

Legislative #

140026

1 occur after adjournment of the Board meetings. If a meeting day shall fall on a legal holiday
2 observed by the City, such meeting will not be held on the holiday but shall be rescheduled as
3 determined by the Commission.

4 **RULE II. SPECIAL AND EMERGENCY MEETINGS**

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

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

22 C. Emergency meetings may be held at any time upon the Call issued by the Mayor or upon
23 written Call signed by three (3) members of the Commission. The emergency meeting shall

1 occur no sooner than two (2) hours after the execution of the Call. Every reasonable measure
2 will be taken to notify members of the local news media (print and electronic) and the public.
3 The Call will state the business to be transacted at such meeting, and no other business than that
4 so specified shall be transacted.

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

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

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

14 G. City Commission workshops/informal meetings may be held at any time upon the written
15 request of the Mayor or upon the written request of two members, or at the direction of the City
16 Commission. Workshops/informal meetings can take place in any location as long as it meets
17 the requirements of the Sunshine Law. Each workshop/informal meeting shall be properly
18 noticed to the public. A workshop/informal meeting should be requested using a form designed
19 by the Clerk of the Commission, and attaching the written request for the workshop/informal
20 meeting, if applicable. The request shall be served on every member of the Commission by the
21 Clerk of the Commission. Every reasonable measure will be taken to notify members of the
22 Commission regardless of where each member may be. Also every reasonable effort will be
23 made to notify members of the local news media (print and electronic) and the public. The

1 notice may state the subject matter to be discussed at such meeting, although any subject matter
2 may be discussed, except for pending matters where notice to affected parties is required, such as
3 pending planning petitions and pending quasi-judicial matters. No policy or other action shall be
4 taken at these meetings. Workshops/informal meetings may not be convened sooner than forty-
5 eight (48) hours succeeding the time notice was served by the Clerk of the Commission on the
6 last Member of the Commission. The Mayor and City Commissioners are expected to attend all
7 scheduled workshops/informal meetings, although the Mayor and one (1) Commissioner or two
8 (2) Commissioners will constitute a meeting for the purposes of the Sunshine Law.

9 **RULE III. AGENDA**

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

19 **RULE IV. QUORUM**

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

22 **RULE V. PRESIDING OFFICER-ELECTION AND DUTIES**

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

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

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

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

18 **RULE VI. COMMITTEES-APPOINTMENT-PROCEDURE-REFERRALS**

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

22 Audit, Finance and Legislative;

23 Community Development Committee;

1 Economic Development/University Community;
2 Equal Opportunity Committee;
3 Public Safety;
4 Recreation, Cultural Affairs and Public Works; and
5 Regional Utilities. The Regional Utilities Committee may also include a current member
6 of the Board of County Commissioners of Alachua County, Florida. The County
7 Commission shall determine whether it desires to appoint a member to the Committee.
8 The County Commission shall be the sole judge of the qualifications of its appointed
9 member and may remove its member and re-appoint a new member at any time. The
10 County Commission member shall have the same rights of committee participation as the
11 City Commission members, except that the County Commission member may not serve
12 as the Chair of the Committee.

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

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

18 C. Standing and Special Committees shall consider matters referred to such Committees by
19 the Commission, or if not so referred, if the subject is germane to the purposes for which the
20 Committee exists, the fact that the Committee has such other matters or matters under
21 consideration shall be promptly reported to the Commission at its next meeting in order that the
22 Commission be generally aware of the matters under consideration by each of several
23 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 of the
3 matters under consideration by the Committee.
- 4 E. Committees shall meet in a public building within the City limits at the Call of the Chair
5 at such time and place as is convenient to the members of the Committee and others involved in
6 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 or removal from
11 the referral list by the City Commission prior to the six month due date.
- 12 J. All Standing Committee Agendas should include the list of all outstanding referrals with
13 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 City
17 Commission Agenda two times a year and maintain a referral list on the City's Intranet and
18 Internet.
- 19 M. All Charter Officer referrals shall be for six months unless otherwise directed.
- 20 N. All Charter Officer referrals not completed in six months must seek re-authorization prior
21 to the six months due date.
- 22 O. The Standing Committee Chair shall review all Committee meeting agendas and agenda
23 items.

1 P. The Standing Committee Chair, or appointed designee, shall be the sponsor of any
2 committee item brought forward for discussion before the City Commission.

3 **RULE VII. ADVISORY BOARDS AND COMMITTEES**

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

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

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

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

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

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

18 **RULE VIII. ORDER OF BUSINESS**

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

22 **1:00 P.M.**

23 A. Invocation

- 1 B. Adoption of the Consent Agenda (Including Committee Reports)
- 2 C. Adoption of the Agenda (Read if any, each item added or modified)
- 3 D. Citizen Comment (not to exceed 30 minutes in length)
- 4 ~~D.E.~~ City Commission Comment (If time available)
- 5 ~~E.F.~~ Charter Officer Updates
- 6 ~~F.G.~~ Clerk of the Commission
- 7 ~~G.H.~~ City Manager
- 8 ~~H.I.~~ General Manager for Utilities
- 9 ~~I.J.~~ City Attorney
- 10 ~~J.K.~~ City Auditor
- 11 ~~K.L.~~ Equal Opportunity Director
- 12 ~~L.M.~~ Committee Reports (Pulled from Consent)
- 13 ~~M.N.~~ Advisory Board/Committees (Appointments/Waivers/Reports) Committee Reports must
14 be placed on the agenda by Charter Officer, through staff liaison after approval by
15 Board/Committee.
- 16 ~~N.O.~~ Outside Agencies must be submitted by a Charter Officer. Update limited to ten (10)
17 minutes.
- 18 ~~O.P.~~ Members of the City Commission
- 19 ~~P.Q.~~ Commission Comments (if time available)
- 20 **5:30p.m.**
- 21 ~~Q.R.~~ Pledge of Allegiance
- 22 ~~R.S.~~ Proclamations/Special Recognitions Placed on Agenda by Commissioner or Charter
23 Officer

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

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

4
5 ~~T.U.~~ Public Hearings

6 1. General Public Hearings

7 2. Resolutions

8 3. Ordinances

9 4. Plan Board Petitions

10 5. Development Review Board

11 ~~U.V.~~ Scheduled, Evening Agenda Items

12 ~~V.W.~~ Unfinished Business

13 ~~W.X.~~ Commission Comments

14 ~~X.Y.~~ Citizen Comments (If Time Permits)

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

16 **RULE IX. VOTING**

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

22 **RULE X. PROCEDURES**

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

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

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

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

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

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

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

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

22

23 **RULE XI. RULES OF DEBATE**

1 The presiding officer may move, second and debate, subject only to such limitations of debate as
2 are enforced by these rules on all members, and shall not be deprived of any of the rights and
3 privileges as commissioners by reason of his/her action as presiding officer. If the presiding
4 officer desires to make a motion or second a motion, the officer shall relinquish the chair to a
5 member as the officer shall designate until he/she has finished his/her debate on said question or
6 matter. Every member desiring to speak shall address the chair and, upon recognition by the
7 presiding officer, shall be confined to the question under debate, avoiding all personalities and
8 indecorous language. A member, once recognized, shall not be interrupted when speaking unless
9 it be to call said member to order, then the member shall cease speaking until the question or
10 order is determined by the presiding officer without debate and, if in order, said member shall be
11 at liberty to proceed. After the decision of any question, it shall be in order for a member voting
12 on the prevailing side to move a reconsideration at the same meeting or at the next succeeding
13 regular meeting, but not thereafter without unanimous consent. It shall likewise be in order for a
14 member voting on the prevailing side to move reconsideration at a special meeting occurring
15 between the time of original consideration and the next succeeding regular meeting. In the case
16 of a tie vote on any question, any member may move for a reconsideration at the time or times
17 herein stated for reconsideration on motion by one voting on the prevailing side. If a motion to
18 reconsider be lost, it shall not be renewed without the unanimous consent of the Commission;
19 and no decision shall be a second time reconsidered without a like leave. A Commissioner may
20 request, through the presiding officer, the privilege of having his/her written statement on any
21 subject under the consideration by and presented to the Commission entered in the minutes. If
22 the Commission consents thereto, such statement shall be entered in the minutes. The following
23 Statement will be required on all City Commission Agendas: "Citizens are encouraged to

1 participate in City of Gainesville meetings. In general, speakers will be limited to 3 (three)
2 minutes per agenda item. Additional time may be granted by the Mayor or by the City
3 Commission as directed. The City of Gainesville encourages civility in public discourse and
4 requests that speakers limit their comments to specific motions and direct their comments to the
5 Chair. Signs, Props, and posters are not permitted in the meeting room except provided in Rule
6 XIII. Citizens are encouraged to provide comments in writing to the Clerk of the Commission
7 before meetings and/or during meetings for inclusion into the public record. Citizens may also
8 provide input to individual commissioners via office visits, phone calls, letters and e-mail, that
9 will become public record. (In some instances, i.e., Quasi-Judicial Hearings, these particular
10 contacts may be prohibited.)”

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

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

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

17 **I. Citizen Comment**

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

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

22 C. ~~Participants are required to fill out a form at the meeting.~~ A citizen who has

1 addressed the Commission during one period of citizen comment in a meeting will be
2 recognized by the presiding officer to speak after other citizens who have not spoken are
3 given the opportunity to address the Commission, time permitting.

4 **II. Generally Speaking**

5 A. Any person desiring to address the Commission on any matter pending before it
6 shall first request recognition by the presiding officer. After being recognized, the person
7 (1) shall give his/her name in an audible tone of voice; (2) shall limit the address to ~~three~~
8 ~~or five minutes~~ any time limitation established by the Mayor; and (3) shall address all
9 remarks to the Commission as a body and not to any member thereof; and (4) shall
10 address the motion being considered.

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

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

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

21 **III. Public Hearings**

- 1 A. Citizens wishing to speak on public hearing items may be required to fill out a card and
2 forward it to the Clerk of the Commission. Should more than ten (10) speakers want to
3 participate on any particular item, registration cards will be strongly considered.
- 4 B. Citizens should follow all of the guidelines in Section II above, where appropriate.

5 **IV. Decorum**

6 Order must be preserved. Members of the public are not permitted to possess food, drink, props,
7 signs, posters, or other similar material in the meeting room. Speakers at the podium addressing
8 the Commission may use Power Point as part of their presentation provided the Clerk of the
9 Commission is provided a copy at least seven hours prior to the presentation. Speakers may also
10 use the City's overhead system or use displays or props (hereinafter "demonstrative exhibits") as
11 part of a presentation as long as the demonstrative exhibits, including PowerPoint, are not
12 obscene and do not otherwise disrupt, delay, or interrupt the proceeding. Outbursts of approval
13 or disapproval, jeers or heckling are not permitted. In the event of a disturbance or violation of
14 this rule, the violator may, after warning, be ordered removed from the room as provided in Rule
15 XVII Rules of the Commission, City of Gainesville.

16 **RULE XIV. UNFINISHED BUSINESS**

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

20 **RULE XV. COMMUNICATIONS**

21 Each Commissioner shall be furnished a copy of all communications addressed to the
22 Commission by the Plan Board and appropriate city staff with the original and attachments filed

1 with the Clerk of the Commission. Also, copies of proposed ordinances and resolutions prepared
2 or approved by the City Attorney shall be furnished each Commissioner.

3 **RULE XVI. ORDINANCES**

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

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

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

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

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

15 Procedure:

16 1. Individual refuses to relinquish the podium after being allowed to address the
17 Commission: The Mayor will inform the individual that their time to address the Commission
18 has expired and the Mayor will direct the individual to leave the podium.

19 2. Individual causes disruption in the Commission meeting site: The Mayor will inform the
20 individual causing the disruption to cease disruptive activity. If the disruption fails to stop:

21 A. The Mayor will inform the individual causing the disruption that their actions are
22 contrary to the orderly running of the meeting and that the individual is to cease such

1 action or the Sergeant-at-Arms (City Manager/designee) will be instructed to remove the
2 individual from the meeting site.

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

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

12 **RULE XVIII. REPORTS AND RESOLUTIONS**

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

16 **RULE XIX. DOCUMENTS FOR EXECUTION**

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

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

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

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

2 **Part I. Request for Hearing**

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

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

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

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

12 **(C) Selection of Hearing**

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

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

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

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

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

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

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

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

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

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

3 (2) An affected party who is not entitled to actual written notice but who believes that
4 they have a special interest or would suffer an injury distinct in kind and degree from
5 that shared by the public at large may request affected party status by filing an
6 application, as provided in Part I of this rule. The Commission will consider an
7 application for affected party status prior to the commencement of the hearing. The
8 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
11 complete the form prescribed by the Clerk of the Commission, stating their name and
12 address and other pertinent information, and whether they support or oppose the matter or
13 matter before the City Commission. The form shall be delivered to the City Commission's
14 secretary at the commencement of the hearing.

15 **(D) Representation of Parties**

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

21 **(E) The Hearing**

22 1) The introduction of the case shall be presented by the Clerk of the Commission and
23 include a brief description of the matter. This introduction shall not be considered

1 evidence in the proceeding, and the Clerk of the Commission presenting the
2 introduction shall not be subject to cross-examination by any party to the
3 proceeding.

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

6 3) All parties may be collectively sworn by the Clerk of the Commission in the interest
7 of time.

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

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

17 6) The examination of witnesses shall be conducted under oath by direct examination
18 on matters which are relevant and material to the issue or issues before the City
19 Commission. After the conclusion of direct examination, the witness may be cross-
20 examined by another party, or a City Commissioner. All questions shall be directed
21 through the Mayor and the witness shall answer the question unless the Mayor
22 deems the question to be irrelevant or immaterial. Any commissioner or party may
23 raise evidentiary objections. The inquiry under cross-examination shall be limited to

1 matters raised in the direct examination of the witness. No re-direct shall be allowed
2 unless requested by a party stating the desired area of inquiry and that request is
3 approved by the Mayor. If re-direct is allowed, it shall be limited to questions of the
4 witness on issues raised in the cross-examination. This provision shall not limit a
5 City Commissioner from questioning any person on matters relevant to the matter or
6 petition. The Mayor or any City Commissioner may seek advice from the City
7 Attorney on questions of evidence. During the presentation by the opponents or
8 proponents of an issue before the City Commission, no one may present testimony or
9 evidence which is unduly cumulative or repetitious of previously presented
10 testimony or evidence by a fellow opponent or proponent.

11 **(F) Public Hearing**

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

16 **(G) Continuances**

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

19 **(H) City Commission Deliberation**

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

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

2 The City Commission shall orally issue an order.

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

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

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

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

12 1) If no person files a timely request for a formal quasi-judicial hearing, the matter shall be
13 set for an informal quasi-judicial hearing.

14 2) An informal hearing shall be presented to the City Commission in the following order:

15 a) Staff presentation

16 b) Petitioner or Applicant

17 c) Public hearing

18 d) Deliberation and vote of the City Commission

19 3) Cross-examination of the witnesses is not permitted and deemed waived by all persons or
20 parties. This provision does not prohibit a City Commission member from questioning
21 any person relevant to the matter.

22 4) The City Manager or designee shall present any staff, board or other report on the matter.

23 Evidence before the Commission shall include, but not be limited to, an analysis which

1 includes the consistency with the City's adopted codes, rules, policies or plans, as
2 applicable, and how the matter or Petition does or does not meet the requirements of such
3 codes, rules, policies, plans and other applicable laws; written reports and any other
4 documentary evidence shall become a part of the record. Evidence may be presented
5 through oral testimony of witnesses or documentary evidence or both.

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

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

11 **Part IV. Ex Parte Communications**

12 **(A) General.**

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

15 **(B) Procedures.**

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

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

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

21 These communications shall be forwarded to the parties as soon as practicable before the
22 hearing.

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

7 **(C) Party inquiry.**

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

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

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

12 **SECTION 2.** All resolutions in conflict herewith are repealed. This resolution shall
13 become effective immediately upon adoption and will remain in effect until amended or
14 repealed.

15 Dated this _____ day of _____, 2014.

16
17
18 _____
19 Edward B. Braddy, Mayor
20

21
22 ATTEST: APPROVED AS TO FORM AND LEGALITY:
23
24
25 _____
26 Kurt M. Lannon, Nicolle M. Shalley, City Attorney
27 Clerk of the Commission