

1 **RESOLUTION NO. 150370**

2 **ADOPTED: October 15, 2015**

3 **A RESOLUTION AMENDING AND RESTATING IN ITS**
4 **ENTIRETY THE RULES OF THE CITY COMMISSION BY**
5 **REVISING THE AGENDA DEADLINES FOR THE**
6 **REGULAR CITY COMMISSION MEETINGS; PROVIDING**
7 **A REPEALING CLAUSE AND PROVIDING AN**
8 **EFFECTIVE DATE.**
9

10 **WHEREAS**, under the provisions of Section 2.06 Gainesville Charter, the City
11 Commission may determine its own rules of procedure; and

12 **WHEREAS**, the current rules of the City Commission were adopted by Resolution No.
13 140219 on October 2, 2014; and

14 **WHEREAS**, at its October 5, 2015 meeting, the City Commission approved moving the
15 agenda review meetings from Tuesdays to Wednesdays and likewise amending the agenda
16 deadlines for the regular City Commission meetings; and

17 **WHEREAS**, the rules are hereby amended and restated in their entirety to include the
18 desired amendments.

19 **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE**
20 **CITY OF GAINESVILLE:**

21 **SECTION 1.** The following are hereby adopted as rules of procedure and to provide for
22 the time and place of meetings of the Commission until other such rules are adopted by the City
23 Commission:

24 **RULE I. REGULAR MEETINGS**

25 The Regular Meetings of the Commission shall be held the first and third Thursday of every
26 month commencing at 1:00 p.m., except when meeting as the Board of Trustees of the

1 Employees' Pension Plan which will precede the regular City Commission meeting which will
2 occur after adjournment of the Board meetings. If a meeting day shall fall on a legal holiday
3 observed by the City, such meeting will not be held on the holiday but shall be cancelled or
4 rescheduled as determined by the Commission. It is the intent of the City Commission that the
5 regular afternoon agenda of the regular meeting held on the first Thursday of each month will be
6 primarily devoted to Gainesville Regional Utilities business and the regular afternoon agenda of
7 the regular meeting held on the third Thursday of each month will be primarily devoted to
8 General Government business. However, it is expressly recognized that the Mayor, any City
9 Commissioner or Charter Officer may place items of a time-sensitive or important nature
10 (regardless of whether they pertain to General Government or Gainesville Regional Utilities) on
11 either afternoon agenda, as they deem necessary or advisable. Items that pertain to both General
12 Government and Gainesville Regional Utilities may be placed on either agenda, at the discretion
13 of the person authorized to place the item on the agenda. The consent agenda and the regular
14 evening agenda of each meeting will remain open for all agenda items (including both General
15 Government and Gainesville Regional Utilities items).

16 **RULE II. ORDER OF BUSINESS**

17 The Business of the Commission shall be taken up for consideration and disposition in the
18 following order at the Regular Meetings except as changed by the Mayor in agenda review; or by
19 the Mayor or by the Commission during the Adoption of the Agenda to allow greater citizen
20 participation:

21 **A. AT THE AFTERNOON MEETING DEVOTED PRIMARILY TO GAINESVILLE**
22 **REGIONAL UTILITIES BUSINESS**

23 **1:00 P.M.**

- 1 1. Invocation
- 2 2. Adoption of the Consent Agenda (Including both General Government and
- 3 Gainesville Regional Utilities items)
- 4 3. Adoption of the Utilities Regular Agenda (Read if any, each item added or
- 5 modified)
- 6 4. Utility-related Citizen Comment (not to exceed 30 minutes in length)
- 7 5. General Manager for Utilities
- 8 6. Utility Committee Reports (Pulled from Consent)
- 9 7. Utility Advisory Board/Committee Reports. Reports must be placed on the
- 10 agenda by Charter Officer, through staff liaison after approval by
- 11 Board/Committee.
- 12 8. Utility-related items from outside Agencies. Must be submitted by a Charter
- 13 Officer. Update limited to ten (10) minutes.
- 14 9. Utility-related items from Members of the City Commission
- 15 10. Utility-related Commission Comments (if time permits)
- 16 11. General Government items of a time-sensitive or important nature or pulled from
- 17 Consent. Must be submitted or pulled by the Mayor, a City Commissioner or a
- 18 Charter Officer.

19 **B. AT THE AFTERNOON MEETING DEVOTED PRIMARILY TO GENERAL**
20 **GOVERNMENT BUSINESS**

21 **1:00 P.M.**

- 22 1. Invocation

- 1 2. Adoption of the Consent Agenda (Including both General Government and
- 2 Gainesville Regional Utilities items)
- 3 3. Adoption of the General Government Regular Agenda (Read if any, each item
- 4 added or modified)
- 5 4. General Government-related Citizen Comment (not to exceed 30 minutes in
- 6 length)
- 7 5. Clerk of the Commission
- 8 6. City Manager
- 9 7. City Attorney
- 10 8. City Auditor
- 11 9. Equal Opportunity Director
- 12 10. General Government Committee Reports (Pulled from Consent)
- 13 11. General Government Advisory Board/Committee Reports. Reports must be
- 14 placed on the agenda by Charter Officer, through staff liaison after approval by
- 15 Board/Committee.
- 16 12. General Government-related items from Outside Agencies. Must be submitted by
- 17 a Charter Officer. Update limited to ten (10) minutes.
- 18 13. General Government-related items from Members of the City Commission
- 19 14. General Government-related Commission Comments (if time permits)
- 20 15. Gainesville Regional Utilities items of a time-sensitive or important nature or
- 21 pulled from Consent. Must be submitted or pulled by the Mayor, a City
- 22 Commissioner or a Charter Officer.
- 23

1 **C. EVENING PORTION OF EACH REGULAR MEETING**

2 **5:30p.m.**

3 1. Pledge of Allegiance

4 2. Proclamations/Special Recognitions Placed on Agenda by Commissioner or Charter

5 Officer

6 **6:00 P.M.**

7 3. Citizen Comment (to end at a time certain of 6:30 p.m., or at such later time as allows for
8 30 minutes of citizen comment)

9 4. Public Hearings

10 a. General Public Hearings

11 b. Resolutions

12 c. Ordinances

13 d. Plan Board Petitions

14 e. Development Review Board

15 5. Scheduled, Evening Agenda Items

16 6. Unfinished Business

17 7. Commission Comments

18 8. Citizen Comments (If Time Permits)

19 Adjournment no later than 11:00 p.m. Mayor to schedule date and time to continue meeting.

20 **RULE III. SPECIAL AND EMERGENCY MEETINGS**

21 A. Special Meetings should, whenever possible, be approved at Regular City Commission
22 Meetings. All Special Meetings should be requested using a form designed by the Clerk of the
23 Commission. Special Meetings requested by Charter Officers must report the business to be
24

1 transacted and indicate the time and date the agenda language and back-up will be available (no
2 later than 48 hours prior to the meeting, if possible).

3 B. Special meetings may be held at any time upon the request of the Mayor, either of his/her
4 own motion or upon written request of two members. These Special Meetings should be
5 requested using a form designed by the Clerk of the Commission. The request shall be served on
6 every member of the Commission by the Clerk of the Commission. Every reasonable measure
7 will be taken to notify members of the Commission regardless of where each member may be.
8 Also, every reasonable effort will be made to notify members of the local news media (print and
9 electronic) and the public. The notice may state the business to be transacted at such meeting,
10 and no other business than that so specified shall be transacted. Special meetings may not be
11 convened sooner than forty-eight (48) hours succeeding the time notice was served by the Clerk
12 of the Commission on the last Member of the Commission. Charter Officers should identify the
13 subject matter for the special meeting and should only address the same subject on the actual
14 agenda.

15 C. Emergency meetings may be held at any time upon the Call issued by the Mayor or upon
16 written Call signed by three (3) members of the Commission. The emergency meeting shall
17 occur no sooner than two (2) hours after the execution of the Call. Every reasonable measure
18 will be taken to notify members of the local news media (print and electronic) and the public.
19 The Call will state the business to be transacted at such meeting, and no other business than that
20 so specified shall be transacted.

21 D. The Commission at any meeting may recess or adjourn to a time certain for the
22 transaction of any business or specified business only, as may be determined by the Commission
23 in taking such action.

1 E. All meetings of the City Commission shall be open to the public (except as authorized by
2 law).

3 F. The Mayor, two City Commissioners, or a Charter Officer may call for an inspection trip.
4 Advance notice of inspection trips shall be given in the same manner as special meetings.
5 Minutes of the inspection trip shall be made. Two Members may constitute a meeting for the
6 purposes of the Sunshine Law, and no action may be taken at these meetings.

7 G. City Commission workshops/informal meetings may be held at any time upon the written
8 request of the Mayor or upon the written request of two members, or at the direction of the City
9 Commission. Workshops/informal meetings can take place in any location as long as it meets
10 the requirements of the Sunshine Law. Each workshop/informal meeting shall be properly
11 noticed to the public. A workshop/informal meeting should be requested using a form designed
12 by the Clerk of the Commission, and attaching the written request for the workshop/informal
13 meeting, if applicable. The request shall be served on every member of the Commission by the
14 Clerk of the Commission. Every reasonable measure will be taken to notify members of the
15 Commission regardless of where each member may be. Also every reasonable effort will be
16 made to notify members of the local news media (print and electronic) and the public. The
17 notice may state the subject matter to be discussed at such meeting, although any subject matter
18 may be discussed, except for pending matters where notice to affected parties is required, such as
19 pending planning petitions and pending quasi-judicial matters. No policy or other action shall be
20 taken at these meetings. Workshops/informal meetings may not be convened sooner than forty-
21 eight (48) hours succeeding the time notice was served by the Clerk of the Commission on the
22 last Member of the Commission. The Mayor and City Commissioners are expected to attend all

1 scheduled workshops/informal meetings, although the Mayor and one (1) Commissioner or two
2 (2) Commissioners will constitute a meeting for the purposes of the Sunshine Law.

3 **RULE IV. AGENDA**

4 The Clerk of the Commission shall prepare an agenda for each regular meeting of the
5 Commission. All requests to address the Commission on subjects not then under discussion by
6 the Commission, together with a notice of items to be presented at the Commission at the next
7 regular meeting by any Committee, Board, or Administrative Official, shall be delivered to the
8 Clerk of the Commission on or before 6:00 P.M. on the Wednesday of the week prior to each
9 Regular Meeting. The Clerk of the Commission shall arrange a list of such matters according to
10 the order of business, and furnish each Commissioner and Charter Officer with a copy as far in
11 advance of the meeting as time for preparation will permit. The Clerk of the Commission will
12 prepare copies of the agenda for the news media and the public.

13 **RULE V. QUORUM**

14 Four (4) members of the Commission shall constitute a quorum for the transaction of business,
15 but a smaller number may adjourn the meeting.

16 **RULE VI. PRESIDING OFFICER-ELECTION AND DUTIES**

17 A. The Mayor shall be the presiding officer and Chair of the Commission. At the meeting
18 held on the Thursday following the first (1st) Tuesday in May unless there is a runoff election in
19 which event, the Thursday following the third (3rd) Tuesday in May, the Commission shall elect
20 one of its members as Chair Pro tempore.

21 B. The Mayor, or in his/her absence the Chair Pro tempore, shall take the chair at the hour
22 affixed for the meeting and call the members of the Commission to order. The presiding officer
23 shall preserve order and decorum at all meetings of the Commission. He/she shall sign all

1 ordinances or resolutions adopted by the Commission. The Mayor shall designate the seating
2 arrangement at meetings of the Commission.

3 C. In the absence of the Mayor and the Chair Pro tempore, the Clerk of the Commission
4 shall call the Commission to order; whereupon a temporary Chair shall be elected by the
5 members of the Commission present. Upon arrival of the Mayor or Chair Pro tempore, the
6 temporary Chair shall relinquish the chair upon the completion of the business immediately
7 before the Commission.

8 D. In the absence of the Chair Pro tempore, the Mayor shall designate a member of the
9 Commission as a temporary Chair Pro tempore. Upon arrival of the Chair Pro tempore, the
10 temporary Chair Pro tempore shall relinquish the designation.

11 **RULE VII. COMMITTEES-APPOINTMENT-PROCEDURE-REFERRALS**

12 A. The following standing committees, consisting of at least two Commissioners each, shall
13 be appointed by the Mayor, with the concurrence of the City Commission at the organizational
14 meeting of the Commission or as soon thereafter as may be heard:

15 Audit and Finance Committee;

16 Community Development Committee;

17 Economic Development/University Community Committee;

18 Equal Opportunity Committee;

19 Legislative and Organizational Policy Committee;

20 Public Safety Committee;

21 Recreation, Cultural Affairs and Public Works Committee; and

22 Regional Utilities Committee. The Regional Utilities Committee may also include a

23 current member of the Board of County Commissioners of Alachua County, Florida. The

1 County Commission shall determine whether it desires to appoint a member to the
2 Committee. The County Commission shall be the sole judge of the qualifications of its
3 appointed member and may remove its member and re-appoint a new member at any
4 time. The County Commission member shall have the same rights of committee
5 participation as the City Commission members, except that the County Commission
6 member may not serve as the Chair of the Committee.

7 The first named member of each Committee shall be the Chair of the Committee. The personnel
8 of the foregoing Committees, including change in the chairship thereof, may be affected at any
9 time at the pleasure of the Mayor with the concurrence of a majority of the Commission.

10 B. The following standing committee shall consist of the Mayor and all Commissioners:

11 General Policy Committee. Except as specified in this paragraph B, the General Policy
12 Committee shall function as all other Standing Committees. The Mayor, or in his/her absence
13 the Chair Pro tempore, shall be the Chair of this Committee. Four (4) members of the
14 Committee shall constitute a quorum for the transaction of business, but a smaller number may
15 adjourn the meeting. The purpose and intent of this Committee is to allow the Mayor and
16 Commissioners, as an entire deliberative body, to discuss general policy matters that are referred
17 to this Committee during a Regular City Commission Meeting. The Committee may take action
18 on the matters referred (such as, but not limited to, directing the Mayor to send a letter, directing
19 staff to conduct further research, or directing the City Attorney to draft an ordinance.) However,
20 this Committee may not:

- 21 • discuss or take action on: any quasi-judicial matters, matters that are required by law to
22 be publicly advertised or conducted during a Regular or Special City Commission
23 Meeting;

- 1 • hold any public hearings required by law; or
- 2 • adopt any resolutions or ordinances.
- 3 C. The Mayor may appoint such Special Committees as he/she may deem necessary or as
- 4 authorized by the Commission.
- 5 D. Standing and Special Committees shall consider matters referred to such Committees by
- 6 the Commission, or if not so referred, if the subject is germane to the purposes for which the
- 7 Committee exists, the fact that the Committee has such other matters or matters under
- 8 consideration shall be promptly reported to the Commission at its next meeting in order that the
- 9 Commission be generally aware of the matters under consideration by each of several
- 10 Committees.
- 11 E. Each Committee shall call upon, advise with, and seek the recommendation of the
- 12 administrative staff and shall keep the appropriate staff personnel of the City advised of the
- 13 matters under consideration by the Committee.
- 14 F. Committees shall meet in a public building within the City limits at the Call of the Chair
- 15 at such time and place as is convenient to the members of the Committee and others involved in
- 16 matters to be considered by the Committee.
- 17 All meetings of the Committees shall be open to the public. All Committee meetings shall be
- 18 included on the weekly notice of meetings prepared by the Clerk of the Commission.
- 19 G. All Committees shall meet at least quarterly.
- 20 H. All referrals should be completed in six months unless otherwise directed.
- 21 All referrals not completed in six (6) months must seek re-authorization or removal from the
- 22 referral list by the City Commission prior to the six month due date.

1 I. All Standing Committee Agendas should include the list of all outstanding referrals with
2 due dates listed.

3 All Standing Committee Liaisons should update the referral list with intermediate updates.

4 The Clerk of the Commission shall include each Standing Committee referral list on a City
5 Commission Agenda two times a year and maintain a referral list on the City's Intranet and
6 Internet.

7 J. Each Committee Liaison shall prepare an agenda for each Committee meeting. Each
8 Committee Chair shall review his/her respective Committee meeting agendas and agenda items.
9 Upon review by the Committee Chair, the agenda shall be available on the City's website.

10 K. Each Committee Liaison shall prepare minutes after each Committee meeting. After
11 approval by the Committee, the minutes shall be available on the City's website.

12 L. The Committee Chair, or appointed designee, shall be the sponsor of any committee item
13 brought forward for discussion before the City Commission.

14 **RULE VIII. ADVISORY BOARDS AND COMMITTEES**

15 Residents appointed to advisory boards and committees of the City shall generally serve a
16 maximum of two (2) terms. When filling a vacancy of an unexpired term, an appointee who fills
17 a vacancy is still eligible for two full terms.

18 1. Board members who have served their limit, but have not been replaced or reappointed
19 remain on the board/committee until new members are appointed.

20 2. All Board and Committee Referrals not completed in six months must seek re-
21 authorization prior to the six month due date.

22 3. All Board Committee Agendas should include a list of all outstanding referrals with due
23 dates listed.

1 4. All Board and Committee Liaisons should update the referrals with intermediate updates.

2 5. All Boards and Committees shall submit an annual workplan and accomplishment report
3 to the City Commission. The details associated with the workplan will be dependent upon the
4 mission of the board or committee. The annual workplan and accomplishment report will be
5 submitted to the City Commission during the annual budget process.

6 **RULE IX. VOTING**

7 The Yeas and Nays on any question before the Commission shall be taken at the Call of any
8 Commissioner. Each member of the Commission will vote first every sixth time only, with the
9 Mayor (Chair) always voting last. Commissioners will vote "yea" for support of a motion and
10 vote "no" when voting not to support a motion. Except in a Roll Call, silence by a member shall
11 be recorded as an affirmative vote.

12 **RULE X. PROCEDURES**

13 A. The presiding officer shall decide all questions regarding the priority of business without
14 debate.

15 B. All ordinances and resolutions shall be introduced in writing.

16 C. All motions or amendments thereto shall be reduced to writing if the presiding officer or
17 a member desires.

18 D. Every petition, communication, or other paper addressed to the Commission or presented
19 in writing to the Commission at any meeting shall be retained (or a copy thereof) by the Clerk of
20 the City Commission with appropriate reference made in the minutes if presented at a
21 Commission meeting together with the identification of the sender or writer.

22 E. No motion shall be debated or put to a vote unless seconded. No member of the
23 Commission may reserve the priority to make a motion.

1 F. If a motion is made to vote immediately (or move the previous question), it shall be put in
2 this form: "I move that we vote immediately"; or "I move the previous question(s)."

3 This motion can apply to any immediately (or series of) pending debatable or amendable
4 motion(s). Further, any motion to vote immediately: (1) must be seconded; (2) is not debatable;
5 (3) cannot interrupt a speaker; (4) requires a two-thirds vote (because it prevents or cuts off
6 debate); (5) takes precedence over all subsidiary motions except one postponed temporarily; and
7 (6) can have no motion applied to it except withdraw.

8 G. The tape recordings made by the Clerk of the City Commission meetings are for
9 exclusive benefit and use of the Clerk in making and keeping minutes and records of the
10 Commission. In order that there be no possibility of altering, damaging, losing or tampering
11 with such tapes and matters contained thereon, the tape recordings of the Commission meetings
12 shall be used only by the Clerk. A copy of such tape recordings may be made by the Clerk and
13 then by him/her made available to the press and public.

14 **RULE XI. RULES OF DEBATE**

15 The presiding officer may move, second and debate, subject only to such limitations of debate as
16 are enforced by these rules on all members, and shall not be deprived of any of the rights and
17 privileges as commissioners by reason of his/her action as presiding officer. If the presiding
18 officer desires to make a motion or second a motion, the officer shall relinquish the chair to a
19 member as the officer shall designate until he/she has finished his/her debate on said question or
20 matter. Every member desiring to speak shall address the chair and, upon recognition by the
21 presiding officer, shall be confined to the question under debate, avoiding all personalities and
22 indecorous language. A member, once recognized, shall not be interrupted when speaking unless
23 it be to call said member to order, then the member shall cease speaking until the question or

1 order is determined by the presiding officer without debate and, if in order, said member shall be
2 at liberty to proceed. After the decision of any question, it shall be in order for a member voting
3 on the prevailing side to move a reconsideration at the same meeting or at the next succeeding
4 regular meeting, but not thereafter without unanimous consent. It shall likewise be in order for a
5 member voting on the prevailing side to move reconsideration at a special meeting occurring
6 between the time of original consideration and the next succeeding regular meeting. In the case
7 of a tie vote on any question, any member may move for a reconsideration at the time or times
8 herein stated for reconsideration on motion by one voting on the prevailing side. If a motion to
9 reconsider be lost, it shall not be renewed without the unanimous consent of the Commission;
10 and no decision shall be a second time reconsidered without a like leave. A Commissioner may
11 request, through the presiding officer, the privilege of having his/her written statement on any
12 subject under the consideration by and presented to the Commission entered in the minutes. If
13 the Commission consents thereto, such statement shall be entered in the minutes. The following
14 Statement will be required on all City Commission Agendas: "Citizens are encouraged to
15 participate in City of Gainesville meetings. In general, speakers will be limited to 3 (three)
16 minutes per agenda item. Additional time may be granted by the Mayor or by the City
17 Commission as directed. The City of Gainesville encourages civility in public discourse and
18 requests that speakers limit their comments to specific motions and direct their comments to the
19 Chair. Signs, Props, and posters are not permitted in the meeting room except provided in Rule
20 XIII. Citizens are encouraged to provide comments in writing to the Clerk of the Commission
21 before meetings and/or during meetings for inclusion into the public record. Citizens may also
22 provide input to individual commissioners via office visits, phone calls, letters and e-mail, that

1 will become public record. (In some instances, i.e., Quasi-Judicial Hearings, these particular
2 contacts may be prohibited.)”

3 **RULE XII. APPROVAL OF COMMISSION MINUTES**

4 The Clerk of the Commission shall submit minutes of meetings for approval as timely as
5 possible. Unless a reading of the Commission meeting minutes is requested by a majority of the
6 Commission, such minutes may be approved without reading, if the Clerk of the Commission has
7 previously furnished each member with a copy thereof.

8 **RULE XIII. PERSONS APPEARING BEFORE THE COMMISSION**

9 **I. Citizen Comment**

10 A. Citizen Comment is limited to issues not located on other portions of the printed
11 agenda.

12 B. Time Limits will be established by the Mayor based on the number of
13 participants.

14 C. A citizen who has addressed the Commission during one period of citizen
15 comment in a meeting will be recognized by the presiding officer to speak after other
16 citizens who have not spoken are given the opportunity to address the Commission, time
17 permitting.

18 **II. Generally Speaking**

19 A. Any person desiring to address the Commission on any matter pending before it
20 shall first request recognition by the presiding officer. After being recognized, the person
21 (1) shall give his/her name in an audible tone of voice; (2) shall limit the address to any
22 time limitation established by the Mayor; (3) shall address all remarks to the Commission

1 as a body and not to any member thereof; and (4) shall address the motion being
2 considered.

3 B. No person other than a member of the Commission and the person having the
4 floor shall be permitted to enter into any discussion, either directly or through a member
5 of the Commission, without permission of the presiding officer. No question shall be
6 asked except through the presiding officer.

7 C. If any person in any way interferes with or interrupts the orderly procedure of the
8 Commission, or any Commissioner, or the person speaking who has been properly
9 recognized by the presiding officer, the person shall be subject to removal from the
10 Commission room.

11 D. The Commission or the Chair may adopt a time limitation relating to opponents
12 and proponents speaking to any particular issue.

13 **III. Public Hearings**

14 A. Citizens wishing to speak on public hearing items may be required to fill out a card and
15 forward it to the Clerk of the Commission. Should more than ten (10) speakers want to
16 participate on any particular item, registration cards will be strongly considered.

17 B. Citizens should follow all of the guidelines in Section II above, where appropriate.

18 **IV. Decorum**

19 Order must be preserved. Members of the public are not permitted to possess food, drink, props,
20 signs, posters, or other similar material in the meeting room. Speakers at the podium addressing
21 the Commission may use Power Point as part of their presentation provided the Clerk of the
22 Commission is provided a copy at least seven hours prior to the presentation. Speakers may also
23 use the City's overhead system or use displays or props (hereinafter "demonstrative exhibits") as

1 part of a presentation as long as the demonstrative exhibits, including PowerPoint, are not
2 obscene and do not otherwise disrupt, delay, or interrupt the proceeding. Outbursts of approval
3 or disapproval, jeers or heckling are not permitted. In the event of a disturbance or violation of
4 this rule, the violator may, after warning, be ordered removed from the room as provided in Rule
5 XVII Rules of the Commission, City of Gainesville.

6 **RULE XIV. UNFINISHED BUSINESS**

7 The Clerk of the Commission shall have, at every regular meeting of the Commission, a list of
8 unfinished business in order of its introduction, which may be read at the request of the
9 Commissioner.

10 **RULE XV. COMMUNICATIONS**

11 Each Commissioner shall be furnished a copy of all communications addressed to the
12 Commission by the Plan Board and appropriate city staff with the original and attachments filed
13 with the Clerk of the Commission. Also, copies of proposed ordinances and resolutions prepared
14 or approved by the City Attorney shall be furnished each Commissioner.

15 **RULE XVI. ORDINANCES**

16 A. All ordinances shall be prepared, or approved as to form and legality, by the City
17 Attorney prior to being introduced at a City Commission meeting.

18 B. No ordinance shall be adopted on a second and final reading until notice as required by
19 law has been published.

20 C. All ordinances shall be signed by the presiding officer and attested by the Clerk of the
21 Commission.

22 **RULE XVII. SERGEANT-AT-ARMS**

1 The City Manager or the City Manager's designee shall be sergeant-at-arms of the Commission
2 meetings. The City Manager shall carry out all orders and instructions given by the presiding
3 officer for the purpose of maintaining order and decorum at the Commission meeting and the
4 following policy will provide guidance in handling disruptions:

5 Procedure:

- 6 1. Individual refuses to relinquish the podium after being allowed to address the
7 Commission: The Mayor will inform the individual that their time to address the Commission
8 has expired and the Mayor will direct the individual to leave the podium.
- 9 2. Individual causes disruption in the Commission meeting site: The Mayor will inform the
10 individual causing the disruption to cease disruptive activity. If the disruption fails to stop:
 - 11 A. The Mayor will inform the individual causing the disruption that their actions are
12 contrary to the orderly running of the meeting and that the individual is to cease such
13 action or the Sergeant-at-Arms (City Manager/designee) will be instructed to remove the
14 individual from the meeting site.
 - 15 B. The Mayor will revoke the individual's participation to attend the meeting and direct that
16 the individual leave the meeting site. The Mayor will inform the individual that if the
17 individual is directed to leave and fails to do so, the individual will be subject to arrest for
18 trespass.

19 Final Action: In substantially the following words: As the Mayor, I inform you that your actions
20 are inconsistent with the orderly function of this meeting and fails to comply with the lawful
21 order of the Chair. I am instructing the Sergeant-at-Arms (City Manager/designee) to have you
22 removed from this meeting site, and if deemed necessary by the Sergeant-at-Arms, to remove
23 you from this building.

1 **RULE XVIII. REPORTS AND RESOLUTIONS**

2 Most all reports and resolutions shall be filed with the Clerk of the Commission and made part of
3 the minutes. Some lengthy and oversized documents may be stored at individual administrative
4 areas.

5 **RULE XIX. DOCUMENTS FOR EXECUTION**

6 All documents to be executed by the Mayor and Clerk of the Commission shall have first been
7 submitted to the City Attorney's Office for approval as to form and legality before placing on the
8 agenda and should be formatted for immediate signature after authorization of the execution.

9 **RULE XX. ROBERT'S RULES OF ORDER**

10 Robert's Rules of Order, Newly Revised (Tenth Edition), so far as they are applicable and do not
11 conflict with these Rules or the Ordinances or Charter of the City, shall guide the City
12 Commission as needed.

13 **RULE XXI. QUASI-JUDICIAL ACTIONS**

14 **Part I. Request for Hearing**

15 **(A) Quasi-Judicial Hearings before the Commission**

16 The quasi-judicial hearings before the City Commission shall be either formal or informal
17 hearings. A formal quasi-judicial hearing is a hearing where applicants and affected parties
18 have the rights and responsibilities of a party as set forth in Sections (B)-(D) of the rules of
19 formal quasi-judicial procedure. An informal hearing is a hearing where the applicant and
20 public may present testimony for or against a proposal before the Board without the procedures
21 of a formal hearing.

22 **(B) Scope of Quasi-Judicial Proceedings**

23 A quasi-judicial proceeding, either formal or informal, shall occur as provided by law.

1 **(C) Selection of Hearing**

2 All persons entitled to actual written notice of a matter before the City Commission, that is
 3 quasi-judicial may request a formal hearing before the City Commission by filing with the Clerk
 4 of the Commission the written request before the close of business at least seven (7) days prior
 5 to the City Commission meeting when the matter is scheduled to be heard. Persons who are not
 6 entitled to actual written notice but believe they are an "affected party", as defined in this rule,
 7 may request a formal hearing and determination of affected party status by filing with the Clerk
 8 of the Commission the written request for a formal hearing and an application for affected party
 9 status as provided in Part II of this rule, before the close of business at least seven (7) days prior
 10 to the City Commission meeting when the matter is scheduled to be heard. Failure to timely file
 11 such requests for a formal hearing shall set the matter for an informal quasi-judicial hearing.

12

13 **Part II. Formal Quasi-Judicial Hearings**

14 **(A) Order of Presentation; Time Limits**

15 (1) The order of presentation, with corresponding time limits for each presentation, are
 16 as follows:

17	Order	Maximum Time Limit (minutes)
18	1) Introduction of the matter by staff	3
19	*2) Petitioner	20
20	*3) Staff presentation	10
21	*4) Affected Party (if any) for (per person)	10
22	*5) Affected Party against (if any) against (per person)	10
23	*6) Rebuttal (Petitioner/Staff)	5
24	7) Close of presentation by Petitioner, Staff and Affected Parties	

1 8) Public hearing (per person) 5

2 9) Deliberation and vote of the Commission

3 (2) Cross examination is limited to ten (10) minutes per witness.

4 (3) The time limits set forth in Section (1) may be modified by the City Commission on
5 its own motion or upon request of a party to the proceedings. Said request shall
6 detail the modified time desired and the subjects to be discussed during the additional
7 time. A request for a modification of time should be considered by the City
8 Commission to assure all parties have an opportunity to participate without undue
9 repetition and delay.

10 * **Witnesses may be presented during parts 2-6 of the presentation with cross-examination.**

11 **(B) Affected Party Defined; Determination**

12 (1) An affected party is any person who is entitled to actual written notice of a matter
13 before the Commission.

14 (2) An affected party who is not entitled to actual written notice but who believes that
15 they have a special interest or would suffer an injury distinct in kind and degree from
16 that shared by the public at large may request affected party status by filing an
17 application, as provided in Part I of this rule. The Commission will consider an
18 application for affected party status prior to the commencement of the hearing. The
19 decision of the Commission shall be final.

20 **(C) Registration of Affected Parties**

21 In order to participate in the formal quasi-judicial hearing, all affected parties shall
22 complete the form prescribed by the Clerk of the Commission, stating their name and
23 address and other pertinent information, and whether they support or oppose the matter or

1 matter before the City Commission. The form shall be delivered to the City Commission's
2 secretary at the commencement of the hearing.

3 **(D) Representation of Parties**

4 Any party may be represented by an attorney. If an attorney represents a party or several
5 parties, the attorney shall complete the form prescribed by the City Commission and
6 identify the person or persons they represent and whether their client supports or opposes
7 the matter before the City Commission. The form shall be delivered to the Clerk of the
8 Commission at the commencement of the hearing proceeding.

9 **(E) The Hearing**

- 10 1) The introduction of the case shall be presented by the Clerk of the Commission and
11 include a brief description of the matter. This introduction shall not be considered
12 evidence in the proceeding, and the Clerk of the Commission presenting the
13 introduction shall not be subject to cross-examination by any party to the
14 proceeding.
- 15 2) The City Commissioners shall disclose any ex parte communications that may have
16 occurred.
- 17 3) All parties may be collectively sworn by the Clerk of the Commission in the interest
18 of time.
- 19 4) The City Manager or designee shall present any staff, board or other report on the
20 matter. Evidence before the Commission shall include, but not be limited to, an
21 analysis which includes the consistency with the City's adopted codes, rules, policies
22 or plans, as applicable, and how the matter does or does not meet the requirements of
23 such codes, rules, policies and plans and other applicable laws. Written reports and

1 any other documentary evidence shall become a part of the record. Evidence may be
2 presented through oral testimony of witnesses or documentary evidence or both.

3 5) The City Commission may call any witness it deems necessary to reach a complete
4 and informed decision.

5 6) The examination of witnesses shall be conducted under oath by direct examination
6 on matters which are relevant and material to the issue or issues before the City
7 Commission. After the conclusion of direct examination, the witness may be cross-
8 examined by another party, or a City Commissioner. All questions shall be directed
9 through the Mayor and the witness shall answer the question unless the Mayor
10 deems the question to be irrelevant or immaterial. Any commissioner or party may
11 raise evidentiary objections. The inquiry under cross-examination shall be limited to
12 matters raised in the direct examination of the witness. No re-direct shall be allowed
13 unless requested by a party stating the desired area of inquiry and that request is
14 approved by the Mayor. If re-direct is allowed, it shall be limited to questions of the
15 witness on issues raised in the cross-examination. This provision shall not limit a
16 City Commissioner from questioning any person on matters relevant to the matter or
17 petition. The Mayor or any City Commissioner may seek advice from the City
18 Attorney on questions of evidence. During the presentation by the opponents or
19 proponents of an issue before the City Commission, no one may present testimony or
20 evidence which is unduly cumulative or repetitious of previously presented
21 testimony or evidence by a fellow opponent or proponent.

22 **(F) Public Hearing**

1 After the quasi-judicial hearing is completed, those members of the public who were not a
2 party to the quasi-judicial hearing may be permitted to speak up to five (5) minutes per
3 person and present their testimony and evidence to the City Commission. No party or
4 witness shall be allowed to speak during the public hearing portion of the proceedings.

5 **(G) Continuances**

6 The City Commission may, in its discretion, at any time during the hearing, continue the
7 hearing, and may request further information from any party.

8 **(H) City Commission Deliberation**

9 The City Commission shall then further deliberate a motion, if necessary, and reach a
10 decision by voting on the motion. In reaching its decision the City Commission may only
11 consider evidence presented at the hearing and base its decision on the competent,
12 substantial evidence of record.

13 **(I) City Commission Oral Order**

14 The City Commission shall orally issue an order.

15 **(J) City Commission Written Order**

16 The order shall be reduced to writing and shall state whether the petition is granted or
17 denied or granted with conditions. The order shall also specify any conditions, requirements
18 or limitations on the approval of the matter. The written order shall be presented to the City
19 Commission for approval at a special meeting or at the next regular meeting of the City
20 Commission. The Mayor and the Clerk of the City Commission shall execute the order.
21 Executed copies of the order shall be hand delivered or mailed to the parties.

22 **Part III. Informal Quasi-Judicial Hearings**

23 **(A) Informal Quasi-Judicial Hearing Procedure**

- 1) If no person files a timely request for a formal quasi-judicial hearing, the matter shall be set for an informal quasi-judicial hearing.
- 2) An informal hearing shall be presented to the City Commission in the following order:
 - a) Staff presentation
 - b) Petitioner or Applicant
 - c) Public hearing
 - d) Deliberation and vote of the City Commission
- 3) Cross-examination of the witnesses is not permitted and deemed waived by all persons or parties. This provision does not prohibit a City Commission member from questioning any person relevant to the matter.
- 4) The City Manager or designee shall present any staff, board or other report on the matter. Evidence before the Commission shall include, but not be limited to, an analysis which includes the consistency with the City's adopted codes, rules, policies or plans, as applicable, and how the matter or Petition does or does not meet the requirements of such codes, rules, policies, plans and other applicable laws; written reports and any other documentary evidence shall become a part of the record. Evidence may be presented through oral testimony of witnesses or documentary evidence or both.
- 5) Any person may speak for or against the matter if they complete a registration card at the meeting as provided by the Clerk of the Commission. The Mayor may limit the time of any portion of an informal hearing to avoid unnecessary repetition and delay.
- 6) After the public hearing portion, the City Commission shall deliberate and vote, which shall constitute the oral order.

Part IV. Ex Parte Communications

1 **(A) General.**

2 Ex parte communications are prohibited in connection with any quasi-judicial hearing under
3 Florida case law.

4 **(B) Procedures.**

5 Should an ex parte communication be received by an individual commissioner the following
6 shall take place:

7 **A) Written Communications -** If a Commissioner receives a written "ex parte"

8 communication relating to a matter coming before the Commission, the member should
9 transmit the item to the Clerk of the Commission for inclusion in the official records.

10 These communications shall be forwarded to the parties as soon as practicable before the
11 hearing.

12 **B) Oral Communications -** As soon as it becomes apparent that an inadvertent oral
13 communication pertains to a matter coming before the Commission, the Commissioner
14 should explain to the person that the communication is improper and that he or she is
15 required to end the communication on that subject. At the time the item comes up for
16 discussion at the Commission meeting, the Commissioner should report any attempted
17 "ex parte" communication.

18 **(C) Party inquiry.**

19 Any party may ask questions to a Commissioner about any ex parte communications
20 directed through the Mayor.

21 **RULE XXII. WAIVER OF THESE RULES**

22 These rules may be waived by a 2/3rds vote of the members present.

23 **SECTION 2.** All resolutions in conflict herewith are repealed. This resolution shall

1 become effective immediately upon adoption and will remain in effect until amended or
2 repealed.

3 Dated this 15th day of October, 2015.

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Edward B. Braddy, Mayor

10 ATTEST:

APPROVED AS TO FORM AND LEGALITY:

11
12
13

14 _____
15 Kurt M. Lannon,
Clerk of the Commission

Nicolle M. Shalley, City Attorney