

**RULES OF PROCEDURE  
PLANNING & ZONING BOARD / LOCAL PLANNING AGENCY MEETINGS**

**SECTION 1. REGULAR MEETINGS**

- a. **Time.** The Planning and Zoning Board of the City of Treasure Island shall hold its regular meeting on the third Thursday of each month at the hour of 2:00 p.m. or at a time as otherwise directed by the members of the Board. When the day fixed for any regular meeting of the Board falls upon a date designated by law as a legal or national holiday or shall fall upon some commemorative day designated locally or upon a day of local emergency, such meeting shall be cancelled or rescheduled by the Chairman to a more appropriate date and time agreeable to the members of the Board.
- b. **Place.** All regular meetings of the Board shall be held in the City Auditorium, 120 - 108 Avenue, Treasure Island, Florida, or in some other duly designated place.
- c. **Notice.** Notices of meetings shall be given in writing to each member of the Board. The Meeting notice shall contain an agenda of items to be discussed and a Staff report for those items. All members of the Board shall receive immediate notification by telephone of any change of meeting date or time.
- d. **Attendance at Meetings.** Full attendance at meetings shall be noted on the roll call providing that the member is in attendance from the beginning of the meeting to its conclusion, or 5:00 p.m., whichever comes first. There shall be a fifteen minute leeway after the roll call before a member is marked as absent. The minutes shall continue to reflect when a member arrives if after the roll call, and when a member leaves if prior to the meeting's conclusion.

**SECTION 2. SPECIAL MEETINGS**

The Chairman or a minimum majority of the seated Board membership may call a special meeting. Place and notice shall be as indicated in Section 1b & 1c. All members of the Board shall receive immediate notification by telephone of any change of meeting date or time.

- a. **Subcommittees.** The Planning and Zoning Board or the Local Planning Agency may create one or more subcommittees to consider any topic or special interest at any regularly scheduled meeting by motion. The Subcommittee shall consist of three (3) or more members, the quorum of which shall be set at a minimum of three (3). The meetings shall be scheduled at various times at City facilities as determined by the Subcommittee and shall be open to the public. All Subcommittee meetings shall be electronically recorded and preserved. Any such Subcommittee shall be subject to all of the P&Z/LPA Rules of Procedure and all other applicable rules set by the P&Z/LPA pertaining to the function of such Subcommittee(s).

**SECTION 3. LOCAL PLANNING AGENCY MEETINGS**

The Chairman or a minimum majority of the seated Board membership may call a meeting of the Local Planning Agency. Place and notice shall be as described in Section 1b & 1c. All members of the Board shall receive immediate notification by telephone of any change of meeting date or time.

## SECTION 4. AGENDA

- a. **General.** Prior to any meeting, the City Planner shall prepare and submit to all members of the Board reports and other matters that shall be discussed and acted upon by the Board at its regular, special, or Local Planning Agency meetings. Any Board member may request that an item be placed in the appropriate category of the agenda for discussion. Such request shall be made to the City Planner or designee in writing no later than 12:00 noon on the Wednesday preceding the packet mail out. All backup material to be included in the packet shall be delivered by that time as well. Such Board member shall include an estimate of the amount of time that they would like to have allocated for the discussion of their item. The order of items placed on the agenda shall normally be in the order received and any Board member items rolled over from a previous meeting shall have precedence over a new Board member items. However, all such Board member items shall not take precedence over the Board's scheduled case load, Commission directed activities, or other mandated activities. The City Planner working with the Chairman in their discretion shall set forth the agenda for all meetings of the Board.
- b. **Unanimous Consent Approval.** At the discretion of the members of the Board, the presiding officer may request approval of minutes and other non-controversial agenda items be made by "unanimous consent". Any Board member, member of the public, City Attorney, City Planner, or City Manager may request individual discussion and Board action requiring a motion and second in lieu of unanimous consent approval.
- c. **Additional Agenda Items.** Additional items, not otherwise restricted by law, may be placed on the agenda on the day of the meeting by the City Planner, Chairman, or majority of the members in attendance at the meeting.
- d. **Limit of Cases.** The members of the Board may agree to impose a limit as to the number of cases to be heard at its meetings.

## SECTION 5. PRESIDING OFFICER - ELECTION AND DUTIES

The presiding officer of the Board shall be the Chairman, or in the absence of the Chairman, the Vice-Chairman. Each year at the first regular Board meeting in September, the Board shall elect one of its members as Chairman and another of its members as Vice-Chairman. The presiding officer shall preserve strict order and decorum at all meetings of the Board. The presiding officer shall state every question coming before the Board on all subjects and decide all questions of order, subject, however, to an appeal to the Board upon such questions, in which event a majority vote of the Board shall conclusively govern and determine such questions of order. The presiding officer shall vote on all questions and the presiding officer's name shall be called last. The presiding officer shall sign all actions approved by the Board.

## SECTION 6. CALL TO ORDER - PRESIDING OFFICER

The Chairman, or in the Chairman's absence the Vice-Chairman, shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Board to order. In the absence of the Chairman and the Vice-Chairman, the Board members present at the meeting shall select a temporary chairman. Upon arrival of the Chairman or Vice-Chairman, the temporary chairman shall immediately relinquish the chair upon the conclusion of the business immediately before the Board.

## **SECTION 7. PLEDGE OF ALLEGIANCE**

Immediately following the Call to Order, both the Planning and Zoning Board and the Local Planning Agency shall stand for the Pledge of Allegiance to the United States of America for all regular and special meetings, excluding informal workshops and subcommittee meetings.

## **SECTION 8. ROLL CALL**

Before proceeding with the business of the Board, the City Clerk, Deputy City Clerk, Recording Secretary, or other designated individual shall call the roll of the members, and the names of those present shall be entered in the minutes.

## **SECTION 9. QUORUM**

A minimum majority of the seated ~~by~~ Board shall constitute a quorum for the transaction of business at any regular, special, or Local Planning Agency meeting of the Board. In the absence of a quorum, the presiding officer will reschedule the meeting.

## **SECTION 10. ORDER OF BUSINESS**

All meetings of the Board shall be open to the public. Promptly at the hour set by law on the day of each regular meeting, special meeting, or Local Planning Agency meeting, the members of the Board shall take their stations in the Board Chambers along with the City Planner, City Attorney, and City Clerk, Deputy Clerk or Recording Secretary, and the business of the Board shall be taken up for consideration and disposition in the following order:

1. Meeting called to order by presiding officer
2. Pledge of Allegiance
3. Cell phone announcement
4. Roll call
5. Approval of minutes of previous meetings
6. Ex-parte communications disclosure (for quasi judicial meetings)
7. Administration of witness oath (for quasi judicial meetings)
8. Presentation of each agenda item as follows:
  - Staff report
  - Board questioning of Staff
  - Applicant presentation, when applicable
  - Board questioning of applicant, when applicable
  - Public provides testimony
  - Applicant rebuttal, when applicable
  - Board discussion
  - Call for motion & second by presiding officer
  - Discussion of motion by Board
  - Vote on Motion
9. Reports and comments of City Attorney, City Planner, Chairman, and Board members
10. Set date for next meeting
11. Adjournment

## SECTION 11. READING OF MINUTES

Meeting minutes shall be read at the request of any member of the Board.

## SECTION 12. RULES OF DEBATE

- a. **Sequence of Debate.** Each member of the Board will have an opportunity to discuss the issue or topic. At the conclusion of discussion by those wishing to offer input; the presiding officer will call for a motion and second. A motion of a Board member shall be verbally stated. Once that motion receives a second by another Board member; each member of the Board will have an opportunity to discuss the motion once before any member of the Board has additional opportunities to offer further discussion. At the conclusion of discussion by all members, action on the motion shall be concluded and the presiding officer will call for a roll call vote of the Board members. The member making any motion shall not be required to vote affirmatively on said motion. The member seconding the motion being voted upon shall not be required to vote in favor of said motion.
- b. **Presiding officer may debate, vote, etc.** The Chairman, Vice-Chairman or such other member of the Board as may be presiding may vote, second and debate from the chair subject only to such limitations of debate as are imposed by these rules on all members and shall not be deprived of any of the rights and privileges of the member by reason of the member acting as a presiding officer. No member of the Board who is present at any meeting of the Board at which an official decision, ruling or other official action is to be taken or adopted may abstain from voting in regard to such decision, ruling or act, and a vote shall be recorded or counted for each such member present except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of Chapter 112, Florida Statutes. In such cases, such members shall comply with the disclosure requirements of Section 112.313, Florida Statutes.
- c. **Getting the floor - improper references to be avoided.** Every member of the Board desiring to speak shall address the presiding officer and upon recognition shall confine comments to the question under debate, avoiding all personalities and indecorous language.
- d. **Interruptions.** A member, once recognized, shall not be interrupted when speaking unless it is to call the member to order or as herein otherwise provided. If a member while speaking is called to order, he shall cease speaking until the question of order is determined, and if in order, the member shall be permitted to proceed.
- e. **Remarks by Board Members.** The Board recognizes that all applicants are entitled to due process and a fair hearing on their applications. Accordingly, all members shall refrain from forming or expressing their personal conclusion on any aspect of the applicant's matter until all evidence has been received and the public hearing has been closed.
- f. **Withdrawal of motions.** Any motion before the Board may be withdrawn at any time prior to a vote being taken thereon by the member making such motion, upon agreement by the member seconding said motion to withdraw his second.
- g. **Amending of motions.** At any time during discussion of a motion on the floor, a motion to amend said motion may be made if the amending motion is seconded, the members shall at the conclusion of discussion, first vote on the amending motion and then upon the original motion in its original form as amended. A motion and second to amend will not be necessary if the member making the original motion and the member seconding the

original motion agree to the amendment and restates the original motion with the suggested amendment. An amending motion may be withdrawn in the same manner as set forth in sub-paragraph e above.

- h. Privilege of closing debate.** The member moving the adoption of a motion shall have the privilege of closing the debate.
- i. Motion to reconsider.** A motion to reconsider any action taken by the Board may be made only on the day such action was taken. It may be made either immediately during the same session, or at a recessed or adjourning session thereof. Such motion must be made by one of the prevailing side, but may be seconded by any member, and may be made at any time and have precedence over all other motions or while a member has the floor, it shall be debatable. Nothing herein contained shall be construed to prevent any member of the Board from making or remaking the same or any other motion at a subsequent meeting of the Board.
- j. Remarks of Board Members - when entered in minutes.** The recording secretary shall be directed to enter in the minutes a synopsis of the discussion on any question coming regularly before the Board.

### **SECTION 13. ADDRESSING THE BOARD**

Any person desiring to address the Board shall first complete a card expressing the desire to address the Board on a specific topic. A separate card shall be completed for each topic the person desires to discuss. All cards shall be given to recording secretary prior to discussion of the item. Those persons addressing the Board on an item on the agenda at their request do not have to complete a card on that item.

- a. Written communications.** Interested parties or their authorized representatives may address the Board by written communications in regard to matters then under discussion.
- b. Oral communications.** Interested parties or their authorized legal representatives may address the Board by oral communications on any matter provided; however, that preference shall be given to those persons who have notified the City Planner in advance of their desire to speak so that such matter appears on the agenda of the Board.
- c. Reading of protests, etc.** Interested persons or their authorized representatives may address the Board by reading protests, petitions or communications relating to matters under consideration by the Board.
- d. Cellular Telephone.** Cellular telephone and audible pagers shall be turned off or on vibrate while the Board meeting is in session.

### **SECTION 14. ADDRESSING THE BOARD AFTER MOTION**

After a motion is made by the Board, no person shall address the Board without first securing the permission from the presiding officer to do so.

### **SECTION 15. MANNER OF ADDRESSING BOARD - TIME LIMIT**

Each person addressing the Board shall step in front of the podium, shall give his/her name and address in an audible tone of voice for the record, and unless more or less time is granted by the presiding officer, shall limit his/her address to five (5) minutes. All remarks shall be addressed to

the Board as a body and not to any member thereof. No person, other than the presiding officer of the Board and the person having the floor shall be permitted to enter into any discussion either directly or through a member of the Board, without first being recognized by the presiding officer. No questions shall be asked of a Board member without first obtaining permission from the presiding officer.

#### **SECTION 16. DECORUM**

**a. By Board members.** While the Board is in session, the members must preserve order and decorum and a member shall neither by conversation or otherwise delay nor disturb any member while speaking, or refuse to obey the orders of the Board or its presiding officer, except as otherwise herein provided.

**b. By persons.** Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the Board shall be forthwith barred by the presiding officer from further audience before the Board unless permission to continue is granted by a majority vote of the Board.

#### **SECTION 17. ENFORCEMENT OF DECORUM**

If it is deemed necessary by the presiding officer, the police chief or the police chief's designee shall be called to act as sergeant-at-arms. He/she or they shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Board meeting. Upon instructions of the presiding officer, it shall be the duty of the sergeant-at-arms, or any of them present, to remove the person from the premises or to place any person who violates the order and decorum of the meeting under arrest and cause him/her to be prosecuted under the provisions of the ordinances for the City of Treasure Island. The complaint shall be signed by the presiding officer.

#### **SECTION 18. EFFECTIVE DATE**

These rules shall replace all previously existing rules and be in force and effect immediately upon adoption by the Board and shall remain in effect until such rules are amended or repealed.