



2026 Charter Review Commission Rules of Procedure

RULE 1. Public Meetings.

All meetings of the Commission, including all meetings of its committees, shall be open to the public and reasonable notice provided of the date, time and place of said meetings. Votes by the Commission or committees shall be decided by majority vote of the members present.

RULE 2. Proposals for Charter Review.

Proposals for Charter review being made by anyone other than Commissioners should be submitted to the Charter Review Commission using the comment link available on the Charter Review Commission page or by email to the designated email address and should include:

1. Name, address, and telephone number of the proposer and the name of the Organization being represented, if any;
2. The current wording of the article of the Charter that the proposer desires to change;
3. An explanation of the weaknesses of or perceived issues with the article as currently written, and the reason for the changes and what would be improved or otherwise changed; and
4. The exact language which the proposer would like the Charter article rewritten or otherwise amended.

To ensure the Commissioners and the public will have time to review any proposed topics, proposals should be submitted ten (10) days prior to any scheduled CRC meeting. The Commission may establish a schedule for submitting proposals and publishing agendas.

RULE 3. Citizen Participation at Meetings.

Members of the public shall be given a reasonable opportunity to be heard on a proposition before the Commission as provided by state law prior to official action. Members of the public wishing to comment should, in the general case, give written notice of their desire to make such comment at or prior to the meeting. The remarks of any citizen should be germane to the agenda or topics then under consideration. Each agenda will include and prescribe a certain portion of the meeting at which "Remarks of Interested Citizens" may be made. Public participation will be limited to three minutes and may be decreased by a majority vote of the Commission in order to accommodate other members of the public in attendance at the meeting.

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RULE 4. Frequency of Meetings.

There shall be at least one (1) meeting of the full Commission each month.

RULE 5. Place of Meetings.

The meetings of the Commission or committees should be conducted within a venue large enough to accommodate the Commission and public. Unless otherwise specified, Commission meetings will be held at the Daytona Beach International Airport, second floor Volusia Room, 700 Catalina Drive, Daytona Beach and subcommittee meetings will be held at the Emergency Operations and Sheriff's Communication Center, 3825 Tiger Bay Road, Daytona Beach. These locations are subject to change.

RULE 6. Call and Notice of Meetings.

The date, time, and location of each regular meeting of the Commission will be announced at the preceding regular or special meeting of the Commission or by the Chair if not previously decided by the Commission. Special meetings may be called by the Chairman of the Commission. The agenda of each regular meeting will be posted online by County staff 5-7 days in advance of each meeting. Agendas will be sent to each Commission or committee member electronically to the email address provided by each member. A written notice of special meetings of the entire Commission shall be given in the same manner as written notices of regular meetings, except that the written notice of a special meeting shall include the purpose for the call of such special meeting. County staff will be available to handle meeting notices and preparation of agendas.

RULE 7. Agenda for Regular Meetings.

Unless otherwise ordered by the Commission, the agenda for regular meetings of the Commission shall be as follows:

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes of Previous Meeting(s)
- IV. Public Participation (Limit 3 minutes each)
- V. Presentation of Issue
- VI. Reports of Subcommittees
- VII. Discussion by Commission of Matters Not on the Agenda
- VIII. Adjournment with Day Fixed for Next Meeting

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**RULE 8. Recording of Minutes.**

Minutes of each meeting will be prepared in accordance with state law with the goal of those minutes being presented to the Commission or committee by its next meeting.

RULE 9. Quorum.

A majority of the members of the Commission physically present constitutes a quorum at all meetings of the Commission or committee.

RULE 10. Proxy Voting.

No member of the Commission or any of its study committees or committees has the power to vote by proxy. Only those members physically present are entitled to vote on matters before the Commission or committee.

RULE 11. Official Rules of Order.

Except as otherwise provided in these rules of procedure, Robert's Rules of Order Revised (the most recent edition) is hereby adopted as the official rules of order of the Commission and committees.

RULE 12. Duties of the Chairman.

The Chairman shall:

- a) Preside at all regular and special meetings of the Commission;
- b) Represent the Commission at all functions and activities;
- c) Serve as ex-officio (non-voting) member of all committees and study committees;
- d) Be responsible for making all committee assignments and appointment of all chairmen of committees;
- e) Call special meetings when necessary;
- f) Work with County staff in the preparation of the next agenda consistent with direction of the Commission.

RULE 13. Duties of the Vice Chairman.

The Vice Chairman performs the duties of the Chairman if the Chairman is unavailable. The secretary shall temporarily serve as Chairman in the event the Chairman or Vice Chairman is unavailable. If none of these individuals are available, the membership shall vote on who will serve as temporary chair for that meeting.

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RULE 14. Vacancies.

A vacancy on the Commission will exist upon the death, removal, resignation, or disqualification of any member. The vacancy will be filled by the appointment of a replacement member by the Volusia County Council.

RULE 15. Amendment.

These rules and procedures shall be the bylaws of the Commission unless amended by majority vote of the members present.



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