

39 (b) All Public Hearings shall be set for the first and third Wednesday of the
40 month at 6:30 PM and heard as soon thereafter as practical. Public Participation shall
41 be scheduled to be begin at 1:30 pm for the first Wednesday, and 6:45pm for the first
42 and third Wednesday, and heard as soon thereafter as practical.

43 (c) Special Meetings of the City Commission may be held at any time on call
44 of the Mayor, in the absence of the Mayor, the Vice Mayor, or any three members of
45 the Commission. Special Meetings may be set at any Commission meeting upon
46 motion passed setting the time and matters to be considered at a special meeting.
47 Whenever practicable there shall be no less than twelve (12) hour notice to each
48 member of the public.
49

50 (d) ~~City Commission/City Manager Workshop Special Meetings~~ Workshop Meetings
51 will be held at 6:00 PM to be followed by the HBCRA Board of Directors Meeting. shall be set for
52 3:00 PM.
53

54 (e) Nothing contained in this resolution, however, is to be construed as
55 limitations upon the manner of calling a Special Meeting, and if such special meeting
56 is otherwise called in accordance with existing laws, it shall not be deemed an illegal
57 meeting, even though not called with the requirements of this resolution.
58

59 (f) The Agenda for every City Commission meeting shall include an "Order of Business."
60 This section will allow the Legislative Body to make any additions, deletions, deferrals,
61 and changes to the actual order of the Agenda (including the Consent Agenda). These
62 changes would be approved by a majority vote of the Body.
63

64 **SECTION 2. RULES OF ORDER AND PROCEDURES OF CITY COMMISSION**
65 **MEETINGS**

66
67 (a) ORDER OF PRECEDENCE. The Mayor, or in his/her absence the Vice Mayor
68 shall preside over all meetings of the Commission as provided for in section 3.04 of the
69 City Charter.
70

71 (1) Nothing contained in this resolution as to rules of order and procedures shall be in
72 any way construed to unreasonably limit the ability of the public to provide citizen
73 input and comment at any City Commission meeting, nor shall these rules and
74 procedures be construed in any manner that would unreasonably limit the ability
75 of any Commissioner to participate fully in public debate on issues presented to
76 the Commission, or to respond to questions or comments raised during debate in
77 the issues among the Commissioner.
78

79 (2) These rules of order and procedure shall not be construed so as to limit the rights
80 of the public or of any individual Commissioner to free speech, free association, or
81 free assembly, as guaranteed by the United States and Federal Constitution.
82

83 (3) All political power is inherent in the people. The enunciation herein of any
84 procedural rules shall not be construed to deny or impair the rights retained by the
85 people under Article 1, Section 1 of the Florida Constitution.

86

87 (b) DUTIES OF PRESIDING OFFICER. The duties of the presiding officer are as follows:

88

89 (1) He/she shall state every question before the Commission.

90

91 (2) He/she shall direct the City Clerk or designated staff to call the roll and record the
92 vote on all matters concerning which the recording of the ayes and nays is required
93 or requested.

94

95 (3) He/she shall announce the results of every vote.

96

97 (4) He/she shall decide all questions of order.

98

99 (5) He/she shall announce the order of business and insure the orderly disposition of
100 the items on the agenda.

101

102 (6) He/she shall maintain order and enforce the rules of decorum and discipline.

103

104 (c) RULINGS BY THE CHAIR; APPEALS. The presiding officer shall exercise the discretion
105 afforded by these rules, and shall rule on all questions of order and priority of debate, although
106 he/she may ask the advice of the City Attorney and the City Manager. The City Clerk may be
107 directed to respond through the City Manager. Any Commission Member may appeal from any
108 such determination or decision of the presiding officer. The motion to appeal from the decision of
109 the Chair requires a second and a majority vote of the Commission Members present to reverse
110 the decision of the Chair. No other business, except a motion to adjourn or to lay on the table
111 shall be in order until the question on appeal has been decided.

112 (d) CITY CLERK TO MAINTAIN MINUTES. The City Clerk shall maintain the minutes of the
113 Commission and keep the same as the permanent and public record of the proceedings of the
114 Commission. The proceedings shall be electronically or electromagnetically recorded, but they
115 shall be reduced to writing as soon as practicable after the adjournment of the meeting.
116 Nevertheless, the electronic and electromagnetic recording shall be kept as a permanent record
117 until destruction is approved by the State of Florida.

118 (e) CONTENTS OF MINUTES. The minutes shall contain ~~memorandum~~ summary minutes of
119 all action taken by the Commission with respect to all matters brought before the Commission,
120 and shall state the vote on every question. Where a roll-call vote is taken, the Minutes shall show
121 the names of the Commission Members voting for and against the question, respectively. Where
122 a voice vote is taken, the Minutes shall show the names of the Commission Members voting on
123 the losing side. Unless otherwise ordered by the Commission, the debate on any question shall
124 not be recorded in the minutes, but all pertinent communications and the titles of all items shall
125 be entered into the minutes.

126 (f) NAME OF MAKER AND SECOND OF MOTION IN MINUTES. In all cases where a motion
127 is entered into the minutes of a Commission Meeting, the name of the member moving and
128 seconding the same shall be entered.

129 (g) YEAS AND NAYS IN MINUTES. The yeas and nays upon passage of any resolution or
130 ordinance shall be taken and entered in the minutes; and the yeas and nays shall be taken on
131 any motion if requested by any Commissioner.

132 (h) TITLE OF ORDINANCE AND RESOLUTION IN MINUTES. The title of the ordinance or
133 resolution on which any action is taken shall be set out in full in the minutes.

134 (i) APPROVAL OF MINUTES. The City Clerk shall submit minutes to the City
135 Manager for approval. Following City Manager approval, the City Clerk shall place the
136 minutes on the agenda. If any corrections are made to the minutes, the City Clerk staff
137 shall prepare corrected pages.
138

139 (j) SIGNING OF AND DISTRIBUTION MINUTES. When the minutes of the meeting have
140 been approved by the City Commission, they shall be signed by the Mayor and attested by the
141 City Clerk.

142 (k) ATTENDANCE AND ABSENCE FROM MEETINGS. Any Member who arrives late to the
143 City Commission Meeting will be acknowledged publicly by the Mayor or City Clerk. Any Member
144 who plans to leave the meeting and not return should announce their departure on the record.
145 Any member who is unable to attend a Commission meeting due to sickness or for a duly
146 authorized reason shall notify the City Manager and City Clerk, who shall notify the Mayor, before
147 the meeting convenes.

148 (l) MANNER OF SPEAKING. No Commission Member at a Commission meeting shall speak
149 on any question or discuss any matter, nor interrupt another, nor make a motion without first being
150 recognized by the presiding officer. The presiding officer shall recognize the Commission Member
151 who has the floor, and call on each subsequent Commission member to speak. No Commission
152 Member shall be interrupted by another without the consent of the Commission Member who has
153 the floor, except by asserting a question of order. Each Commission Member, in speaking on any
154 matter, shall confine himself/herself to the question, shall not use unbecoming, abusive or
155 unparliamentarily language, shall not engage in personal attacks on fellow Commission Members
156 or on any speaker before the Commission, and shall promote, in the manner and substance of
157 his/her speech, the dignity of, and respect for the Office of City Commissioner and the legislative
158 process. While a member is speaking, no member shall hold any private discourse, nor pass
159 between the speaker and the presiding officer.

160 (m) COMMISSION MEMBERS TO OCCUPY REGULAR SEATS. No Commission Member
161 shall be allowed to vote on any motion or measure, or gain the privilege of the floor, unless he/she
162 is, at the time he/she is voting or seeking to gain the privilege of the floor, at his/her regular seat
163 which he/she occupies on the Commission.

164 (n) COMMISSION MEMBERS TO PRESERVE ORDER AND DECORUM. While the
165 Commission is in session, the Commission Members shall preserve order and decorum, and a
166 Commission Member shall neither by conversation nor otherwise delay or interrupt the
167 proceedings or the peace of the Commission, nor disturb any Commission Member while
168 speaking, or refuse to obey the orders of the Commission or its presiding officer, subject to an
169 appeal to the majority of the Commission as provided for in Section 2 (c) of these procedures.
170 During Quasi-Judicial Hearings, no Commission Member shall receive, read, place or consider e-
171 mails, text messages, or phone calls pertaining to the Quasi-Judicial Hearing being considered.

172 (o) DISRUPTION OF MEETING. Any person, not a Commission Member, making personal,
173 impertinent or slanderous remarks or who shall become boisterous while the Commission is in
174 session, shall forthwith be barred from further audience before the Commission by the presiding
175 officer in his/her discretion. No demonstrations of approval or disapproval from the audience shall
176 be permitted, and if such demonstrations are made, the audience shall be cleared from the
177 Commission Chambers. In case of any disturbance or disorderly conduct, the presiding officer
178 shall have the power to require the Commission Chambers or location of the Meeting be cleared
179 if necessary, or to expel any member of the audience causing such disturbance or disorderly
180 conduct.

181 (p) MOTIONS: HOW MADE; WITHDRAWAL. Every motion shall be made orally, unless the
182 presiding officer requests that it be reduced to writing. The maker of the motion should agree with
183 the motion before making it. No motion shall be debated or put to a vote without a second, except
184 for those motions stated in section (q). The Member who seconds the motion doesn't have to
185 agree with it but must only believe that the motion should be discussed and decided upon. When
186 a motion is made and, when required, seconded, it shall be stated by the presiding officer or,
187 being in writing, shall be read by the City Clerk, and the mover shall have the floor. After a motion
188 has been stated or read, it shall be deemed to be in the possession of the Commission and shall
189 be disposed of by vote of the Commission. The mover may withdraw a motion, except a motion
190 to reconsider, at any time before the same has been amended or before a vote thereon shall have
191 commenced, if a majority of the Commission Members present consent.

192 (q) MOTIONS REQUIRING NO SECOND. The following motions do not require a second:

- 193 1. Call for a division of the Commission - to ask to poll for accuracy of the vote
- 194 2. Call for the division of a question - to ask to divide a motion for separate
195 consideration
- 196 3. Call for the orders of the day - to take up a matter timely
- 197 4. Leave to withdraw a motion - to withdraw a motion before it has been stated by the
198 Chair
- 199 5. Nominations

-
- 265 5. Previous question
 - 266 6. Close debate at a specified time
 - 267 7. Postpone to a day certain
 - 268 8. Amend
 - 269 9. Postpone to a certain time
 - 270 10. Postpone indefinitely

271 (u) MOTIONS WHICH CAN BE MADE BUT ONCE. Motions to adjourn or recess shall be
272 decided without debate by a majority vote of those Commission Members present and voting.
273 Only one substitute for a motion to adjourn shall be entertained. The substitute motion shall fix a
274 different time for adjournment, and the same shall be put without debate, except that one minute
275 shall be allowed the mover of the substitute within which to explain his/her reasons therefore. The
276 substitute motion having been lost, the question shall be put on the original motion which if lost
277 shall preclude any further motion to adjourn until other business shall have intervened.

278 (v) MOTION TO AMEND TO BE GERMANE. No motion to amend dealing with a subject
279 different from that under consideration shall be entertained by the presiding officer.

280 (w) DIVISION OF QUESTION. Any Commission Member may call for a division of a question
281 when the sense will admit of it. A motion to strike out and insert shall be deemed indivisible; a
282 motion to strike out, being lost, shall neither preclude amendment nor a motion to strike out and
283 insert.

284 (x) PREVIOUS QUESTION. The effect of a motion for the previous question shall be to bring
285 the Commission to a direct vote on the question. If the motion for the previous question is adopted,
286 the Commission shall forthwith dispose of pending amendments and the main question in regular
287 order. The motion for the previous question may not be made by the introducer or mover of the
288 item.

289 (y) POSTPONE INDEFINITELY. Motions to postpone indefinitely shall be applicable only to
290 main motions. The adoption of a motion to postpone indefinitely shall dispose of such measure
291 for the duration of the Commission meeting at which it is made.

292 (z) LAY ON TABLE. If an amendment is laid on the table, such action shall not carry the main
293 question or any other amendment with it. The motion to lay on the table may not be made by the
294 mover of the item.

295 (aa) NO DELAYING MOTIONS. No dilatory or delaying motions shall be entertained by the
296 presiding officer.

297 (bb) PRESIDING OFFICER MAY PARTICIPATE IN PROCEEDINGS. The presiding officer
298 may move, second and debate, subject only to such limitations of debate as are enforced by these
299 rules on all Commission Members, and shall not be deprived of any of the rights and privileges
300 as Commission Member by reason of his/her acting as the presiding officer. If the presiding officer
301 desires to make a motion or second a motion he/she shall relinquish the Chair to Vice Mayor until
302 item has been disposed.

303 (cc) OBTAINING FLOOR. When a Commission Member desires to speak in debate on a
304 subject open to debate, in order to obtain the floor, he/she must first be recognized by the
305 presiding officer, then speak only on matters germane to the business or questions under debate.

306 (dd) INTERRUPTION OF SPEAKER. A Commission Member or official, once recognized,
307 shall not be interrupted while speaking unless it be to call him/her to order for transgressing any
308 rule of the Commission or failing to maintain proper decorum or for any member of the
309 Commission to raise to question. If a Commission Member, while speaking, is called to order,
310 he/she shall cease speaking until the question of order is determined by the presiding officer
311 without debate, and if in order, he/she may proceed.

312 ~~(ee) COMMISSION MEMBER TO SPEAK BUT TWICE. No Commission Member shall speak~~
313 ~~more than twice at any Commission meeting on any matter before the Commission, nor shall any~~
314 ~~Commission Member speak a second time until every Commission Member desiring to speak has~~
315 ~~had an opportunity to do so once. The total amount of time allotted to each Commission Member~~
316 ~~to address a matter shall not exceed ten (10) minutes.~~

317 (~~ff~~) PRIVILEGE OF FLOOR.

318 (1) General Exclusion. No person, except Commission Members and working
319 employees of the Commission, shall be admitted within the dais unless permitted
320 by the presiding officer.

321 (2) Addressing Commission. By permission of the presiding officer, the privilege of the
322 floor shall be extended to a citizen or citizens to address the Commission on any
323 matter pending before it or which needs the attention of the Commission.

324 (~~gg~~) MAJORITY ACTION. Unless otherwise required by the charter or ordinances or
325 contracts of the City or indicated by these Rules, all action by the Commission shall be by majority
326 vote of Council Members present, who have not abstained pursuant to State Statutes and section
327 (ii), immediately below, of this resolution. A majority vote of the Commission Members shall be
328 necessary to approve and adopt any item, unless otherwise required by law, ordinance, contract,
329 or City Charter.

330 (~~hh~~) VOTING REQUIRED. Any Member present at the meeting, but absent from the dais
331 during a vote, upon his/her return to the dais, will be required to record their vote. No longer should
332 a Member go directly to the City Clerk to record his/her vote during or after the meeting. No
333 member of the City Commission who is present at a Commission meeting may abstain from voting
334 in regard to any matter, ruling or act, except when with respect to any such member there is,
335 appears to be, a possible conflict of interest under provisions of Section 112.311, 112.313 or
336 112.3143, Florida Statutes, and shall make such personal interests known at the public meeting
337 when the item is being considered and leave the chambers until such time as the item has
338 completed. No Commission Member shall participate in any debate nor make any comments on
339 an item for which they have a conflict of interest before, during or after the item is under City
340 Commission consideration. Appropriate forms shall be filed with the City Clerk's Office in
341 accordance with State Statutes.

342 (~~hh~~) MANNER OF VOTING. Votes on procedural matters, including withdrawals,
343 amendments, substitutions and emergencies shall be by voice vote, so as to be heard verbally.
344 The City Clerk will request a Member to register their voice vote again when it is unclear. Votes

345 on resolution or ordinances shall be taken by roll call vote in random ~~alphabetical~~ order by
346 Commissioner last name with the Vice Mayor and Mayor voting last. In the case of a voice vote,
347 if the presiding officer is in doubt, or upon the request of three Commission Members, the
348 presiding officer shall call for a showing of hands or a rising vote, for a division of the Commission
349 or for a roll-call vote.

350 (jjjii) CHANGE OF VOTE. On all roll-call votes, after the vote has been taken but before the
351 announcement of the result, a Council Member may (a) change his/her vote or (b) vote. After
352 announcement of the result, no vote may be changed or taken on the question unless there has
353 been a Motion for Reconsideration properly made and passed.

354 (kkkjj) BINDING OF ACTION. No action shall be binding unless adopted by at least three
355 affirmative votes of the City Commissioners or as specified by Charter, contract or State Statutes.
356 If a vote ends in a tie, a majority was not attained and the motion will be deemed as failed. Motions,
357 applications or agenda items not receiving three affirmative votes shall be deemed to have failed
358 or be rejected and such action shall be final except that any member of the Commission may
359 move for reconsideration of the matter within a reasonable time. A reasonable time is as
360 determined by a majority vote of the Commission.

361 (llkkk) EXPLANATION OF VOTE. No Council Member shall be permitted to explain his/her vote
362 during a roll-call vote, but may do so for a period of not more than one minute prior to the result
363 of a roll-call vote being announced or immediately thereafter.

364 (mmlll) PARLIAMENTARY AUTHORITY. The City Manager shall designate a qualified
365 employee as the Parliamentarian for the City. Under the direction of the City Manager, this
366 employee shall advise the presiding officer with respect to parliamentary procedure and the
367 proper application of these Rules to the business of the Commission.

368 (nmmll) INTERPRETATION OF RULES. It shall be the duty of the presiding officer to interpret
369 all Rules. When used in these Rules, unless the text otherwise indicates:

370 (1) The singular includes the plural.

371 (2) The masculine includes the feminine.

372 (oennn) EFFECT OF RULES ON COMMISSION ACTION. No ordinance, resolution or action
373 duly passed, adopted or taken by the Commission shall be held to be invalid because of failure
374 of the Commission to comply with or abide by any one or more of the provisions of these Rules if
375 such ordinance, resolution or action would otherwise be valid under the Charter or ordinances of
376 the City or laws of this state but for such provisions of these Rules alleged to have been violated
377 or ignored.

378 (ppooo) SUSPENSION OF RULES. Any Rule may be temporarily suspended, unless such
379 suspension would conflict with provisions of the laws of Florida, the Charter or ordinances of the
380 City, by a majority vote of all the Commission Members. The Rules shall not be suspended to
381 amend any Rule or part thereof.

382 (qqppp) AMENDMENT OF RULES. No permanent change shall be made without notice
383 specifying the purpose and wording of the change given at a previous regular meeting of the
384 Commission and the adoption of the permanent change by a vote of four-fifths of all the
385 Commission Members.

386 **SECTION 3. SUBMITTING ORDINANCES AND RESOLUTIONS.**

387 (a) All ordinances and resolutions shall be prepared and placed in Agenda Maker by the
388 Wednesday fourteen (14) days preceding the City Commission meeting at which it will be
389 considered.

390 (b) Resolutions may be prepared and presented without prior City Commission approval
391 or direction.

392 (c) Ordinances may be prepared and presented without prior City Commission approval
393 or direction.

394 **SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon
395 its passage and adoption.

396 APPROVED AND ADOPTED this 21st day of December, 2016.



JOY F. COOPER
MAYOR

401 SPONSORED BY: CITY COMMISSION

402
403 ATTEST:



404
405
406
407 MARIO BATAILLE, CMC
408 CITY CLERK

409
410 APPROVED AS TO LEGAL SUFFICIENCY AND
411 FORM



412
413
414
415 ANDRE MCKENNEY
416 INTERIM CITY ATTORNEY

VOTE
AYE/NAY

Mayor Cooper	✓/___
Vice Mayor London	✓/___
Comm. Lazarow	✓/___
Comm. Sanders	✓/___
Comm. Taub	✓/___