



BOARD OF COUNTY COMMISSIONERS

## POLICY

Number: BCC-95 04/23/2024  
Cancels:  
Approved: 08/26/25  
Originator: County Manager's Office  
Review: 04/23/2027

# TITLE: CITIZENS PROCESS FOR ADVISING THE COUNTY COMMISSION (CEER)

## I. Objective

To provide procedures for an individual or an organized group of individuals to submit a formal written recommendation for the enhancement of the effectiveness and efficiency of Brevard County Government to the Board of County Commissioners on an annual basis.

## 11. Definitions and References

- A. Brevard County Home Rule Charter Section 2.9.10.
- B. "Citizen Efficiency and Effectiveness Recommendation" or "CEER" means a recommendation submitted by an individual or group to the Board of County Commissioners pursuant to Brevard County Home Rule Charter Section 2.9.10 and this policy.

## III. Directives

- A. January 31 is hereby established as the annual filing date for Citizen Efficiency and Effectiveness Recommendations. No CEER shall be accepted after 11:59 p.m. on the annual filing date. The County shall accept a CEER submission up to 60 days prior to the annual filing date, but no sooner. A timely submitted CEER will be deemed to have been received on the annual filing date for purposes of calculating the time for the Board's final vote and consideration pursuant to Brevard County Home Rule Charter Section 2.9.10.c.
- B. An individual or an organized group of individuals may submit a CEER by providing to the County Manager a formal written recommendation in substantially the form attached to this policy.

1. The CEER form shall be made available for download and submission on the official website for Brevard County Government. The County Manager's Office shall provide a hard copy upon request.
  2. A CEER may be submitted electronically or by mail to the County Manager's Office.
- C. Shortly after the CEER filing date, the County Manager will schedule a public workshop for the purpose of consolidating and streamlining submissions prior to the recommendation deadline.
- D. Within 60 days after the annual filing date, the County Manager shall evaluate and comment upon each CEER. This evaluation shall include a recommendation that the Board of County Commissioners accept the CEER, accept the CEER with revisions, or reject the CEER.
1. If necessary, the County Manager will provide the CEER to the County Attorney for legal review.
  2. The County Manager (CM) shall forward all submitted Citizen Efficiency and Effectiveness Recommendations (CEERs) to the appropriate County division, department, or constitutional officer's office for review and feedback, including when the CM determines that the subject falls outside of the Board of County Commissioners' jurisdiction.
    - If the County Manager recommends that a CEER be rejected due to jurisdictional issues, the CM shall ensure that:
      - The CEER response is communicated back to the citizen submitter, including any relevant feedback or explanation provided by the referred jurisdiction or constitutional officer's office.
      - The recommendation, along with all related feedback, both from the jurisdictional offices and the County Manager's recommendation, remains part of the formal review cycle and is presented to the Board of County Commissioners for final consideration.
- E. Upon completion of the administrative **review** process, the County Manager will forward each CEER and the accompanying staff evaluation and recommendation to the Board of County Commissioners for review.
- F. The County Manager shall schedule the Board of County Commissioners' final vote and consideration of the CEERs at a Special BOCC Meeting to occur no later than 120 days after the annual filing date.

#### IV. Reservation of Authority

The authority to issue and/or revise this policy is reserved to the Board of County Commissioners

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Rob Feltner, Chair Brevard County Board of County Commissioners

As approved by the Board on August 26, 2025

# Speak Up Brevard Recommendations

About Speak Up Brevard (Click to Close)

To provide a formal process for citizens to submit recommendations to the Brevard County government, and as a result of Charter Amendment, Brevard County has implemented a web-based application called "Speak Up Brevard"

Speak Up Brevard allows citizens to submit ideas which would improve county government in conserving energy, saving costs, enhancing the environment, generating revenue, increasing productivity, or preventing waste

After submitting a recommendation, the County Manager's Office has 4 days to evaluate and comment on the recommendation, and then forward it to the Board of County Commissioners for their review. The Board of County Commissioners must take a final vote to either approve, reject or revise and accept the recommendation within 120 days. The sponsor of the recommendation will be given at least a week's notice prior to it being heard by the Board.

Click here to search recommendations that have been submitted in the last year and previous years

## Contact Information

Organization Name	First Name	Last Name	Middle Initial
<input type="text" value="Group Organization Name"/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Middle Initial"/>
Mailing Address	City	Zip Code	
<input type="text" value="Mailing Address"/>	<input type="text" value="City"/>	<input type="text" value="Zip Code"/>	
Phone Number	Email Address	Alternate Email Address	
<input type="text" value="Phone Number"/>	<input type="text" value="Email Address"/>	<input type="text" value="Alternate Email Address"/>	

## Recommendation Information

Recommendation Title

Areas Affected (If Known)

Department Affected (If Known):

Describe the current problem or concern:

Describe your recommendation and the benefits it would provide:

Attachments:

Check the box to verify you are not a robot

ERROR for site owner  
Invalid domain for snekey

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