

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
MEETINGS/WORKSHOPS—TRUSTEE PARTICIPATION,  
MEETING MINUTES AND PUBLIC COMMENT**

**PP 3**

**TRUSTEE PARTICIPATION:**

The Trailer Estates Park & Recreation District Board of Trustees has determined that allowing Trustees who are unable to be physically present for Board meetings/workshops to participate by phone benefits the District, by ensuring that Trustees have necessary information to make decisions, and by promoting continuity on the Board. Due to the seasonal nature of the residency in the District, the Board finds that extraordinary circumstances exist to justify Board members participation by phone if they are not physically present in Manatee County at the time of the meeting. The Board also finds extraordinary circumstances exist to justify participation by phone if a Board member is unable to be present at the meeting due to illness or medical condition.

Trustees seeking to participate in a Board meeting/workshop or all summer meetings by phone must provide a written notice by 9:00 a.m. on the last business day prior to the meeting(s), which notice shall include confirmation that the absence is due to one of the above-described situations, as well as a telephone contact number. Upon adoption of this policy, a vote of the Board shall not be required under the circumstances described above.

In order for the Board to transact business, a quorum of Board members must be physically present. However, Trustees participating by phone pursuant to this policy shall be permitted to vote on all matters coming before the Board.

**MEETING MINUTES**

Trailer Estates Park & Recreation District Board of Trustees will dispense with the reading of the minutes during the board meeting.

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**PUBLIC COMMENT**

***REGULAR MEETINGS***

At Trailer Estates Park & Recreation District Board regular meetings resident comments will be limited to three (3) minutes.

***INTERACTIVE WORKSHOPS***

During some topics the board recognizes the value of “interactive” workshops in which public comment is provided at the time the topic is discussed or is offered at the end of each topic. To determine whether a workshop is interactive a board member must ask the chair at the beginning of the workshop for a vote of the board to allow “interactive discussion”. This can be asked to be 1) for the whole workshop or 2) for a topic of the workshop. The chair must take a vote if a trustee makes the request of the chair. If the majority of the board members approve, the workshop or topic in the workshop is then “interactive”.

Interactive workshops allow public comment to occur during the topic or during the whole workshop. The procedure would be as follows:

1. An individual interested in making a comment raises their hand.
2. At the end of a topic or at the end of a board discussion, the chair recognizes the member of the public and asks them to give their comment or question.
3. Board members can choose to respond or interact with the member of the public at that time.
4. Questions and comments from the public must be civil and follow the rules of District Meeting Behavior Policy and Procedure (new PP17).
5. If the “interaction” becomes disruptive or disorderly, as determined by the chair, the “interactive” portion of the workshop may be closed by the chair and a new vote of the board will be taken to determine whether the “interactive” workshop or topic will be restarted.