

**SECTION:** 1.32

**SUBJECT:** Commission Orders

**AUTHORITY:** Executive Director; Article IV, Section 9, Constitution of Florida; Section 120.81(5), F.S.

**Policy:**

To establish uniform procedures for the processing of Commission orders.

**Contents:** 1.32.1 Preparing a Commission Order

**Procedure:**

**1.32.1 Preparing a Commission Order**

- A.** Orders governed by this IMMP include, but are not limited to: orders establishing any type of wildlife or fish management areas, public small game hunting areas, or providing for migratory bird hunting, and orders altering the established fishing and hunting seasons or harvest limits for saltwater fishing,
- B.** Any division, office (D/O) or region assigned by the Executive Director to prepare an order shall request the next consecutive order number from the Office of the General Counsel (Legal Office). The Legal Office will maintain a log of all orders.
- C.** Once the order is drafted, it may be routed to the Legal Office for legal review. Assistance on formatting is available through the Legal Office. Copies of previous orders and information for accurate history notes are available through the Commission's Records Management Office. The Legal Office will not maintain copies of Commission orders.
- D.** Once the order is in final form, it shall be reviewed and approved for form and legality by the Legal Office.
- E.** Once the order is approved by the Legal Office, proceed with one of the following:
  - 1.** Orders that do not require approval by the Commission: the originator shall submit the order to the Executive Director or Assistant Executive Director for final approval and signature. It is helpful to provide the Director with an executive summary or explanatory memo, or, in the alternative, to arrange a meeting with him/her to discuss the order. The original of the executed order must be submitted to the Legal Office for application of the Commission seal, signature of the Agency Clerk and further entries into the control log. In the case of an emergency, if Legal Office staff is not available, assistance can be provided by the Records Management Coordinator or by the Assistant Executive Director's Secretary.

2. Orders to be approved by the Commission: the originator shall provide the original of the proposed order to the Legal Office. The Legal Office shall be responsible for advising the Commission secretary to include the order in the Commission meeting agenda as an item for consideration. The originator shall provide forty (40) copies of the proposed order to the Commission secretary approximately 14 days prior to the Commission meeting at which it is to be considered. Following approval of the Commission, the order will be forwarded by the Legal Office to the Executive Director or Assistant Executive Director for signature. The original order will be returned to the Legal Office for application of the Commission seal, signature of the Agency Clerk and further entries into the control log.
  - F. The fully executed order shall be forwarded by the Legal Office to the Records Management Office for permanent records retention.
  - G. The originating D/O shall be responsible for copying and distribution. The order will be available for copying from the Legal Office immediately following the application of the Agency Clerk's signature and Commission seal, or later from Records Management.

History: Est. 11/06/2003

**APPROVED:**

Victor J. Heller  
Executive Director of Designee

November 6, 2003  
Date