

Legislative #

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WHEREAS, to keep City business moving forward during the Pandemic, it may become necessary for certain City boards (final decision-making and/or advisory to the City Commission) to meet and take action. The Supplemental Rules are being amended and restated to include a new Rule 12 authorizing City boards to conduct virtual meetings and to revise Rule 4 to change the agenda deadlines for Regular City Commission Meetings.



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2 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF  
3 GAINESVILLE:  
4

5 **SECTION 1. Amended and Restated Supplemental Rules.** The following are adopted as  
6 Supplemental Rules of Procedure to govern virtual meetings pursuant to the above authority:  
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- 8 1. **Purpose and effect:** The City Commission adopts these Supplemental Rules to provide  
9 written notice of how virtual (i.e., not held in-person at a physical location) public meetings  
10 of the City Commission will be conducted in accordance with Florida law during the  
11 duration of the Declared State of Emergency for the COVID-19 Pandemic. Upon  
12 adoption, the City Commission may conduct any of its meetings (e.g., Emergency  
13 Meetings, Regular Meetings, Special Meetings, Workshop Meetings and/or Committee  
14 Meetings) as virtual meetings through the use of phone and/or video conferencing  
15 (including use of any software platforms) in accordance with this Resolution, Resolution  
16 No. 180943 and applicable Florida law.  
17
- 18 2. **Notice of Meeting:** Virtual meetings shall be noticed on the City's Notice of Meetings  
19 which will be made available for viewing at  
20 <http://www.cityofgainesville.org/ClerkOfTheCommission/NoticeofMeetings.aspx> and  
21 posted (visible from the outside) at the lobby of City Hall by 5pm the Friday before each  
22 work week. The Notice of Meetings shall:  
23
  - 24 (a) List the meetings that will be held the following work week and identify those that will  
25 be virtual meetings.  
26
  - 27 (b) Identify the public access points for viewing/listening to the virtual meetings, including  
28 TV broadcast on Cox Channel 12, live stream on the internet at  
29 [https://www.cityofgainesville.org/CommunicationsOffice/Community12TV/LiveWeb](https://www.cityofgainesville.org/CommunicationsOffice/Community12TV/LiveWebStreaming.aspx)  
30 [Streaming.aspx](https://www.cityofgainesville.org/CommunicationsOffice/Community12TV/LiveWebStreaming.aspx) , and links to any Facebook live feed, or software platform used for a  
31 meeting. If a software platform is being used, include instructions on how to access  
32 the meeting for free on that platform.  
33
  - 34 (c) Explain how the public can participate in the meetings by submitting written or verbal  
35 public comment.  
36
  - 37 (d) Provide a contact person's email and phone number that members of the public may  
38 contact during the meeting to report issues with the technology the City's is using (not  
39 the technology members of the public are using) to provide public access (viewing,  
40 listening and/or commenting) to the meeting.  
41
  - 42 (e) State that "Persons with disabilities who require assistance to participate in the  
43 meetings are requested to notify the Equal Opportunity Office at 352-334-5051, or call

the TDD phone line at 352-334-2069 at least two business days in advance of the meeting. If an American Sign Language interpreter is being requested, the request must be made at least four business days in advance of the meeting”

3. **Agenda Items:** Each Charter Officer may submit agenda items (together with back-up materials, if any) to the Clerk for inclusion on the agenda. Agenda items shall be limited to essential business (this means business that the Charter Officer determines needs to be conducted at this time.) Any Commissioner who desires to place an item on an agenda should work through the appropriate Charter Officer to determine whether the item is essential and what agenda it may be placed on.

4. **Deadlines for Agenda Items /Backup and Publication:**

(a) For Regular Commission Meetings and Regular Committee Meetings, agenda items and back-up must be submitted to the Clerk by noon seven calendar days prior to the meeting (for example, for a Thursday meeting, the agenda items must be submitted to the Clerk by noon on the Thursday of the week before the meeting.) The Clerk will finalize the agenda and publish it on the City’s website at <https://gainesville.legistar.com/Calendar.aspx> by 5pm five calendar days prior to the meeting date (for example, for a Thursday meeting, the agenda will be published by 5pm on the preceding Saturday.)

(b) For Special Meetings and Workshops, agenda items and back-up must be submitted to the Clerk by noon three business days prior to the meeting and the Clerk will finalize the agenda and publish it on the City’s website at <https://gainesville.legistar.com/Calendar.aspx> by 5pm that day (for example, for a Wednesday Special Meeting, the agenda items are due by noon on the Friday before and the Clerk will publish the agenda by 5pm on that Friday.)

(c) After publication on the website - NO MODIFICATIONS will be made to the agenda – this means no new agenda items or new back-up may be added and no revisions to existing items or existing back-up may be made, unless necessary to correct errors or incorrect information in the agenda item or back-up.

5. **Quorum/voting requirements:** A Commissioner is considered “present” for purposes of the quorum and voting requirements in 2.06 and 2.07 of the City Charter if they are present in the virtual meeting via the phone or video conferencing technology. Each vote on a motion will be taken by roll call vote (this means the Commissioner will state their name, or the Clerk will read their name, and the Commissioner will then cast their voice vote (e.g., yes or no).

6. **Order of Business for Regular Meetings:** The order of business for regular meetings will be conducted in an abbreviated format as follows:



Call to order	
Adoption of the Consent Agenda	Public Comment will be taken prior to the Commission vote on the entire consent agenda
Adoption of the Regular Agenda	Public Comment will be taken prior to the Commission vote
Business Discussion Items	Public Comment will be taken on each agenda item prior to the Commission vote
Resolutions	Public Comment will be taken on each Resolution prior to the Commission vote
Ordinances	Public Comment will be taken on each Ordinance prior to the Commission vote
Necessary Direction to Charter Officers	This section is to allow any member of the Commission to discuss a time sensitive/essential matter with the entire Commission and provide necessary direction on that matter to the Charter Officer(s). Public comment will be taken on each matter prior to any Commission vote.
Adjourn	

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4 7. **Public comment:** Public comment will be taken only on agenda items, there will be no  
5 general public comment. To ensure the Commission has adequate time to consider public  
6 comment, the public is encouraged to submit all agenda item comment in writing in  
7 advance of the meeting. The Commission finds that the below listed means of submitting  
8 public comment provides the public with a "reasonable opportunity to be heard" as  
9 required by Section 286.0114(2), Florida Statutes, given the extraordinary circumstances  
10 of the COVID-19 Pandemic.

- 11  
12 (a) Written public comment will be accepted in advance of the meeting and during the  
13 meeting via "e-comment" at <https://gainesville.legistar.com/Calendar.aspx>;  
14  
15 (b) Written public comment will be accepted in advance of the meeting and during the  
16 meeting via [citycomm@cityofgainesville.org](mailto:citycomm@cityofgainesville.org) ; and  
17  
18 (c) Verbal public comment will be accepted by phone by calling the number provided on  
19 the Notice of Meetings.

20  
21 8. **General Commissioner Comment:** Commissioner comment will be taken only on  
22 agenda items and during the "Necessary Direction to Charter Officers" portion of the  
23 meeting, there will be no general Commissioner comment.

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2 9. **Minutes:** The Clerk will prepare meeting minutes and the minutes will be available for  
3 public inspection at <https://gainesville.legistar.com/Calendar.aspx>.  
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5 10. **Technology issues:** In the event issues arise with the technology the City is using to  
6 conduct the virtual meeting and such issues render the public unable to view or listen to the  
7 meeting and/or participate in public comment, the virtual meeting will be continued,  
8 recessed or adjourned (in the discretion of the presiding officer) until such time as the issue  
9 has been resolved. This does not apply to technology issues that a member of the public  
10 may experience as a result of the technology or equipment that person is using to access the  
11 meeting.  
12

13 11. **Waiver of these rules:** These rules (except those that are required by law or those that  
14 involve notice) may be waived by a 2/3rds vote of the members present at a meeting.  
15

16 12. **Virtual Meetings of Other City Boards:** In order to allow City boards to meet and  
17 conduct essential business (as determined by the Charter Officer who staffs that particular  
18 board), the City Commission hereby suspends any Board Rule(s) or City Code provision(s)  
19 that require a physical location for board meetings and/or the physical presence of the  
20 board members for quorum or voting purposes and authorizes such boards, in coordination  
21 with the respective Charter Officer who staffs that board, the City Attorney and the Clerk  
22 of the Commission, to conduct virtual meetings in accordance with the virtual meeting  
23 procedures set forth in Rule 2. Notice of Meetings, Rule 5. Quorum/voting requirements,  
24 Rule 9. Minutes, and Rule 10. Technology issues of these Supplemental Rules. Agendas  
25 for virtual meetings shall be finalized five calendar days prior to the meeting date (for  
26 example, for a Thursday meeting, the agenda will be published by 5pm on the preceding  
27 Saturday.) There will be no general board member comment or general public  
28 comment. Public Comment on agenda items will be accepted via the email address (in  
29 advance of the meeting and during the meeting) and phone number (during the meeting)  
30 provided in the Notice of Meetings issued by the Clerk of the Commission.  
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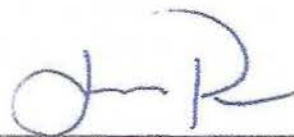
32 **SECTION 2. Severability.** If any word, phrase, clause, paragraph, section, or provision of this  
33 resolution or the application hereof to any person or circumstance is held invalid or  
34 unconstitutional, such finding will not affect the other provisions or applications of this resolution  
35 that can be given effect without the invalid or unconstitutional provision or application, and to this  
36 end the provisions of this resolution are declared severable.  
37

38 **SECTION 3. Conflicting Provisions Suspended.** All other ordinances, resolutions, policies,  
39 procedures, or rules in conflict herewith are to the extent of such conflict hereby and temporarily  
40 suspended throughout the effective duration of this resolution. These rules, during the time they  
41 are in effect, supplement and, to the extent of conflict, waive and supersede the City Commission  
42 Rules adopted by Resolution No. 180943.  
43



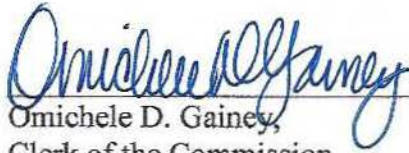
1 **SECTION 4. Effective Date and Duration.** This resolution will become effective  
2 immediately upon adoption. As provided in the Governor's Executive Order 20-112 (which  
3 extended Executive Order 20-69- allowing virtual meetings), this resolution will remain in effect  
4 for the duration of Executive Order 20-112 (unless such Order is further extended or repealed by  
5 Governor) or unless this Resolution is earlier repealed by the City Commission.  
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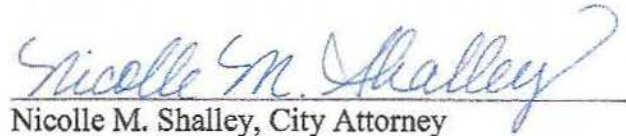
7 Adopted May 7, 2020.  
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11 \_\_\_\_\_  
12 Lauren Poe, Mayor

13 ATTEST:

Approved as to form and legality:

14   
15 \_\_\_\_\_  
16 Omichele D. Gainey,  
17 Clerk of the Commission

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