

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

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

2 A. The Mayor shall be the presiding officer and Chair of the Commission. At the meeting
3 held on the Thursday following the first (1st) Tuesday in May unless there is a runoff election in
4 which event, the Thursday following the third (3rd) Tuesday in May, the Commission shall elect
5 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 hour
7 affixed for the meeting and call the members of the Commission to order. The presiding officer
8 shall preserve order and decorum at all meetings of the Commission. He/she shall sign all
9 ordinances or resolutions adopted by the Commission. The Mayor shall designate the seating
10 arrangement at meetings of the Commission.

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

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

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

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

23 Audit, Finance and Legislative;

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

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

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

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

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

1 0. The Standing Committee Chair shall review all Committee meeting agendas and agenda
2 items.

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

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

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

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

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

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

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

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

20 **RULE VIII. ORDER OF BUSINESS**

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

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

2 A. Invocation

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

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

5 D. Citizen Comment (not to exceed 30 minutes in length)

6 E. City Commission Comment (If time available)

7 F. Charter Officer Updates

8 G. Clerk of the Commission

9 H. City Manager

10 I. General Manager for Utilities

11 J. City Attorney

12 K. City Auditor

13 L. Equal Opportunity Director

14 M. Committee Reports (Pulled from Consent)

15 N. Advisory Board/Committees (Appointments/Waivers/Reports) Committee Reports must
16 be placed on the agenda by Charter Officer, through staff liaison after approval by
17 Board/Committee.

18 O. Outside Agencies must be submitted by a Charter Officer. Update limited to ten (10)
19 minutes.

20 P. Members of the City Commission

21 Q. Commission Comments (if time available)

22 **5:30p.m.**

23 R. Pledge of Allegiance

1 S. Proclamations/Special Recognitions Placed on Agenda by Commissioner or Charter
2 Officer

3 **6:00 P.M.**

4 T. Citizen Comment (to end at a time certain of 6:30 p.m., or at such later time as allows for
5 30 minutes of citizen comment)

6

7 U. Public Hearings

8 1. General Public Hearings

9 2. Resolutions

10 3. Ordinances

11 4. Plan Board Petitions

12 5. Development Review Board

13 V. Scheduled, Evening Agenda Items

14 W. Unfinished Business

15 X. Commission Comments

16 Y. Citizen Comments (If Time Permits)

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

18 **RULE IX. VOTING**

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

20 Commissioner. Each member of the Commission will vote first every sixth time only, with the

21 Mayor (Chair) always voting last. Commissioners will vote "yea" for support of a motion and

22 vote "no" when voting not to support a motion. Except in a Roll Call, silence by a member shall

23 be recorded as an affirmative vote.

24

1 **RULE X. PROCEDURES**

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

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

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

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

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

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

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

20 G. The tape recordings made by the Clerk of the City Commission meetings are for
21 exclusive benefit and use of the Clerk in making and keeping minutes and records of the
22 Commission. In order that there be no possibility of altering, damaging, losing or tampering
23 with such tapes and matters contained thereon, the tape recordings of the Commission meetings

1 shall be used only by the Clerk. A copy of such tape recordings may be made by the Clerk and
2 then by him/her made available to the press and public.

3 **RULE XI. RULES OF DEBATE**

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

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

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

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

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

20 **I. Citizen Comment**

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

1 B. Time Limits will be established by the Mayor based on the number of
2 participants.

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

7 **II. Generally Speaking**

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

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

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

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