

The following rules shall govern procedures of the 2011 Government Efficiency Task Force (Task Force):

(1) A quorum of the Task Force is necessary to take any action or transact any business. A quorum for the Task Force shall be a majority of the currently appointed members.

(2)(a) The Task Force shall meet at the call of the chair. The Task Force shall meet only within the dates, times, and locations authorized by the chair.

(b) In the absence of the chair, the vice chair shall assume the duty to convene and preside over meetings and such other duties as provided by law or rule. During a meeting properly convened, the presiding chair may temporarily assign the duty to preside at that meeting to another Task Force member until the assignment is relinquished or revoked.

(c) Before the Task Force may hold a meeting, a notice of such meeting shall be provided to the Executive Office of the Governor, the Secretary of the Senate, and the Clerk of the House of Representatives no later than 4:30 p.m. of the third day before the meeting. Noticed meetings may be canceled by the chair. Meetings shall also be noticed and conducted in a manner that complies with section 286.011, Florida Statutes.

(d) If a majority of Task Force members agree, the Task Force may continue a properly noticed meeting after the expiration of the time called for the meeting.

(3) Unless otherwise determined or overruled by an agreement of the Governor and presiding officers, the chair shall determine all questions of order arising in Task Force meetings, but such determinations may be appealed to the Governor and presiding officers during the meeting.

(4) Each question of procedure, including a decision on to appeal a ruling of the chair, shall be decided by a two-thirds vote of the members of the Task Force present and voting.

(5) A properly noticed meeting agenda shall be created by the chair. Any changes or additions to the agenda shall be decided by a two-thirds vote of the members of the Task Force present and voting.

(6) The chair may appoint work groups to study issues and present findings and recommendations to the Task Force.

(7) In all cases not provided for by the Florida Constitution and Florida Statutes, the guiding, but nonbinding, authority shall be first the Rulings of the Task Force and then the latest edition of Mason's Manual of Legislative Procedure.