

36 **SECTION 2. PUBLIC PARTICIPATION.**

- 37 a. All comments made by the public shall be made with civility and courtesy.
- 38 b. Public comments may be submitted electronically or written and shall be distributed to the
- 39 City Commission. The comment will only be read into the record unless requested by a
- 40 City Commissioner. Electronic and written public comments are subject to the same rules
- 41 as comments made in person in terms of civility and courtesy.
- 42 c. Presentations submitted by the public shall be provided to the City Clerk's Office within a
- 43 reasonable amount of time prior to a commission meeting.
- 44 d. At the conclusion of public comments, any City Commissioner may address comments
- 45 and/or questions made by the public during public comments.
- 46 e. The 3:00 minute time clock for public comments will be managed by the City Clerk or
- 47 designee, not by an elected official.
- 48 f. Public comment time may be extended at the discretion of the City Commission.

49 **SECTION 3. AGENDA RULES AND PROCEDURES.**

- 50 a. The Order of Business will be placed on the Agenda after the Pledge of Allegiance.
- 51 b. Commissioner Communications shall be included in all Special Meeting Agendas.
- 52 c. City Manager & City Attorney Communications shall be placed at the end of the Agenda.
- 53 d. Proclamations may be placed on the Agenda by any City Commissioner through the City
- 54 Manager.
- 55 e. Any City Commissioner may place any Item on the Agenda which requires a reasonable
- 56 amount of time through the City Manager and City Attorney.
- 57 f. All City Commission meeting agendas shall be posted no later than one (1) week prior to
- 58 the scheduled meeting.

59 **SECTION 4. CITY COMMISSION AND CITY MANAGER RELATIONSHIP RULES AND**

60 **PROCEDURES:**

- 61 a. City Commission may communicate with the City Employees without the requirement of
- 62 City Employees to report said communication with the City Administration. The City
- 63 Commission understands they cannot give direction to City Staff outside of the City
- 64 Manager and City Attorney as it will be a direct violation of the City's Charter.
- 65
- 66 b. All City Commissioners will receive written notification of any public records request made
- 67 regarding that commissioner.
- 68 c. Any City Commissioner may utilize City facilities to hold meetings or events for City
- 69 Business purposes.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage and adoption.

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


JOY F. COOPER
MAYOR

SPONSORED BY: CITY COMMISSION

ATTEST:


MARIO BATAILLE, CMG
CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY AND FORM


ANDRE MCKENNEY
INTERIM CITY ATTORNEY

VOTE
AYE/NAY

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