delegation and may thereafter be amended by a two-thirds vote of the members of the Delegation.
8. **Delegation Officers** - At an organizational meeting of the Delegation to be held no later than thirty (30) days after each statewide general election in even numbered years and in odd numbered years during November (or in reapportionment years at the determination of the Delegation Chair), the Delegation shall elect a Chair and a Vice Chair, each of whom shall serve for a term of one (1) year. Regardless of political party, no member will have served as Chair more than one term in an eight-year period, unless all other members have served at least one term as Chair. In the Chair's absence, the Vice Chair shall preside. If both the Chair and Vice Chair are unavailable, the Chair shall have the right to name any member to perform the duties of the Chair. A record of the past chairmanship shall accompany the rules.

9. **Committees** - The Chair may appoint appropriate committees to study and report on matters which come before the Delegation. Such committees shall serve at the pleasure of the Chair. Fair and accurate minutes shall be kept of every meeting of a committee. Minutes may be electronically or electromagnetically recorded, but, unless excused by the Committee Chair, the Delegation Coordinator or Delegation Secretary shall be in attendance to take notes, care for the committee and legislative files being used by the committee, prepare committee reports and perform other duties as instructed by the Chair.
10. **Coordinator** - The Delegation shall have a coordinator appointed by the General Counsel with the concurrence of a majority of the members. The duties and responsibilities of the Coordinator shall include the following: (a) the careful recordation and publication to the members of the minutes of each Delegation meeting; (b) assistance to the general public in the submission of bills for Delegation consideration; (c) to insure that bills considered by the Delegation are in proper form and are accompanied by a proper proof of publication, staff analysis and economic impact statement; (d) such other duties and responsibilities as may be assigned by the Chair.
11. **Local Legislation** - The Delegation shall not accept for consideration local legislation later than thirty (30) days prior to the opening of the next session of the Legislature. No local legislation shall be accepted for filing unless sponsored by a member of the Delegation. Any local bill which is sponsored by a member shall automatically be placed on the local bill agenda for consideration and appropriate action by the Delegation. Such placement shall not be precluded nor shall consideration of the bill be negated by any committee or member of the Delegation. Such sponsorship may be shown to be by "request". No local bill may be approved by the Delegation until such bill has had a local public hearing.
12. **Form for Proposed Legislation** - Each proposed bill must be accompanied by a written statement which must include (a) the name, address, and telephone number of the party initiating the proposal, (b) the name, address, and telephone number of the party's attorney or other person drafting the proposal, the name of the Delegation member sponsoring the proposal, and (c) no less than two original copies of the Proof of Publication. Each proposed bill must also be accompanied by an economic impact statement in order to be considered by the Delegation. Such economic impact statement shall detail how much the proposed measure will cost, who will benefit, and which governmental entity or private party would bear the cost. In addition to the foregoing requirements, any bill which affects the City of Jacksonville shall be sent to the City Council and/or other governmental agency affected thereby for consideration and recommendation.
13. **Bill Copies** - Upon passage, an exact copy of each bill in final form shall be available for each member and shall be sent to the Florida House of Representatives for bill drafting.
14. **Amendments in Writing** - All amendments to proposed legislation shall be in writing.
15. **Quorum** - Five members of the Delegation shall constitute a quorum; four members of the House constitute a quorum in the House and one member of the Senate shall constitute a quorum in the Senate.
16. **Pairing and Proxy Prohibited** - The pairing of votes as permitted by the Rules of the House and Senate and voting by proxy are prohibited.
17. **Notice of Delegation Meetings** - No meeting of the Delegation shall be held when the Legislature is not in session unless the Chair has first determined the availability of a quorum of members to participate, given written notice thereof, which notice shall have been emailed and posted no less than

seven (7) days prior to the date of the meeting. This notice shall set forth the time, place, and agenda for the meeting. Prior to noticing each meeting the agenda topic shall be sent to each member and cannot be officially noticed without the written consent of the majority of the House and Senate. New matters may be added to the proposed agenda with the concurrence of the presiding officer no later than three (3) calendar days prior to the meeting. Any other changes in the proposed agenda shall require a waiver of the rules. The Chair shall make every reasonable effort to give at least four hours prior notice of a Delegation meeting when the Legislature is in session and provide each member with the proposed agenda.

18. **Meeting Participation** - The Chair may make time available to any interested citizen to speak on any matter properly before the Delegation. The Chair has the discretion to limit the times afforded such citizen and may, when time requires, postpone the opportunity to speak until a later meeting.
19. **Voting Requirements** - The voting requirements on all matters, except as otherwise provided herein, shall be a quorum of the House and a quorum of the Senate. All members present within the chambers shall cast a favorable or non-favorable vote on all matters, and the vote of a member who is required to vote and does not shall be recorded in the affirmative. With regard to any subcommittee meeting or Delegation meeting held outside of Jacksonville a minimum of two members shall be present in person. The balance of the quorum at meetings held outside of Jacksonville may be achieved via teleconferencing. Any subcommittee member not present in person is allowed to vote during the meeting using conferencing technology.
20. **Appointment to position by entire Delegation** - Whenever an appointment by the entire membership of the Delegation to any commission, committee or other body is authorized by law, such appointment shall be made in the following manner. Upon the existence of a vacancy, the Chair shall cause notice of such vacancy to be communicated to each member. This notice shall be provided at least seven days before the time established for the vote to fill such position. Each member shall be given the opportunity to nominate a candidate to fill the vacancy and shall inform the Chair of his/her nominee at least twenty-four hours prior to the time the Delegation votes to fill the vacancy. At the time of the established quorum and vote, each member in attendance shall cast their vote on the record as to which candidate shall fill the vacancy even in the event only one candidate has been nominated.