



1 the 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, either of  
13 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  
15 Commission. The request shall be served on every member of the Commission by  
16 the Clerk of the Commission. Every reasonable measure will be taken to notify  
17 members of the Commission regardless of where each member may be. Also, every  
18 reasonable effort will be made to notify members of the local news media (print and  
19 electronic) and the public. The notice may state the business to be transacted at such  
20 meeting, and no other business than that so specified shall be transacted. Special  
21 meetings may not be convened sooner than forty-eight (48) hours succeeding the  
22 time notice was served by the Clerk of the Commission on the last Member of the

1 Commission. Charter Officers should identify the subject matter for the special  
2 meeting and should only address the 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  
5 meeting shall occur no sooner than two (2) hours after the execution of the Call.  
6 Every reasonable measure will be taken to notify members of the local news media  
7 (print and electronic) and the public. The Call will state the business to be transacted  
8 at such meeting, and no other business than that so specified shall be transacted.

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

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

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

20 G. City Commission Workshops/Informal Meetings can take place in any location as  
21 long as it meets the requirements of the Sunshine Law. Each workshop shall be properly  
22 noticed to the public and any topic may be discussed although no final policy actions shall be  
23 taken at these meetings. For all policy issues requiring consideration, workshops may be

1 scheduled. The City Commission is expected to attend all scheduled workshops, although  
2 the Mayor and one (1) Commissioner or two (2) Commissioners may constitute a meeting  
3 for the purposes of the Sunshine Law.

4 **RULE III.**

5 **AGENDA**

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

15  
16 **RULE IV.**

17 **QUORUM**

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

20  
21 **RULE V. PRESIDING OFFICER - ELECTION AND DUTIES**

22 A. The Mayor shall be the presiding officer and Chair of the Commission. At the  
23 meeting held on the Thursday following the first (1st) Tuesday in May unless there is

1 a runoff election in which event, the Thursday following the third (3rd) Tuesday in  
2 May, the Commission shall elect one of its members as Chair Pro tempore.

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

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

14 D. In the absence of the Chair Pro tempore, the Mayor shall designate a member of the  
15 Commission as a temporary Chair Pro tempore. Upon arrival of the Chair Pro  
16 tempore, the temporary Chair Pro tempore shall relinquish the designation.

17  
18 **RULE VI.**

19 **COMMITTEES - APPOINTMENT – PROCEDURE - REFERRALS**

20 A. The following standing committees, consisting of at least two Commissioners each,  
21 shall be appointed by the Mayor, with the concurrence of the City Commission at the  
22 organizational meeting of the Commission or as soon thereafter as may be heard:  
23

1                   Audit and Finance (2);  
2                   Community Development Committee (2)  
3                   Equal Opportunity Committee (2)  
4                   Legislative (2);  
5                   Personnel and Organizational Structure (2);  
6                   Public Works (2);  
7                   Public Safety (2);  
8                   Recreation and Cultural Affairs (2); and  
9                   Regional Utilities (2) .  
10

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

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

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

- 1 D. Each Committee shall call upon, advise with, and seek the recommendation of the  
2 administrative staff and shall keep the appropriate staff personnel of the City advised  
3 of the matters under consideration by the Committee.
- 4 E. Committees shall meet in a public building within the City limits at the Call of the  
5 Chair at such time and place as is convenient to the members of the Committee and  
6 others involved in matters to be considered by the Committee.
- 7 F. All meetings of the Committees shall be opened to the public.
- 8 G. All Committees shall meet at least quarterly.
- 9 H. All referrals should be completed in six months unless otherwise directed.
- 10 I. All referrals not completed in six (6) months must seek re-authorization prior to the  
11 six month due date.
- 12 J. All Standing Committee Agendas should include the list of all outstanding referrals  
13 with due dates listed.
- 14 K. All Standing Committee Liaisons should update the referral list with intermediate  
15 updates.
- 16 L. The Clerk of the Commission shall include the City Commission referral list on a  
17 City Commission Agenda two times a year.
- 18 M. All Charter Officer referrals shall be for six months unless otherwise directed.
- 19 N. All Charter Officer referrals not completed in six months must seek re-authorization  
20 prior to the six months due date.
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23

1 **RULE VII.**

2 **ADVISORY BOARDS AND COMMITTEES**

3 Residents appointed to advisory boards and committees of the City shall generally serve a maximum  
4 of two (2) terms. When filling a vacancy for an unexpired term, an appointee who serves more than  
5 half a term in office is considered to have served a full term. The Commission may make exceptions  
6 to the above general policy on a case-by-case basis when necessary to preserve the stability of a  
7 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  
12 first 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 4. All Board and Committee Referrals not completed in six months must seek re-authorization  
19 prior to the six month due date.
- 20 5. All Board and Committee Agendas should include a list of all outstanding referrals with due  
21 dates listed.
- 22 6. All Board and Committee Liaisons should update the referrals with intermediate updates.

23



1 **RULE VIII.**

2 **ORDER OF BUSINESS**

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

6 **1:00 P.M.**

- 7 A. Invocation
- 8 B. Adoption of the Consent Agenda (Including Committee Reports)
- 9 C. Adoption of the Agenda (Read if any, each item added or modified)
- 10 D. City Commission Comment (If time available)
- 11 E. Charter Officer Updates
- 12 F. Clerk of the Commission
- 13 G. City Manager
- 14 H. General Manager for Utilities
- 15 I. City Attorney
- 16 J. City Auditor
- 17 K. Committee Reports (Pulled from Consent)
- 18 L. Advisory Board/Committees (Appointments/Waivers/Reports)

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

- 21 M. Outside Agencies

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

- 23 N. Members of the City Commission

1 O. Commission Comments (if time available)

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

3 Q. Commission Comments (if time available)

4 **6:00 p.m.**

5 R. Pledge of Allegiance

6 S. Proclamations/Special Recognitions

7 Placed on Agenda by Commissioner or Charter Officer

8 .T. Public Hearings:

9 1. General Public Hearings

10 2. Ordinances

11 3. Resolutions

12 4. Plan Board Petitions

13 5. Development Review Board

14 U. Scheduled Evening Agenda Items

15 V. Unfinished Business

16 W. Commission Comments

17 X. Citizen Comments (If Time Permits)

18

19

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

21

22 **RULE IX.**

23

**VOTING**

1 The Yeas and Nays on any question before the Commission shall be taken at the Call of any  
2 Commissioner. Each member of the Commission will vote first every fourth time only with the  
3 Mayor (Chair) always voting last.

4  
5 Commissioners will vote “yea” for support of a motion and vote “no” when voting not to  
6 support a motion.

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

8  
9 **RULE X.**

10 **PROCEDURES**

- 11 A. The presiding officer shall decide all questions regarding the priority of business  
12 without debate.
- 13 B. All ordinances and resolutions shall be introduced in writing.
- 14 C. All motions or amendments thereto shall be reduced to writing if the presiding  
15 officer or a member desires.
- 16 D. Every petition, communication, or other paper addressed to the Commission or  
17 presented in writing to the Commission at any meeting shall be retained (or a  
18 copy thereof) by the Clerk of the City Commission with appropriate reference  
19 made in the minutes if presented at a Commission meeting together with the  
20 identification of the sender or writer.
- 21 E. No motion shall be debated or put to a vote unless seconded. No member of the  
22 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  
2 be put in this form:

3 "I move that we vote immediately"; or

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

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

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

17

18 **RULE XI.**

19

**RULES OF DEBATE**

20 A. The presiding officer may move, second and debate, subject only to such  
21 limitations of debate as are enforced by these rules on all members, and shall not  
22 be deprived of any of the rights and privileges as commissioners by reason of  
23 his/her action as presiding officer. If the presiding officer desires to make a

1 motion or second a motion, the officer shall relinquish the chair to a member as  
2 the officer shall designate until he/she has finished his/her debate on said question  
3 or matter.

4 B. Every member desiring to speak shall address the chair and, upon recognition by  
5 the presiding officer, shall be confined to the question under debate, avoiding all  
6 personalities and indecorous language. A member, once recognized, shall not be  
7 interrupted when speaking unless it be to call said member to order, then the  
8 member shall cease speaking until the question or order is determined by the  
9 presiding officer without debate and, if in order, said member shall be at liberty to  
10 proceed.

11 C. After the decision of any question, it shall be in order for a member voting on the  
12 prevailing side to move a reconsideration at the same meeting or at the next  
13 succeeding regular meeting, but not thereafter without unanimous consent. It  
14 shall likewise be in order for a member voting on the prevailing side to move a  
15 reconsideration at a special meeting occurring between the time of original  
16 consideration and the next succeeding regular meeting. In the case of a tie vote  
17 on any question, any member may move for a reconsideration at the time or times  
18 herein stated for reconsideration on motion by one voting on the prevailing side.  
19 If a motion to reconsider be lost, it shall not be renewed without the unanimous  
20 consent of the Commission; and no decision shall be a second time reconsidered  
21 without a like leave.

22 D. A Commissioner may request, through the presiding officer, the privilege of  
23 having his/her written statement on any subject under the consideration by and

1 presented to the Commission entered in the minutes. If the Commission consents  
2 thereto, such statement shall be entered in the minutes.

3 E. The following Statement will be required on all City Commission Agendas:

4  
5 “Citizens are encouraged to participate in City of Gainesville meetings. In  
6 general, speakers will be limited to 3 (three) minutes per agenda item. Additional  
7 time may be granted by the Mayor or by the City Commission as directed.

8 The City of Gainesville encourages civility in public discourse and requests that  
9 speakers limit their comments to specific motions and direct their comments to  
10 the Chair.

11  
12 Citizens are encouraged to provide comments in writing to the Clerk of the  
13 Commission before meetings and/or during meetings for inclusion into the public  
14 record. Citizens may also provide input to individual commissioners via office  
15 visits, phone calls, letters and e-mail, that will become public record. (In  
16 some instances, i.e. Quasi-Judicial Hearings, these particular contacts may be  
17 prohibited.”)

1

2 **RULE XII.**

3 **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 a Commission meeting 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

9

10 **RULE XIII.**

11 **PERSONS APPEARING BEFORE THE COMMISSION**

12 **I. Citizen Comment**

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

15 B. Time Limits will be established by the Mayor based on the number of  
16 participants. Maximum of five (5) minutes per participant.

17 C. Participants may be required to fill out a form at the meeting.

18 **II. General 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,  
21 the person (1) give his/her name in an audible tone of voice; (2) shall limit the  
22 address to three or five minutes; and (3) address all remarks to the Commission

1 as a body and not to any member thereof; (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  
5 member of the Commission, without permission of the presiding officer. No  
6 question shall be 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  
9 properly recognized by the presiding officer, the persons shall forewith be subject  
10 to removal from the 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  
15 card and forward it to the Clerk of the Commission. Should more than ten (10)  
16 speakers want to participate on any particular item, registration cards will be  
17 strongly considered.

18 B. Citizens should follow all of the guidelines in Section II above, where  
19 appropriate.  
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**RULE XIV.**

**UNFINISHED BUSINESS**

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

**RULE XV.**

**COMMUNICATIONS**

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

**RULE XVI.**

**ORDINANCES**

- A. All ordinances shall be prepared, or approved as to form and legality, by the City Attorney prior to being introduced at a Commission meeting.
- B. No ordinance shall be adopted on a second and final reading until notice as required by law has been published.
- C. All ordinances shall be signed by the presiding officer and attested by the Clerk of the Commission.

1

2 **RULE XVII.**

3

**SERGEANT-AT-ARMS**

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The City Manager or the City Manager's designee shall be sergeant-at-arms of the

5

Commission meetings. The City Manager shall carry out all orders and instructions given by the

6

presiding officer for the purpose of maintaining order and decorum at the Commission meeting

7

and the following policy will provide guidance in handling disruptions:

8

Procedure:

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

10

Commission.

11

A. The Mayor will inform the individual that their time to address the Commission

12

has expired and the Mayor will direct the individual to leave the podium.

13

2. Individual causes disruption in the Commission meeting site.

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

15

activity.

16

17

If the disruption fails to stop:

18

A. The Mayor will inform the individual causing the disruption that their actions are

19

contrary to the orderly running of the meeting and that the individual is to cease

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such action or the Sergeant-at-Arms (City Manager/designee) will be instructed to

21

remove the individual from the meeting site.

22

B. The Mayor will revoke the individual's participation to attend the meeting and

23

direct that the individual leave the meeting site. The Mayor will inform the

1 individual that if the individual is directed to leave and fails to do so, the  
2 individual will be subject to arrest for trespass.

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

9  
10 **RULE XVIII.**

11 **REPORTS AND RESOLUTIONS**

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

15 **RULE XIX.**

16 **DOCUMENTS FOR EXECUTION**

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

1 **RULE XX.**

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**ROBERT'S RULES OF ORDER**

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

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**RULE XXI**

**QUASI-JUDICIAL ACTIONS**

**Part I. Request for Hearing**

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

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

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

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

**(C) Selection of Hearing**

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

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

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

(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	

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

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

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

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

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

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

**(C) Registration of Affected Parties**

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

**(D) Representation of Parties**

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

5 **(E) The Hearing**

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

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

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

12 4) The City Manager or designee shall present any staff, board or other report on the matter. Evidence before the  
13 Commission shall include, but not be limited to, an analysis which includes the consistency with the City's adopted codes,  
14 rules, policies or plans, as applicable, and how the matter does or does not meet the requirements of the such codes, rules,  
15 policies and plans and other applicable laws. Written reports and any other documentary evidence shall become a part  
16 of the record. Evidence may be presented through oral testimony of witnesses or documentary evidence or both.

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

19  
20 6) The examination of witnesses shall be conducted under oath by direct examination on matters which  
21 are relevant and material to the issue or issues before the City Commission. After the conclusion of direct examination,  
22 the witness may be cross-examined by another party, or a City Commissioner. All questions shall be directed through the  
23 Mayor and the witness shall answer the question unless the Mayor deems the question to be irrelevant or immaterial.  
24 Any commissioner or party may raise evidentiary objections. The inquiry under cross-examination shall be limited to  
25 matters raised in the direct examination of the witness. No re-direct shall be allowed unless requested by a party stating  
26 the desired area of inquiry and that request is approved by the Mayor. If re-direct is allowed, it shall be limited to  
27 questions of the witness on issues raised in the cross-examination. This provision shall not limit a City Commissioner  
28 from questioning any person on matters relevant to the matter or petition. The Mayor or any City Commissioner may

1 seek advice from the City Attorney on questions of evidence. During the presentation by the opponents or proponents  
2 of an issue before the City Commission, no one may present testimony or evidence which is unduly cumulative or  
3 repetitious of previously presented testimony or evidence by a fellow opponent or proponent.

4 **(F) Public Hearing**

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

9 **(G) Continuances**

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

12  
13 **(H) City Commission Deliberation**

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

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

18 The City Commission shall orally issue an order.

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

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

25  
26 **Part III. Informal Quasi-Judicial Hearings**

27 **(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) General

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

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

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

- A. Written Communications - If a Commissioner receives a written "ex parte" communication relating to a matter coming before the Commission, the member should transmit the item to the Clerk of the

Commission for inclusion in the official records. These communications shall be forwarded to the parties as soon as practicable before the hearing.

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

3) Party inquiry

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

**RULE XXII.**

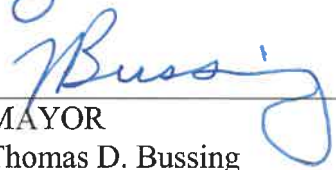
**WAIVER OF THESE RULES**

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

**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 31<sup>st</sup> day of January, 2002.

  
MAYOR  
Thomas D. Bussing

ATTEST:

Approved as to form and  
legality:

  
Clerk Of The Commission  
Kurt M. Lannon

By  01/31/02  
Marion J. Radson, City Attorney  
City of Gainesville, Florida