

*Clerk's Copy*

RESOLUTION NO. 991148

Adopted February 28, 2000

A RESOLUTION ADOPTING THE CITY COMMISSION RULES OF THE CITY OF GAINESVILLE, FLORIDA; PROVIDING A REPEALING CLAUSE AND PROVIDING AN IMMEDIATE EFFECTIVE DATE.

WHEREAS, under the provisions of Section 2.06 Gainesville Charter, the City Commission may determine its own rules of procedure, as well as provide for the time and place of regular meetings of the City Commission, and the Commission has decided upon a new set of rules to govern its procedure and to set the time and place of meeting.

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

**SECTION 1.**

The following are hereby adopted as rules of procedure and to provide for the time and place of meetings of the Commission until other such rules are established by the City Commission:

**RULE I.**

**REGULAR MEETINGS**

The Regular Meetings of the Commission shall be held the second and fourth Monday of every month commencing at 1:00 p.m., except when meeting as the Board of Trustees of the Employees' Pension Plan which will precede the regular City Commission meeting which will occur after adjournment of the Board meetings. If a meeting day shall fall on a legal holiday observed by the

1 City, such meeting will not be held on the holiday but shall be rescheduled as determined by the  
2 Commission.

3  
4 **RULE II.**

5 **SPECIAL AND EMERGENCY MEETINGS**

6 A. Special Meetings should, whenever possible, be approved at Regular City  
7 Commission Meetings. All Special Meetings should be requested using a form  
8 designed by the Clerk of the Commission. Special Meetings requested by Charter  
9 Officers must report the business to be transacted and indicate the time and date the  
10 agenda language and back-up will be available (no later than 48 hours prior to the  
11 meeting, if possible).

12 B. Special meetings may be held at any time upon the request of the Mayor,  
13 either of his/her own motion or upon written request of two members. These Special  
14 Meetings should be requested using a form designed by the Clerk of the Commission.  
15 The request shall be served on every member of the Commission by the Clerk of the  
16 Commission. Every reasonable measure will be taken to notify members of the  
17 Commission regardless of where each member may be. Also, every reasonable effort  
18 will be made to notify members of the local news media (print and electronic) and the  
19 public. The notice may state the business to be transacted at such meeting, and no  
20 other business than that so specified shall be transacted. Special meetings may not be  
21 convened sooner than forty-eight (48) hours succeeding the time notice was served by  
22 the Clerk of the Commission on the last Member of the Commission. Charter Officers

1 should identify the subject matter for the special meeting and should only address the  
2 same subject on the actual agenda.

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

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

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

14  
15 **RULE III.**

16 **AGENDA**

17 The Clerk of the Commission shall prepare an agenda for each regular meeting of the  
18 Commission. All requests to address the Commission on subjects not then under discussion by the  
19 Commission, together with a notice of items to be presented at the Commission at the next regular  
20 meeting by any Committee, Board, or Administrative Official, shall be delivered to the Clerk of the  
21 Commission on or before 11:00 A.M. on the Monday preceding each Regular Meeting. The Clerk  
22 of the Commission shall arrange a list of such matters according to the order of business, and furnish  
23 each Commissioner and Charter Officer with a copy as far in advance of the meeting as time for

1 preparation will permit. The Clerk of the Commission will prepare copies of the agenda for the news  
2 media and the public

3  
4 **RULE IV.**

5 **QUORUM**

6 Three members of the Commission shall constitute a quorum for the transaction of business,  
7 but a smaller number may adjourn the meeting.

8  
9 **RULE V. PRESIDING OFFICER - ELECTION AND DUTIES**

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

14 B. The Mayor, or in his/her absence the Chair Pro tempore, shall take the chair at the hour  
15 affixed for the meeting and call the members of the Commission to order. The presiding officer shall  
16 preserve order and decorum at all meetings of the Commission. He/she shall sign all ordinances or  
17 resolutions adopted by the Commission. The Mayor shall designate the seating arrangement at  
18 meetings of the Commission.

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

1 D. In the absence of the Chair Pro tempore, the Mayor shall designate a member of the  
2 Commission as a temporary Chair Pro tempore. Upon arrival of the Chair Pro tempore, the temporary  
3 Chair Pro tempore shall relinquish the designation.

4  
5 **RULE VI.**

6 **COMMITTEES - APPOINTMENT - PROCEDURE**

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

10  
11 Audit and Finance (2);

12 Code Enforcement Committee (2)

13 Legislative (2);

14 Personnel and Organizational Structure (2);

15 Public Works (2);

16 Public Safety (2);

17 Recreation and Cultural Affairs (2); and

18 Regional Utilities (2) .

19  
20 The first named member of each Committee shall be the Chair of the Committee. The  
21 personnel of the foregoing Committees, including change in the chairship thereof, may be affected at  
22 any time at the pleasure of the Mayor with the concurrence of a majority of the Commission.

1           B.     The Mayor may appoint such Special Committees as he/she may deem necessary or as  
2 authorized by the Commission.

3           C.     Standing and Special Committees shall consider matters referred to such Committees  
4 by the Commission, or if not so referred, if the subject is germane to the purposes for which the  
5 Committee exists, the fact that the Committee has such other matters or matters under consideration  
6 shall be promptly reported to the Commission at its next meeting in order that the Commission be  
7 generally aware of the matters under consideration by each of several Committees.

8           D.     Each Committee shall call upon, advise with, and seek the recommendation of the  
9 administrative staff and shall keep the appropriate staff personnel of the City advised of the matters  
10 under consideration by the Committee.

11          E.     Committees shall meet in a public building within the City limits at the Call of the Chair  
12 at such time and place as is convenient to the members of the Committee and others involved in  
13 matters to be considered by the Committee.

14          F.     All meetings of the Committees shall be opened to the public.

15          G.     All Committees shall meet at least quarterly.

16          H.     All referrals should be completed in six months unless otherwise directed. Referrals  
17 not addressed or not returned to the full City Commission will be removed from the  
18 referral list after six months. The Staff Liaison will notify the City Commission and  
19 Charter Officers of any referrals removed from the list by memorandum.  
20

1 **RULE VII.**

2 **ADVISORY BOARDS AND COMMITTEES - TENURE OF APPOINTMENT**

3 Residents appointed to advisory boards and committees of the City shall generally serve a  
4 maximum of two (2) terms. When filling a vacancy for an unexpired term, an appointee who serves  
5 more than half a term in office is considered to have served a full term. The Commission may make  
6 exceptions to the above general policy on a case-by-case basis when necessary to preserve the stability  
7 of a board or committee, to retain a particular appointee because of his/her special knowledge or  
8 expertise, or for such other circumstances as the Commission deems warranted.

9 For the purpose of balloting the following policy will apply:

- 10 1. Openings for vacancies on Advisory Boards and Committees previously filled by persons  
11 serving two consecutive terms, will not be included on the election ballot packet after the first  
12 advertisement.
- 13 2. If after a second advertisement there are no new applicants, the Clerk will include for  
14 consideration those persons who have already served two terms on that particular  
15 board/committee.
- 16 3. Board members who have served two (2) terms, but have not been replaced or reappointed  
17 remain on the board/committee until new members are appointed.

18  
19 **RULE VIII.**

20 **ORDER OF BUSINESS**

21 The Business of the Commission shall be taken up for consideration and disposition in the  
22 following order except as changed by the Mayor or by the Commission during the Adoption of the  
23 Agenda to allow greater citizen participation:

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

2 A. Invocation

3 B. Adoption of the Consent Agenda (Including Committee Reports)

4 C. Adoption of the Agenda (Read if any, each item added or modified)

5 D. City Commission Comment (If time available)

6 E. Charter Officer Updates

7 F. Clerk of the Commission

8 G. City Manager

9 H. General Manager for Utilities

10 I. City Attorney

11 J. City Auditor

12 K. Committee Reports (Pulled from Consent)

13 L. Advisory Board/Committees (Appointments/Waivers/Reports)

14 Committee Reports must be placed on the agenda by Charter Officer, through staff liaison after  
15 approval by Board/Committee.

16 M. Outside Agencies

17 Must be submitted by a Charter Officer. Update limited to ten (10) minutes.

18 N. Members of the City Commission

19 O. Commission Comments (if time available)

20 P. **5:30 p.m.** Citizen Comment

21 Q. Commission Comments (if time available)

22 **6:00 p.m.**

23 R. Pledge of Allegiance



- 1 S. Proclamations/Special Recognitions
- 2 Placed on Agenda by Commissioner or Charter Officer
- 3 .T. Public Hearings:
  - 4 1. Public Hearings
  - 5 2. Ordinances, First Reading
  - 6 3. Ordinances, Second Reading
  - 7 4. Resolutions
- 8 U. Plan Board Petitions
- 9 V. Development Review Board
- 10 W. Scheduled Evening Agenda Items
- 11 X. Unfinished Business
- 12 Y. Commission Comments
- 13 Z. Citizen Comments

14

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

16

17 **RULE IX.**

18 **VOTING**

19 The Yeas and Nays on any question before the Commission shall be taken at the Call of any

20 Commissioner. Each member of the Commission will vote first every fourth time only with the Mayor

21 (Chair) always voting last.

22

1 Commissioners will vote "yea" for support of a motion and vote "no" when voting not to  
2 support a motion.

3 Except in a Roll Call, silence by a member shall be recorded as an affirmative vote.  
4

5 **RULE X.**

6 **PROCEDURES**

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

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

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

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

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

18 F. If a motion is made to vote immediately (or move the previous question), it shall  
19 be put in this form:

20 "I move that we vote immediately"; or

21 "I move the previous question(s)."

22 This motion can apply to any immediately (or series of) pending debatable or amendable  
23 motion(s). Further, any motion to vote immediately: (1) must be seconded; (2) is not debatable;

1 (3) cannot interrupt a speaker; (4) requires a two-thirds vote (because it prevents or cuts off  
2 debate); (5) takes precedence over all subsidiary motions except one postponed temporarily; and  
3 (6) can have no motion applied to it except withdraw.

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

10  
11 **RULE XI.**

12 **RULES OF DEBATE**

13 A. The presiding officer may move, second and debate, subject only to such  
14 limitations of debate as are enforced by these rules on all members, and shall not be deprived of  
15 any of the rights and privileges as commissioners by reason of his/her action as presiding officer.  
16 If the presiding officer desires to make a motion or second a motion, the officer shall relinquish  
17 the chair to a member as the officer shall designate until he/she has finished his/her debate on said  
18 question or matter.

19 B. Every member desiring to speak shall address the chair and, upon recognition by  
20 the presiding officer, shall be confined to the question under debate, avoiding all personalities and  
21 indecorous language. A member, once recognized, shall not be interrupted when speaking unless  
22 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.

3 C. After the decision of any question, it shall be in order for a member voting on the  
4 prevailing side to move a reconsideration at the same meeting or at the next succeeding regular  
5 meeting, but not thereafter without unanimous consent. It shall likewise be in order for a member  
6 voting on the prevailing side to move a reconsideration at a special meeting occurring between the  
7 time of original consideration and the next succeeding regular meeting. In the case of a tie vote  
8 on any question, any member may move for a reconsideration at the time or times herein stated  
9 for reconsideration on motion by one voting on the prevailing side. If a motion to reconsider be  
10 lost, it shall not be renewed without the unanimous consent of the Commission; and no decision  
11 shall be a second time reconsidered without a like leave.

12 D. A Commissioner may request, through the presiding officer, the privilege of  
13 having his/her written statement on any subject under the consideration by and presented to the  
14 Commission entered in the minutes. If the Commission consents thereto, such statement shall be  
15 entered in the minutes.

16  
17 **RULE XII.**

18 **APPROVAL OF COMMISSION MINUTES**

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

1 **RULE XIII.**

2 **PERSONS APPEARING BEFORE THE COMMISSION**

3 I. Citizen Comment

- 4 A. Citizen Comment is limited to issues not located on other portions of the printed  
5 agenda.
- 6 B. Time Limits will be established by the Mayor based on the number of participants.  
7 Maximum of five (5) minutes per participant.
- 8 C. Participants may be required to fill out a form at the meeting.

9  
10  
11 II. General Speaking

- 12 A. Any person desiring to address the Commission on any matter pending before it  
13 shall first request recognition by the presiding officer. After being recognized, the  
14 person (1) give his/her name in an audible tone of voice; (2) shall limit the address  
15 to three or five minutes; and (3) address all remarks to the Commission as a body  
16 and not to any member thereof; (4) shall address the motion being considered.
- 17 B. No person other than a member of the Commission and the person having the floor  
18 shall be permitted to enter into any discussion, either directly or through a member  
19 of the Commission, without permission of the presiding officer. No question shall  
20 be asked except through the presiding officer.
- 21 C. If any person in any way interferes with or interrupts the orderly procedure of the  
22 Commission, or any Commissioner, or the person speaking who has been properly

1 recognized by the presiding officer, the persons shall forewith be subject to  
2 removal from the Commission room.

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

5 **III. Public Hearings**

6 A. Citizens wishing to speak on public hearing items may be required to fill out a card  
7 and forward it to the Clerk of the Commission.

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

9  
10 **RULE XIV.**

11 **UNFINISHED BUSINESS**

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

15  
16 **RULE XV.**

17 **COMMUNICATIONS**

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

1 **RULE XVI.**

2 **ORDINANCES**

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

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

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

9  
10 **RULE XVII.**

11 **SERGEANT-AT-ARMS**

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

16 **Procedure:**

17 1. Individual refuses to relinquish the podium after being allowed to address the Commission.

18 A. The Mayor will inform the individual that their time to address the Commission has  
19 expired and the Mayor will direct the individual to leave the podium.

20 2. Individual causes disruption in the Commission meeting site.

21 A. The Mayor will inform the individual causing the disruption to cease disruptive  
22 activity.

1  
2 If the disruption fails to stop:

3 A. The Mayor will inform the individual causing the disruption that their actions are  
4 contrary to the orderly running of the meeting and that the individual is to cease  
5 such action or the Sergeant-at-Arms (City Manager/designee) will be instructed to  
6 remove the individual from the meeting site.

7 B. The Mayor will revoke the individual's participation to attend the meeting and  
8 direct that the individual leave the meeting site. The Mayor will inform the  
9 individual that if the individual is directed to leave and fails to do so, the individual  
10 will be subject to arrest for trespass.

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

17  
18 **RULE XVIII.**

19 **REPORTS AND RESOLUTIONS**

20 Most all reports and resolutions shall be filed with the Clerk of the Commission and made  
21 part of the minutes. Some lengthy and oversized documents may be stored at individual  
22 administrative areas.  
23



1 **RULE XIX.**

2 **DOCUMENTS FOR EXECUTION**

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

6 **RULE XX.**

7 **ROBERT'S RULES OF ORDER**

8 Robert's Rules of Order, Revised (Current Edition), so far as they are applicable and do  
9 not conflict with these Rules or the Ordinances or Charter of the City, shall be the rules of the  
10 Commission.

11  
12 **RULE XXI**

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

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

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

23 **(C) Selection of Hearing**

24 All persons entitled to actual written notice of a matter before the City Commission, that is quasi-judicial  
25 may request a formal hearing before the City Commission by filing with the Clerk of the Commission the

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

9  
 10  
 11 **Part II. Formal Quasi-Judicial Hearings**

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

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

Order	Maximum Time Limit (minutes)
1) Introduction of the matter by staff	3
*2) Petitioner	20
*3) Staff presentation	10
*4) Affected Party (if any) for (per person)	10
*5) Affected Party against (if any) against (per person)	10
*6) Rebuttal (Petitioner/Staff)	5
7) Close of presentation by Petitioner, Staff and Affected Parties	
8) Public hearing (per person)	5
9) Deliberation and vote of the Commission	

14  
 15  
 16  
 17  
 18  
 19  
 20  
 21  
 22  
 23  
 24  
 25  
 26  
 27  
 28 (2) Cross examination is limited to ten (10) minutes per witness.

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

34 \* **Witnesses may be presented during parts 2-6 of the presentation with cross-examination.**  
 35

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

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

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

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

10 In order to participate in the formal quasi-judicial hearing, all affected parties shall complete the form prescribed  
11 by the Clerk of the Commission, stating their name and address and other pertinent information, and whether  
12 they support or oppose the matter or matter before the City Commission. The form shall be delivered to the City  
13 Commission's secretary at the commencement of the hearing.

14 **(D) Representation of Parties**

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

19 **(E) The Hearing**

20 1) The introduction of the case shall be presented by the Clerk of the Commission and include a brief  
21 description of the matter. This introduction shall not be considered evidence in the proceeding, and the  
22 Clerk of the Commission presenting the introduction shall not be subject to cross-examination by any  
23 party to the proceeding.

24 2) The City Commissioners shall disclose any ex parte communications that may have occurred.

25 All parties may be collectively sworn by the Clerk of the Commission in the interest of time.

26 4) The City Manager or designee shall present any staff, board or other report on the matter. Evidence before the  
27 Commission shall include, but not be limited to, an analysis which includes the consistency with the City's adopted codes,

1 rules, policies or plans, as applicable, and how the matter does or does not meet the requirements of the such codes, rules,  
2 policies and plans and other applicable laws. Written reports and any other documentary evidence shall become a part of  
3 the record. Evidence may be presented through oral testimony of witnesses or documentary evidence or both.

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

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

19 **(F) Public Hearing**

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

24 **(G) Continuances**

25 The City Commission may, in its discretion, at any time during the hearing, continue the hearing, and may  
26 request further information from any party.  
27

1 **(H) City Commission Deliberation**

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

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

6 The City Commission shall orally issue an order.

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

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

13  
14 **Part III. Informal Quasi-Judicial Hearings**

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

- 16 1) If no person files a timely request for a formal quasi-judicial hearing, the matter shall be set for an  
17 informal quasi-judicial hearing.
- 18 2) An informal hearing shall be presented to the City Commission in the following order:
- 19 a) Staff presentation
  - 20 b) Petitioner or Applicant
  - 21 c) Public hearing
  - 22 d) Deliberation and vote of the City Commission
- 23 3) Cross-examination of the witnesses is not permitted and deemed waived by all persons or parties. This  
24 provision does not prohibit a City Commission member from questioning any person relevant to the matter.
- 25 4) The City Manager or designee shall present any staff, board or other report on the matter. Evidence  
26 before the Commission shall include, but not be limited to, an analysis which includes the consistency with the  
27 City's adopted codes, rules, policies or plans, as applicable, and how the matter or Petition does or does not meet

1 the requirements of such codes, rules, policies, plans and other applicable laws; written reports and any other  
2 documentary evidence shall become a part of the record. Evidence may be presented through oral testimony of  
3 witnesses or documentary evidence or both.

4 5) Any person may speak for or against the matter if they complete a registration card at the meeting as  
5 provided by the Clerk of the Commission. The Mayor may limit the time of any portion of an informal hearing  
6 to avoid unnecessary repetition and delay.

7 6) After the public hearing portion, the City Commission shall deliberate and vote, which shall constitute  
8 the oral order.

9  
10 **Part IV. Ex Parte Communications**

11 1) General

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

13 2) Procedures when an ex parte communication is received.

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

15 A. Written Communications - If a Commissioner receives a written "ex parte" communication relating to  
16 a matter coming before the Commission, the member should transmit the item to the Clerk of the  
17 Commission for inclusion in the official records. These communications shall be forwarded to the  
18 parties as soon as practicable before the hearing.

19 B. Oral Communications - As soon as it becomes apparent that an inadvertent oral communication  
20 pertains to a matter coming before the Commission, the Commissioner should explain to the person  
21 that the communications is improper and that he or she is required to end the communication on that  
22 subject. At the time the item comes up for discussion at the Commission meeting, the Commissioner  
23 should report any attempted "ex parte" communication.

24 3) Party inquiry

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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26

**RULE XXII.**

**ADOPTION, ALTERATION OR SUSPENSION OF THESE RULES**

These rules may be adopted, altered, waived, or rescinded by a majority vote of the members of the Commission. Any of the rules so adopted, altered or amended may be suspended by a majority vote of the members of the Commission. These Rules can be suspended upon unanimous vote of the City Commission.

**SECTION 2.**

All resolutions in conflict herewith are repealed. This resolution shall become effective immediately upon adoption and will remain in effect until amended or repealed.

Dated this **28th** day of **February, 2000.**

\_\_\_\_\_  
MAYOR  
Paula M. DeLaney

ATTEST:

Approved as to form and  
legality:

\_\_\_\_\_  
Clerk Of The Commission  
Kurt M. Lannon

By \_\_\_\_\_  
Marion J. Radson, City Attorney  
City of Gainesville, Florida