

**BREVARD COUNTY VALUE ADJUSTMENT BOARD**  
Resolution No. 2025- 03

**A RESOLUTION OF THE BREVARD COUNTY VALUE ADJUSTMENT BOARD (“VAB”) ADOPTING ROBERT’S RULES OF ORDER, NEWLY REVISED AS THE PARLIAMENTARY AUTHORITY FOR THE CONDUCT OF VAB MEETINGS FOR THE 2025 TAX YEAR; PROVIDING FOR CONSISTENCY WITH FLORIDA LAW, AND AN EFFECTIVE DATE.**

**WHEREAS**

1. Section 194.015, Florida Statutes, establishes the composition and quorum requirements of the VAB and authorizes it to conduct meetings to carry out its duties;
2. Rule 12D-9.013(1)(h), F.A.C., expressly permits a VAB to “adopt or ratify any local administrative procedures” that are ministerial and not inconsistent with statutes, Attorney-General opinions, or other Department of Revenue rules;
3. The Board finds that *Robert’s Rules of Order, Newly Revised* (“RONR”) provides a neutral and well-recognized framework for motions, debate, and decision-making; and
4. The VAB finds that adopting RONR will facilitate orderly, efficient, and transparent meetings without altering any statutory or regulatory requirements governing quasi-judicial hearings.

**NOW, THEREFORE, BE IT RESOLVED BY THE VAB:**

**Section 1. Adoption of Parliamentary Authority.**

The VAB hereby adopts *Robert’s Rules of Order, Newly Revised* (12th Ed.) as its parliamentary authority for the 2025 tax year and all regular and special meetings held during that period, **except** where any provision of RONR conflicts with (a) Florida Statutes, (b) the Florida Administrative Code, including Chapters 12D-9 and 12D-10, or (c) the requirements of Florida’s Government-in-the-Sunshine Law (§§ 286.011 & 286.0114, Fla. Stat.).

**Section 2. Implementation and Public Availability.**

The VAB Clerk is directed to post this Resolution and a one-page RONR “cheat sheet” on the VAB’s public webpage and make hard copies available at each meeting; and

**Section 3. Effective Date.**

This Resolution shall take effect immediately upon its adoption at the VAB’s organizational meeting held this 15 day of August 2025, and shall remain in force until amended or rescinded by subsequent resolution of the Board.

PASSED AND ADOPTED by a majority vote of the VAB this 15 day of August 2025.

ATTEST:

  
\_\_\_\_\_  
Chair, Brevard County VAB

\_\_\_\_\_  
Clerk to the Board

## Robert's Rules of Order (12th Edition, Newly Revised)

### 1. Meeting Flow at a Glance

1. **Call to Order** – Chair opens the meeting.
2. **Approval of Minutes** – Members correct/approve record of last meeting.
3. **Reports** – Officers, boards, committees give information; no debate unless a motion follows.
4. **Unfinished Business** – Items left pending from previous meeting.
5. **New Business** – Members introduce fresh matters by making motions.
6. **Announcements / Good of the Order** – Brief notices or courtesy remarks.
7. **Adjournment** – Formal close by motion or by the chair when business ends.

### 2. Making & Handling a Motion

Step	Member Says/Does	Chair Response
1. Obtain Floor	"Madam Chair." (wait to be recognized)	"The chair recognizes ..."
2. Make Motion	"I move that ..."	<b>Requires a second</b> ("Second!")
3. State Motion	—	"It is moved and seconded that ..."
4. Debate	Members speak <b>once</b> for 10 min (unless rules differ), alternating pro/con	Chair moderates, keeps debate on motion
5. Amend/ Subsidiary Motions (if any)	See Hierarchy below	Chair handles in order of precedence
6. Vote	Voice, show-of-hands, ballot, etc.	"All those in favor ... Opposed ..."
7. Announce Result	—	"The motion is adopted / lost."

### 3. Motion Hierarchy (highest → lowest precedence)

1. **Fix the Time to Which to Adjourn** – sets continuation; majority.
2. **Adjourn** – ends meeting now; majority; *not debatable*.
3. **Recess** – short break; majority; *not debatable*.
4. **Raise a Question of Privilege** – urgent comfort, safety, or reputation matter; chair rules.
5. **Call for the Orders of the Day** – require agenda; no vote needed.
6. **Lay on the Table** – set aside temporarily; majority; *not debatable*.
7. **Previous Question** – end debate; **2/3**.
8. **Limit or Extend Debate** – change time or number of speeches; **2/3**.
9. **Postpone to a Certain Time (or Postpone Definitely)** – delay; majority.
10. **Commit or Refer** – send to committee; majority.
11. **Amend** – change wording; majority.
12. **Postpone Indefinitely** – kill main motion without direct vote; majority.
13. **Main Motion** – introduces business; majority.

### 4. Frequently-Used Incidental & Restorative Actions

Purpose	Phrase to Use	Vote
<b>Point of Order</b> – enforce rules	"Point of order!"	Chair rules
<b>Parliamentary Inquiry</b> – seek guidance	"Parliamentary inquiry."	No vote

Purpose	Phrase to Use	Vote
Division of the Assembly – verify vote count	“Division!”	Standing recount
Withdraw a Motion	“I request permission to withdraw my motion.”	Majority (if objected)
Suspend the Rules	“I move to suspend Rule ... ”	<b>2/3</b>
Objection to the Consideration of a Question	“I object to consideration!”	<b>2/3</b> against
Reconsider (same session)	“I move to reconsider the vote on ...”	Majority
Rescind or Amend Something Previously Adopted	“I move to rescind ...”	<b>2/3</b> or majority with notice

## 5. Key Terms

- **Quorum** – minimum members present to transact business.
- **Chair** – presiding officer; addresses members in third person; remains impartial.
- **Floor** – right to speak; must be obtained before making motions.
- **Second** – shows at least two members want debate; not needed for some privileged motions.
- **Debate Limits** – twice per member per motion, 10 min each, unless assembly alters.
- **Minutes** – official record; actions only, not debate detail.
- **Unanimous Consent** – quick approval when no objection: “Without objection, ... ”

## 6. Quick Vote Requirements

- **Routine decisions** – *Majority* of those voting.
- **Close debate, limit debate, suspend rules, object to consideration** – *Two-thirds*.