



|                           |  |
|---------------------------|--|
| General Citizen Comment   | For items not on the agenda, limited to 3 minutes per citizen and not to exceed 30 minutes total |
| Business Discussion Items | Agenda items that will be discussed, including those moved from Consent                          |
| Commission Comment        |  |

1  
2  
3  
4  
5

4:30-5:30 Dinner Break

|  |   |
|--|---|
| <b>5:30 – Call to order evening session</b>          |   |
| Pledge of Allegiance                                 |   |
| Proclamations/Special Recognitions                   |   |
| General Citizen Comment                              | For items not on the agenda, limited to 3 minutes per citizen and not to exceed 30 minutes total  |
| Resolutions  |   |
| Public Hearings (including Planning Petitions)       |   |
| Ordinances (second readings and then first readings) |   |
| General Citizen Comment                              | For items not on the agenda, limited to 3 minutes per citizen and not to exceed 30 minutes total and limited to citizens who did not speak at the 1pm and 5:30pm general citizen comment periods. |
| Commission Comment                                   |   |
| 10pm or earlier – adjourn                            | If later than 10pm, the Commission may waive the rules to extend the meeting or may schedule a date/time to continue the meeting  |

6  
7

**RULE 2. SPECIAL MEETINGS and WORKSHOP MEETINGS**

8 A Special Meeting or Workshop meeting may be requested either: (1) by vote of the  
9 Commission at any regular City Commission meeting or any General Policy Committee meeting;  
10 or (2) in writing on the form provided by the Clerk (which shall include a description of the  
11 business to be transacted) and signed by the Mayor, by two or more Commissioners, or by any  
12 Charter Officer.

13  
14 The Clerk shall notify each member of the Commission of the date, time and business of the  
15 Special Meeting or Workshop Meeting.

16  
17 The meeting date, time and location shall be published on the Notice of Meetings at least two  
18 business days prior to the meeting. The Notice of Meetings shall state the business to be  
19 transacted at a Special Meeting and no other business shall be transacted. The Notice of  
20 Meetings may state the matters to be discussed at a Workshop Meeting, although any subject  
21 matter may be discussed, except for pending matters where notice to affected parties is required,  
22 such as pending planning petitions and quasi-judicial matters. The purpose of a Workshop  
23 Meeting is for informal discussions and no business may be transacted at a Workshop Meeting.

24

1 Workshop Meetings and Special Meetings shall have Citizen Comment and Commissioner  
2 Comment at the end of the meeting, time permitting.

3  
4 **RULE 3. EMERGENCY MEETINGS**

5 Emergency Meetings may be requested when necessary by the Mayor, by three or more  
6 members of the Commission or by any Charter Officer. A written call shall be issued that states  
7 the date, time and the business to be transacted at the Emergency Meeting, and no other business  
8 may be transacted. The Emergency Meeting may occur no sooner than two (2) hours after the  
9 execution of the Call. The Clerk shall make reasonable effort to notify members of the local  
10 news media (print and electronic) and the public.

11  
12 **RULE 4. ATTENDANCE, QUORUM/VOTING, RECESS/ADJOURN and**  
13 **CANCELLATION**

14  
15 All members of the Commission are expected to attend all scheduled meetings. Four (4)  
16 members of the Commission shall constitute a quorum for the transaction of business, but a  
17 smaller number may adjourn the meeting. Pursuant to Section 2.07 of the City Charter, unless  
18 otherwise provided in the Charter or other law, a motion or a proclamation is adopted when  
19 approved by vote of a majority of the members present, and an ordinance or resolution is adopted  
20 when approved by the vote of four (4) or more members of the Commission.

21  
22 In accordance with Section 286.012, Florida Statutes, each member of the Commission who is  
23 present shall vote on each matter, unless that member has a conflict of interest under state ethics  
24 laws or, in the case of a quasi-judicial matter, is unable to be an impartial decision-maker.  
25 Commissioners shall vote "yes" in support of a motion and vote "no" when voting not to support  
26 a motion. Except in a Roll Call, silence by a member shall be recorded as a "yes" vote.

27  
28 The Commission at any meeting may recess or adjourn to a time certain for the transaction of  
29 any business or specified business only, as may be determined by the Commission in taking such  
30 action. Any meeting may be cancelled for cause (including, but not limited to, emergency  
31 conditions, lack of agenda items, a quorum will not be present) by the Mayor and the Clerk of  
32 the Commission. Otherwise, meetings may be cancelled by vote of the City Commission at any  
33 Regular Meeting or General Policy Committee Meeting. The Clerk of the Commission shall  
34 provide notice of the cancellation to all Commissioners.

35  
36 **RULE 5. AGENDA and AGENDA MANAGEMENT MEETING**

37 Any request to place an item on the agenda for a Regular Meeting, Special Meeting, Workshop  
38 Meeting, Standing Committee Meeting or Special Committee Meeting must be made by a  
39 Member of the Commission or a Charter Officer. All such requests must be accompanied by a

1 written agenda item that provides the background and an explanation of the matter, a  
2 recommendation, a fiscal note (if applicable) and any relevant and necessary back-up materials.  
3 All agenda items and back-up submitted by any Member of the Commission, Charter Officer,  
4 Committee or Board shall be delivered to the Clerk on or before 6:00 P.M. on the Wednesday of  
5 the week prior to each Regular Meeting and by such dates/times as the Clerk sets for Special  
6 Meetings, Workshop Meetings and Committee Meetings.

7  
8 The Mayor (or in the Mayor's absence, the Chair Pro ~~T~~tempore) may hold an Agenda  
9 Management Meeting at a regularly scheduled time at least one week prior to each Regular  
10 Meeting. The Agenda Management Meeting is for the limited purpose of managing and  
11 finalizing the agenda (for example, adding last minute items, moving items from consent agenda  
12 to regular agenda or to a future agenda.) The meeting is not for discussing the substance of  
13 agenda items. All Commissioner, City staff and public comment shall be limited to agenda  
14 management. The Clerk shall prepare a final version of the agenda (together with all back-up)  
15 by 5pm on the Friday prior to each Regular Meeting. Once finalized, the agenda should not be  
16 further modified (except to add back-up to existing items or to add items that are of an  
17 emergency or time sensitive nature) until the adoption of the consent and regular agenda on the  
18 day of the meeting.

19 In addition, the Mayor (or in the Mayor's absence, the Chair Pro tempore) may hold an Agenda  
20 Management Meeting at a regularly scheduled time at least one week prior to each General  
21 Policy Committee Meeting. The Agenda Management Meeting is for the limited purpose of  
22 managing and finalizing the agenda (for example, adding last minute items or moving items to a  
23 future agenda.) The meeting is not for discussing the substance of agenda items. All  
24 Commissioner, City staff and public comment shall be limited to agenda management. The  
25 Clerk shall prepare a final version of the agenda (together with all back-up) by 5pm on the  
26 Friday prior to each General Policy Meeting. Once finalized, the agenda should not be further  
27 modified (except to add back-up to existing items or to add items that are of an emergency or  
28 time sensitive nature) until the adoption of the agenda on the day of the meeting.

## 29 **RULE 6. PRESIDING OFFICER-ELECTION AND DUTIES**

30 The Mayor shall be the presiding officer and Chair of the Commission. At the first meeting held  
31 after the annual swearing-in of newly elected members of the Commission, the Commission shall  
32 elect one of its members as Chair Pro tempore, who shall serve as the presiding officer in the  
33 absence of the Mayor. In the absence of both the Mayor and the Chair Pro tempore, the Mayor  
34 may designate a Temporary Chair in writing prior to the start of the meeting, or the Clerk shall  
35 call the Commission to order; whereupon a Temporary Chair shall be elected by the members of  
36 the Commission present. Upon arrival of the Mayor or Chair Pro tempore, the Temporary Chair  
37 shall relinquish the chair.

1 In the event the presiding officer of a meeting (whether that be the Mayor, Chair Pro tempore or  
2 Temporary Chair) must leave the meeting room, the presiding officer shall pass the gavel to any  
3 Commissioner and by accepting the gavel, that Commissioner will lead the meeting until the  
4 presiding officer returns to the meeting room.

5  
6 The presiding officer shall take the chair at the hour affixed for the meeting and call the members  
7 of the Commission to order. The presiding officer shall preserve order and decorum at all  
8 meetings, shall sign all ordinances and resolutions adopted by the Commission, shall designate  
9 the seating arrangement at meetings of the Commission, and shall decide all questions regarding  
10 the priority of business without debate.

## 11 **RULE 7. COMMISSION COMMITTEES**

13 Committees shall meet at the call of the Chair at such time and place as is convenient to the  
14 members of the Committee. All Committee meetings shall be included on the weekly notice of  
15 meetings prepared by the Clerk of the Commission.

16  
17 The Clerk of the Commission shall serve as the Clerk for each Committee. The Clerk shall  
18 prepare an agenda for each Committee meeting based on the agenda items submitted by a  
19 Member of the Commission or by a Charter Officer. Each Committee Chair shall review his/her  
20 respective Committee meeting agendas and agenda items. Upon review by the Committee Chair,  
21 the Clerk will publish the agenda on the City's website.

22  
23 A. STANDING COMMITTEES: There are two standing Commission Committees – the Audit  
24 and Finance Committee and the General Policy Committee, as described below. On April 30<sup>th</sup> of  
25 each year, all outstanding referrals in each Standing Committee shall automatically sunset, unless  
26 the Committee votes prior to April 30<sup>th</sup> of each year to retain a referral for further work.

27 (1) The **Audit and Finance Committee** shall consist of the Mayor, who shall serve as the  
28 chair, and one City Commissioner appointed by the Mayor.

### 29 1. Nature of Responsibilities

30 The Audit and Finance Committee monitors internal and external audit affairs and  
31 provides policy oversight and guidance to management regarding the financial affairs of  
32 the City. These responsibilities include oversight of the City's internal accounting  
33 control, periodic review of the internal audit function, selection of the independent  
34 external auditor, review of the annual audit plans of both the internal and external  
35 auditors, review of the Comprehensive Annual Financial Report (CAFR), auditor  
36 communications, interim financial statements and all other audit and finance-related  
37 matters.

1           2.     Scope of Responsibilities

2           The Audit and Finance Committee shall consider, review, and, where appropriate, make  
3           recommendations to the City Commission on issues concerning the following matters:  
4

5           a.     Audit Related Issues

- 6           i.     City Auditor Reports
- 7           ii.    City Auditor annual budget
- 8           iii.   City Auditor annual audit plan
- 9           iv.    City Auditor long-range audit plan
- 10          v.     External Auditor selection process (pursuant to Section 218.391,  
11          Florida Statutes)
- 12          vi.    External Auditor contract
- 13          vii.   External Auditor annual audit plan
- 14          viii.   External Auditor progress and results
- 15          ix.    All other audit-related matters as deemed appropriate

16  
17          b.     Finance Related Issues

- 18  
19          i.     Financial management policies and procedures
- 20          ii.    Capital Improvement Program
- 21          iii.   Annual operating budget priorities
- 22          iv.    Long-range financial plans
- 23          v.     Progress reports on approved plans, including the annual budget
- 24          vi.    Budget management policies
- 25          vii.   Other financial matters as deemed appropriate

26  
27         3.     General Operating Procedures

- 28  
29          a.     The Committee shall meet at the request of its members, the City  
30          Commission or the Charter Officers on an as-needed basis, but not less  
31          than once every quarter.
- 32  
33          b.     The Committee agenda shall be prepared and transmitted to the members  
34          of the Committee and to all members of the City Commission 24 hours  
35          before the day and time of the meeting date.
- 36  
37          c.     Agenda and Committee report preparation shall be the responsibility of the  
38          City Auditor, with assistance from the other Charter Officers as requested.

39  
40         (2)    The **General Policy Committee** shall consist of the Mayor and all Commissioners. The  
41         Mayor, or in his/her absence the Chair Pro tempore, shall be the Chair of this Committee. The  
42         purpose and intent of this Committee is to allow the Mayor and Commissioners, as an entire  
43         deliberative body, to discuss general policy matters that are referred to this Committee during a

1 Regular or Special Commission Meeting. The Committee may take action on the matters  
2 referred (such as, but not limited to, directing the Mayor to send a letter, directing staff to  
3 conduct further research, or directing the City Attorney to draft an ordinance.) However, this  
4 Committee may not:

- 5
- 6 • discuss or take action on: any quasi-judicial matters, matters that are required by law to  
7 be publicly advertised or conducted during a Regular or Special City Commission  
8 Meeting;
- 9 • hold any public hearings required by law; or
- 10 • adopt any resolutions or ordinances.
- 11

#### 12 B. SPECIAL COMMITTEES:

13 The Commission may appoint such Special Committees as it deems necessary to address  
14 particular issues. All Special Committees will be appointed for a limited term and will complete  
15 their assigned work within that term, unless further extended by the Commission.

#### 16

#### 17 **RULE 8. RULES OF DEBATE**

18 The presiding officer may move, second and debate, subject only to such limitations of debate as  
19 are enforced by these rules on all members. If the presiding officer desires to make a motion or  
20 second a motion, the presiding officer shall relinquish the chair to a member as the presiding  
21 officer shall designate until he/she has finished his/her motion or second.

22

23 No motion shall be debated or put to a vote unless seconded. No member of the Commission  
24 may reserve the priority to make a motion. If a motion is made to vote immediately (or move the  
25 previous question), it shall be put in this form: "I move that we vote immediately"; or "I move  
26 the previous question(s)." This motion can apply to any immediately (or series of) pending  
27 debatable or amendable motion(s). Further, any motion to vote immediately: (1) must be  
28 seconded; (2) is not debatable; (3) cannot interrupt a speaker; (4) requires a two-thirds vote  
29 (because it prevents or cuts off debate); (5) takes precedence over all subsidiary motions except  
30 one postponed temporarily; and (6) can have no motion applied to it except withdraw. All  
31 motions or amendments thereto shall be reduced to writing, by the Clerk, upon request of a  
32 member of the Commission.

33

34 Each member desiring to speak shall address the presiding officer and, upon recognition by the  
35 presiding officer, shall confine his/her remarks to the question under debate, avoiding all  
36 personalities and indecorous language. A member, once recognized, shall not be interrupted  
37 when speaking unless it be to call said member to order, then the member shall cease speaking

1 until the question or order is determined by the presiding officer without debate and, if in order,  
2 said member shall be at liberty to proceed.

3  
4 After the decision of any question, it shall be in order for any member to move reconsideration.  
5 If the motion to reconsider is approved by a majority of those members present, the item shall be  
6 placed on a future agenda for reconsideration, subject to legal, contractual, fiscal, quasi-judicial  
7 and other constraints as staff may advise the Commission. If the Commission does not specify  
8 the future date when the item will be heard, the Mayor, in consultation with the Charter Officers,  
9 will determine the date.

10  
11 A Commissioner may request, through the presiding officer, the privilege of having his/her  
12 written statement on any subject under the consideration by and presented to the Commission  
13 entered in the minutes. If the Commission consents thereto, such statement shall be entered in  
14 the minutes.

15  
16 **RULE9. COMMISSION MINUTES and RECORDS**

17 The Clerk shall submit minutes of meetings for approval as timely as possible. Such minutes  
18 may be approved on the Consent Agenda, if the Clerk has provided a copy of the minutes in the  
19 agenda backup. After approval, the Clerk shall publish the minutes on the City’s website. Every  
20 petition, communication, or other paper presented in writing to the Commission at any  
21 Commission or Committee meeting shall be retained (or a copy thereof) by the Clerk.

22  
23 **RULE 10. PERSONS APPEARING BEFORE THE COMMISSION**

24 **A. General Citizen Comment**

25 General Citizen Comment is limited to issues not located on other portions of the printed agenda.  
26 Each general comment period is limited to 30 minutes total. A citizen who has addressed the  
27 Commission during one general citizen comment period in a meeting will be recognized by the  
28 presiding officer to speak after other citizens who have not spoken are given the opportunity to  
29 address the Commission, time permitting. Citizen comment at the end of the evening meeting is  
30 reserved only for those citizens who did not speak at the 1pm or 5:30pm comment periods.

31 **B. Citizen Comment on Agenda Items**

32 Citizens commenting on agenda items shall address only the item being considered. Citizens  
33 wishing to speak on public hearing items (which includes general public hearings, resolutions,  
34 ordinances and planning petitions) may be required to fill out a card provided by the Clerk and  
35 submit the completed card to the Clerk prior to speaking.

36  
37 **C. General Conduct for any Citizen Comment**



1 Any person desiring to address the Commission shall first request recognition by the presiding  
2 officer. After being recognized, the person (1) shall give his/her name in an audible tone of  
3 voice; (2) shall limit the address to any time limitation established; and (3) shall address all  
4 remarks to the Commission as a body and not to any member thereof.

5 Each citizen is limited to 3 minutes per general comment period or per agenda item and other  
6 time limits may be established by the presiding officer based on the number of participants. In  
7 addition, the presiding officer may adopt a time limitation to provide equal time for opponents  
8 and proponents speaking to any particular issue.

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

13 Members of the public are not permitted to possess food, drink, props, signs, posters, or other  
14 similar material in the meeting room. Speakers at the podium addressing the Commission may  
15 use the City's overhead projection system, as part of his/her comment as long as they are not  
16 obscene and do not otherwise disrupt, delay, or interrupt the proceeding. Outbursts of approval  
17 or disapproval, jeers or heckling are not permitted. In the event of a disturbance or violation of  
18 these Rules, the violator may, after warning, be ordered removed from the room as provided in  
19 Rule 13.

20

21 **D. Agenda Statement**

22

23 The following statement will be included on all meeting agendas: "Citizens are encouraged to  
24 participate in City of Gainesville meetings. In general, speakers will be limited to 3 (three)  
25 minutes per agenda item and 3 (three) minutes per citizen comment period. The City of  
26 Gainesville encourages civility in public discourse and requests that speakers direct their  
27 comments to the Chair. Signs, props, and posters are not permitted in the meeting room."

28

29 **RULE 11. ORDINANCES and RESOLUTIONS**

30 All Ordinances and Resolutions shall be introduced in writing with a complete copy filed with  
31 the Clerk in the agenda backup. No Ordinance shall be adopted on final reading until notice as  
32 required by law has been published. All Ordinances shall be signed by the Mayor or Mayor Pro  
33 Tempore, attested by the Clerk of the Commission and approved as to form and legality by the  
34 City Attorney.

35

36 **RULE 12. OTHER DOCUMENTS FOR EXECUTION**

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

4  
5 **RULE 13. SERGEANT-AT-ARMS**

6 The City Manager (or designee) shall be sergeant-at-arms of the Commission meetings. The  
7 sergeant-at-arms shall carry out all orders and instructions given by the presiding officer for the  
8 purpose of maintaining order and decorum at the Commission meeting and the following  
9 procedure will provide guidance in handling disruptions:

10  
11 A. Individual refuses to relinquish the podium after being allowed to address the  
12 Commission: The presiding officer will inform the individual that their time to address the  
13 Commission has expired and the presiding officer will direct the individual to leave the podium.

14  
15 B. Individual causes disruption in the Commission meeting site: The presiding officer will  
16 inform the individual causing the disruption to cease disruptive activity. If the disruption fails to  
17 stop:

18 1. The presiding officer will inform the individual causing the disruption that their  
19 actions are contrary to the orderly running of the meeting and that the individual is to  
20 cease such action or the Sergeant-at-Arms will be instructed to remove the individual  
21 from the meeting site.

22 2. The presiding officer will revoke the individual's participation to attend the  
23 meeting and direct that the individual leave the meeting site. The presiding officer will  
24 inform the individual that if the individual is directed to leave and fails to do so, the  
25 individual will be subject to arrest for trespass.

26  
27 Final Action: In substantially the following words: As the presiding officer, I inform you that  
28 your actions are inconsistent with the orderly function of this meeting and fails to comply with  
29 the lawful order of the Chair. I am instructing the Sergeant-at-Arms to have you removed from  
30 this meeting site, and if deemed necessary by the Sergeant-at-Arms, to remove you from this  
31 building.

32  
33 **RULE 14. ROBERT'S RULES OF ORDER**

34 The current version of Robert's Rules of Order, Newly Revised, so far as they are applicable and  
35 do not conflict with these Rules or the Ordinances or Charter of the City, shall guide the  
36 Commission as needed.

37  
38 **RULE 15. QUASI-JUDICIAL ACTIONS**

1 **A. Quasi-Judicial Hearings before the Commission**

2 The quasi-judicial hearings before the Commission shall be either formal or informal hearings.  
3 A formal quasi-judicial hearing shall be conducted in accordance with Section C of this Rule.  
4 An informal hearing shall be conducted in accordance with Section D of this Rule.

5  
6 **B. Request for Formal Hearing**

7 All persons entitled to actual written notice of a quasi-judicial matter before the Commission  
8 may request a formal hearing by filing with the Clerk a written request before the close of  
9 business at least seven (7) days prior to the Commission meeting when the matter is scheduled  
10 to be heard. Persons who are not entitled to actual written notice but believe they are an  
11 "affected party", as defined in this Rule 15, may request a formal hearing and determination of  
12 affected party status by filing with the Clerk a written request for a formal hearing and an  
13 application for affected party status as provided this rule at least seven (7) days prior to the  
14 Commission meeting when the matter is scheduled to be heard. Failure to timely file a request  
15 for a formal hearing shall set the matter for an informal quasi-judicial hearing.

16  
17 **C. Formal Quasi-Judicial Hearings**

18 The Commission shall make a determination of affected party status and thereafter, the Clerk  
19 shall collectively swear-in all parties who intend to present/testify at the hearing. An affected  
20 party is any person who is entitled to actual written notice of the quasi-judicial matter. An  
21 affected party who is not entitled to actual written notice but who believes that they have a  
22 special interest or would suffer an injury distinct in kind and degree from that shared by the  
23 public at large may request affected party status by filing an application, as provided in Part B of  
24 this Rule. The Commission will consider the facts articulated in the application and the decision  
25 of the Commission shall be final. In order to participate in the formal hearing, all affected parties  
26 shall complete the form prescribed by the Clerk of the Commission, stating their name and  
27 address and other pertinent information, and whether they support or oppose the matter before  
28 the Commission. The form shall be delivered to the Clerk at the commencement of the hearing.

29 The order of presentation for the hearing, with corresponding time limits, is set forth below. The  
30 time limits may be modified by the Commission on its own motion or upon request of a party to  
31 the proceedings. Said request shall detail the modified time desired and the subjects to be  
32 discussed during the additional time. A request for a modification of time should be considered  
33 by the Commission to assure all parties have an opportunity to participate, but without undue  
34 repetition and delay.

|  | Order                                     | Maximum Time Limit (minutes) |
|--|---|------------------------------|
|  | a. Determination of affected party status |                              |

|    |   |    |
|----|---|----|
| 1  | b. Swearing-in of all parties                                     |    |
| 2  | c. Disclosure of inadvertent ex-parte communication               |    |
| 3  | d. Introduction of the matter by staff                            | 3  |
| 4  | *e. Petitioner  | 20 |
| 5  | *f. Staff presentation  | 10 |
| 6  | *g. Affected Party for (if any)(per person)                       | 10 |
| 7  | *h. Affected Party against (if any) (per person)                  | 10 |
| 8  | *i. Rebuttal (Petitioner/Staff)                                   | 5  |
| 9  | j. Closing by Petitioner, Staff and Affected Parties (per person) | 3  |
| 10 | k. Public comment (per person)                                    | 3  |
| 11 | **l. Deliberation and vote of the Commission                      |    |

12 \*Witnesses may be presented during parts e-i of the hearing and the witnesses may be cross  
13 examined by the Petitioner, Staff and Affected Parties. However, cross examination is limited to  
14 10 minutes per witness. In addition, the Commission may call any witness it deems necessary to  
15 reach a complete and informed decision. The examination of witnesses shall be conducted under  
16 oath by direct examination on matters which are relevant and material to the issue or issues  
17 before the Commission. After the conclusion of direct examination, the witness may be cross-  
18 examined by another party, or a Commissioner. All questions shall be directed through the  
19 presiding officer and the witness shall answer the question unless the presiding officer deems the  
20 question to be irrelevant or immaterial. Any commissioner or party may raise evidentiary  
21 objections. The inquiry under cross-examination shall be limited to matters raised in the direct  
22 examination of the witness. No re-direct shall be allowed unless requested by a party stating the  
23 desired area of inquiry and that request is approved by the presiding officer. If re-direct is  
24 allowed, it shall be limited to questions of the witness on issues raised in the cross-examination.  
25 This provision shall not prohibit a member of the Commission from questioning any person on  
26 matters relevant to the matter.

27 \*\*In part l. of the hearing, the Commission shall deliberate a motion, if necessary, and reach a  
28 decision by voting on the motion. In reaching its decision, the Commission may only consider  
29 evidence presented at the hearing and base its decision on the competent, substantial evidence of  
30 record. The Commission shall orally issue an order at the conclusion of the hearing, unless  
31 continued. After the meeting, the City Attorney shall prepare a written order stating, at a

1 minimum, whether the petition was granted or denied and if granted, specifying any conditions,  
2 requirements or limitations on the approval of the matter. The written order shall be presented to  
3 the Commission for approval at a Special Meeting or at the next Regular Meeting of the  
4 Commission. Upon approval, the presiding officer shall execute and the Clerk shall attest the  
5 order. Executed copies of the order shall be hand delivered or mailed to the petitioner and  
6 affected parties.

7 **D. Informal Quasi-Judicial Hearings**

8 If no person files a timely request for a formal hearing, the matter shall be set for an informal  
9 hearing. Cross-examination is not permitted and deemed waived by all persons or parties. This  
10 provision does not prohibit a member of the Commission from questioning any person relevant  
11 to the matter. Any person may speak for or against the matter in the public comment portion if  
12 they complete a registration card at the meeting as provided by the Clerk. The presiding officer  
13 may limit the time of any portion of an informal hearing to avoid unnecessary repetition and  
14 delay. The vote of the Commission shall constitute an oral order, no written order will be issued.  
15 The order of presentation for the hearing is as follows:

- 16 a. Disclosure of inadvertent ex-parte communications
- 17 b. Staff presentation
- 18 c. Petitioner or Applicant
- 19 d. Public comment
- 20 e. Deliberation and vote of the Commission

21  
22 **E. Representation of Parties**

23 Any party may be represented by an attorney. If an attorney represents a party, the attorney shall  
24 complete the form provided by the Clerk and identify the person or persons they represent and  
25 whether their client supports or opposes the matter before the Commission. The form shall be  
26 delivered to the Clerk at the commencement of the hearing.

27 **F. Evidence**

28 Evidence before the Commission shall include, but not be limited to, an analysis which includes  
29 the consistency with the City's adopted codes, rules, policies or plans, as applicable, and how the  
30 matter does or does not meet the requirements of such codes, rules, policies and plans and other  
31 applicable laws. Written reports and any other documentary evidence shall become a part of the  
32 record. Evidence may be presented through oral testimony or written documents or both. Any  
33 member of the Commission may seek advice from the City Attorney on questions of evidence.  
34 During the hearing, no one may present testimony or evidence which is unduly cumulative or  
35 repetitious of previously presented testimony or evidence by another party.

36 **G. Continuances**

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

3 **H. Ex Parte Communications**

4 The Commission has chosen to prohibit ex-parte communications (i.e., a verbal or written  
5 communication with a Commissioner received outside of the quasi-judicial hearing) in  
6 connection with any quasi-judicial hearing before the Commission. However, it is recognized  
7 that members of the Commission may, from time to time, receive or engage in inadvertent ex-  
8 parte communications. The following procedures are provided to remove any presumption of  
9 prejudice. Should an ex parte communication be received by an individual commissioner these  
10 procedures shall be followed:

- 11 1. Written Communications - If a member of the Commission receives a written "ex parte"  
12 communication relating to a quasi-judicial matter coming before the Commission, the  
13 member should transmit the communication to the Clerk for inclusion in the official  
14 records. These communications shall be forwarded to the parties as soon as practicable  
15 before the hearing.  
16
- 17 2. Oral Communications - As soon as it becomes apparent that an oral communication  
18 pertains to a quasi-judicial matter coming before the Commission, the member of the  
19 Commission should explain to the person that the communication is prohibited and that  
20 he or she is required to end the communication on that subject.  
21
- 22 3. At the hearing, each member of the Commission should disclose any inadvertent ex-parte  
23 communications and state for the record whether the member is able to be an impartial  
24 decision-maker. If not so able, the member should abstain from participating and voting  
25 in the quasi-judicial hearing. Any party may question, through the presiding officer, a  
26 member of the Commission about any ex parte communications.  
27

28 **RULE 16. WAIVER OF THESE RULES**

29 These Rules (except those that are required by law or those that involve notice) may be waived  
30 by a 2/3rds vote of the members present at a meeting.  
31

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

35 Dated \_\_\_\_\_, ~~2018~~2019.

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ATTEST:

\_\_\_\_\_  
Omichele D. Gainey  
Clerk of the Commission

\_\_\_\_\_  
Lauren Poe, Mayor

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Nicolle M. Shalley, City Attorney