



**FLORIDA  
INSURANCE GUARANTY  
ASSOCIATION, INC.**  
A Florida Nonprofit Corporation

P.O. Box 14249  
Tallahassee, Florida 32317  
Telephone (850) 386-9200  
Tollfree 800-988-1450  
Facsimile (850) 523-1888

Website: [www.figafacts.com](http://www.figafacts.com)

## **Public Participation at Meetings**

**Purpose:** To provide for public input on propositions directly before the FIGA Board.

**General Statement:** It is FIGA's policy to provide reasonable opportunities for members of the public to be heard on a proposition which is before the FIGA Board, as provided in Florida Statute § 286.0114, while still maintaining an orderly and efficient meeting.

**Scope and Applicability:** This Policy shall govern public participation at all FIGA Board meetings, except for the portion held in Closed Session, which will be governed by Florida Statute § 286.011(8), and as further set forth below.

**Speaker Form:** Each member of the public who wishes to address the Board on a proposition before the Board shall complete a Speaker Form provided by the Clerk of the meeting, providing his/her name, address, the topic or agenda item on which they wish to speak, and designating a representative, if appropriate. Speaker forms will be made available to the public prior to the start of each meeting.

### **Telephonic Meetings:**

If the meeting will be held telephonically, Speaker Forms will be made available upon written request to the "Contact Us" email address on the FIGA website. All such form requests must be made and submitted prior to 5:00 p.m. the business day prior to the Board meeting. This will allow FIGA to provide advance notice to the conference call operator of those participants who wish to have their phones enabled for speaking during the meeting.

### **In Person Meeting:**

If a member of the public wishes to speak regarding an item on the agenda, they must turn in the Speaker Form either prior to the meeting in the designated location for same, or prior to the Board voting on the agenda item.

If a member of the public does not complete a Speaker Form, they may not be allowed to speak. The Board may further take action necessary to ensure orderly conduct and proper decorum are followed in the meeting.

Speaker forms submitted by the public shall be collected and filed in the official record of the proceedings and the content thereof included in the meeting minutes.

**Public Participation Relative to Agendaed Business:** At the end of each Board Meeting, or before the Board votes on any proposition before the Board, an opportunity shall be provided for members of the public to speak on any proposition directly before the Board during the Board Meeting. Each speaker's comments may be limited to 3 minutes, and the time set aside for such public participation shall be limited to 30 minutes, unless extended by the Chair.

The Chair of a meeting may require, at a meeting in which a large number of individuals wish to be heard, that a representative of a group or faction on an item speak on behalf of the group or faction rather than each individual speaking; and may designate the length of time the representative may speak.

Public comment on a proposition directly before the Board need only be provided at some time during the decision-making process prior to the point at which the Board takes official action. Accordingly, the Chair may elect not to receive public input at a given meeting on a specific item on the agenda, as long as a reasonable opportunity to be heard on that item was or is provided in a prior or subsequent meeting. In all cases, official action shall not occur until after an opportunity to be heard was provided. Members of the public may elect at their option to speak at the end of a meeting, to address any proposition decided upon by the Board during that Board meeting, but prior to the implementation of the official action on the proposition.

**Exemptions:** The requirements of this Policy shall not apply to ministerial items on a meeting agenda.

**Closed Session Protocol:** Pursuant to Florida Statute § 286.011(8), the Board may meet in private with FIGA's attorney(s), to discuss pending litigation to which FIGA is presently a party before a court or administrative agency, provided that FIGA's attorney(s) advise FIGA at the public meeting that they desire advice concerning litigation; the subject matter of the Closed Session meeting will be confined to settlement negotiations or a strategy session related to litigation expenditures; the entire Closed Session will be recorded by a certified court reporter, and no portion of that meeting will be held off record; FIGA will give reasonable public notice of the time and date of the attorney-client session and the names of persons who will be attending the session, which shall commence at an open meeting, and the Chair will announce the commencement and estimated length of the attorney-client session and the names of the persons attending same; the meeting will be reopened following that attorney-client session, and the Chair will announce the termination of the attorney-client session; the transcript from the Closed Session meeting will be made part of the public record after conclusion of the subject litigation.

**Effective Date:** This Policy shall become effective on April 24, 2015.



**FIGA MEETING SPEAKER FORM:**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

GROUP REPRESENTED: \_\_\_\_\_

SPECIFIC BOARD AGENDA ITEM OR BOARD AGENDA TOPIC TO ADDRESS:

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