

1 **RULE VI.**

2 **COMMITTEES - APPOINTMENT – PROCEDURE - REFERRALS**

3 A. The following standing committees, consisting of at least two Commissioners each, #050508a
4 shall be appointed by the Mayor, with the concurrence of the City Commission at 10/24/05
5 the organizational meeting of the Commission or as soon thereafter as may be heard:

- 6
- 7 Audit and Finance; Deleted: (2)
- 8 Community Development Committee; Deleted: (2)
- 9 Economic Development/University Community; Deleted: (3)
- 10 Equal Opportunity Committee; Deleted: (2)
- 11 Legislative; Deleted: (2)
- 12 Personnel and Organizational Structure; Deleted: (2)
- 13 Public Works; Deleted: (2)
- 14 Public Safety; Deleted: (2)
- 15 Recreation and Cultural Affairs; and Deleted: (2)
- 16 Regional Utilities; Deleted: (2)
- 17

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

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

1 **RESOLUTION NO. _050508_**

2 **Adopted __ OCTOBER 24, 2005__**

3 **A RESOLUTION ADOPTING THE CITY**
4 **COMMISSION RULES OF THE CITY OF**
5 **GAINESVILLE, FLORIDA; PROVIDING A**
6 **REPEALING CLAUSE AND PROVIDING AN**
7 **EFFECTIVE DATE.**
8

9
10 **WHEREAS**, under the provisions of Section 2.06 Gainesville Charter, the City
11 Commission may determine its own rules of procedure, as well as provide for the time and
12 place of regular meetings of the City Commission, and the Commission has decided upon a
13 new set of rules to govern its procedure and to set the time and place of meeting.
14

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

17 **SECTION 1.**

18 The following are hereby adopted as rules of procedure and to provide for the time and place of
19 meetings of the Commission until other such rules are established by the City Commission:
20

21 **RULE I.**

22 **REGULAR MEETINGS**

23 The Regular Meetings of the Commission shall be held the second and fourth Monday of every
24 month commencing at 1:00 p.m., except when meeting as the Board of Trustees of the Employees'
25 Pension Plan which will precede the regular City Commission meeting which will occur after
26 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.

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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
8 transacted at such meeting, and no other business than that so specified shall be
9 transacted.

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
22 properly noticed to the public and any topic may be discussed although no final
23 policy actions shall be taken at these meetings. For all policy issues requiring

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

5
6 **RULE III.**

7 **AGENDA**

8 The Clerk of the Commission shall prepare an agenda for each regular meeting of the Commission.

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

17
18 **RULE IV.**

19 **QUORUM**

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

1 **RULE V.**

PRESIDING OFFICER - ELECTION AND DUTIES

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

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

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

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

1 **RULE VI.**

2 **COMMITTEES - APPOINTMENT - PROCEDURE - REFERRALS**

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

6
7 Audit and Finance ;

8 Community Development Committee

9 Economic Development/University Community

10 Equal Opportunity Committee

11 Legislative ;

12 Personnel and Organizational Structure ;

13 Public Works ;

14 Public Safety ;

15 Recreation and Cultural Affairs ; and

16 Regional Utilities..

17
18 The first named member of each Committee shall be the Chair of the Committee. The personnel of
19 the foregoing Committees, including change in the chairship thereof, may be affected at any time at
20 the pleasure of the Mayor with the concurrence of a majority of the Commission.

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

- 1 C. Standing and Special Committees shall consider matters referred to such
2 Committees by the Commission, or if not so referred, if the subject is germane to the
3 purposes for which the Committee exists, the fact that the Committee has such other
4 matters or matters under consideration shall be promptly reported to the
5 Commission at its next meeting in order that the Commission be generally aware of
6 the matters under consideration by each of several Committees.
- 7 D. Each Committee shall call upon, advise with, and seek the recommendation of the
8 administrative staff and shall keep the appropriate staff personnel of the City
9 advised of the matters under consideration by the Committee.
- 10 E. Committees shall meet in a public building within the City limits at the Call of the
11 Chair at such time and place as is convenient to the members of the Committee and
12 others involved in matters to be considered by the Committee.
- 13 F. All meetings of the Committees shall be opened to the public.
- 14 G. All Committees shall meet at least quarterly.
- 15 H. All referrals should be completed in six months unless otherwise directed.
- 16 I. All referrals not completed in six (6) months must seek re-authorization prior to the
17 six month due date.
- 18 J. All Standing Committee Agendas should include the list of all outstanding referrals
19 with due dates listed.
- 20 K. All Standing Committee Liaisons should update the referral list with intermediate
21 updates.
- 22 L. The Clerk of the Commission shall include the City Commission referral list on a
23 City Commission Agenda two times a year.

1 M. All Charter Officer referrals shall be for six months unless otherwise directed.

2 N. All Charter Officer referrals not completed in six months must seek re-authorization
3 prior to the six months due date.

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7 **RULE VII.**

8 **ADVISORY BOARDS AND COMMITTEES**

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

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

- 17 1. Openings for vacancies on Advisory Boards and Committees previously filled by persons
18 serving two consecutive terms, will not be included on the election ballot packet after the
19 first advertisement.
- 20 2. If after a second advertisement there are no new applicants, the Clerk will include for
21 consideration those persons who have already served two terms on that particular
22 board/committee.

- 1 3. Board members who have served two (2) terms, but have not been replaced or reappointed
- 2 remain on the board/committee until new members are appointed.
- 3 4. All Board and Committee Referrals not completed in six months must seek re-authorization
- 4 prior to the six month due date.
- 5 5. All Board and Committee Agendas should include a list of all outstanding referrals with due
- 6 dates listed.
- 7 6. All Board and Committee Liaisons should update the referrals with intermediate updates.

8

9 **RULE VIII.**

10

ORDER OF BUSINESS

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

14 **1:00 P.M.**

- 15 A. Invocation
- 16 B. Adoption of the Consent Agenda (Including Committee Reports)
- 17 C. Adoption of the Agenda (Read if any, each item added or modified)
- 18 D. City Commission Comment (If time available)
- 19 E. Charter Officer Updates
- 20 F. Clerk of the Commission
- 21 G. City Manager
- 22 H. General Manager for Utilities
- 23 I. City Attorney

- 1 J. City Auditor
- 2 K. Committee Reports (Pulled from Consent)
- 3 L. Advisory Board/Committees (Appointments/Waivers/Reports)
- 4 Committee Reports must be placed on the agenda by Charter Officer, through staff liaison
- 5 after approval by Board/Committee.

- 6 M. Outside Agencies
- 7 Must be submitted by a Charter Officer. Update limited to ten (10) minutes.

- 8 N. Members of the City Commission
- 9 O. Commission Comments (if time available)

10 **5:30 p.m.**

- 11 P. Citizen Comment
- 12 Q. Commission Comments (if time available)

13 **6:00 p.m.**

- 14 R. Pledge of Allegiance
- 15 S. Proclamations/Special Recognitions
- 16 Placed on Agenda by Commissioner or Charter Officer

- 17 T. Public Hearings:
 - 18 1. General Public Hearings
 - 19 2. Ordinances
 - 20 3. Resolutions
 - 21 4. Plan Board Petitions
 - 22 5. Development Review Board

- 23 U. Scheduled Evening Agenda Items

- 1 V. Unfinished Business
- 2 W. Commission Comments
- 3 X. Citizen Comments (If Time Permits)

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

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6 **RULE IX.**

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VOTING

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

11

12 Commissioners will vote “yea” for support of a motion and vote “no” when voting not to support a
13 motion.

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

15

16 **RULE X.**

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PROCEDURES

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

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

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

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

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

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

10 "I move that we vote immediately"; or

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

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

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

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RULE XI.

RULES OF DEBATE

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

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

- C. After the decision of any question, it shall be in order for a member voting on the prevailing side to move a reconsideration at the same meeting or at the next succeeding regular meeting, but not thereafter without unanimous consent. It shall likewise be in order for a member voting on the prevailing side to move a reconsideration at a special meeting occurring between the time of original consideration and the next succeeding regular meeting. In the case of a tie vote on any question, any member may move for a reconsideration at the time or times herein stated for reconsideration on motion by one voting on the prevailing side. If a motion

1 to reconsider be lost, it shall not be renewed without the unanimous consent of the
2 Commission; and no decision shall be a second time reconsidered without a like
3 leave.

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

8
9 E. The following Statement will be required on all City Commission Agendas:

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

13 The City of Gainesville encourages civility in public discourse and requests that
14 speakers limit their comments to specific motions and direct their comments to the
15 Chair.

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