

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA PROCEDURE

1002PR

REGULAR/SPECIAL/EMERGENCY OR WORK SESSION

- New Business, Agenda item/s requests will be placed on the agenda form 1002 and submitted to District Manager at least 8 days prior to meeting date.
- Any supporting documentation will be attached if available.
- Old Business, Agenda items, the Secretary is responsible to bring forward Old Business on form 1002 and submit to the District manager at least 8 days prior to meeting date
- The agenda and supporting documentation (if available) including Form 1002 will be put on the website and emailed to all Trustees at least seven (7) days prior to the meeting.
- The agenda for a meeting may be amended after the 8 days and including at the meeting if an unexpected event occurs.
- Any amendments to agenda as well as supporting documentation that was not available when form 1002 submitted. The amendment and supporting documentation must be put on the website and emailed to all Trustees if received the day before the meeting.
- Amendments to agenda received the day of the meeting, will be emailed to the Trustees and printed/delivered to each trustee at the meeting and added to agenda on website.

BUDGET HEARING

Agenda for Budget hearing shall only include the Budget; no other business is to be conducted.

COMMITTEE

Committee Chair will prepare agenda for committee meetings and forward to District Manager for posting on the website and distribution to Trustees. The District manager must receive agenda requests at least 8 days prior to meeting. The agenda's will be placed on the website at least 7 days prior to meeting.

The following statement/s will be at the bottom of each agenda

Pursuant to Section 286.26, Florida Statutes, and the Americans With Disabilities Act, any handicapped person desiring to attend this meeting should contact the District Manager at least 48 hours in advance of the meeting, to ensure that adequate accommodations are provided for access to the meeting

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Approved 4/17/18 *Sharon Denson, Chairman*

Revised _____

Effective 4/17/18