

# ***CITY COMMISSION RULES OF PROCEDURE***

**Revised 6-15-2010, Resolution 10-49**

## **SECTION 1. SCOPE.**

1.1. These rules establish the procedures for the conduct of meetings of the City Commission of the City of Treasure Island, FL. The purpose of these rules are to provide procedures which will be convenient for the public, fair to all members of the City Commission and contribute to the orderly conduct of the City business

## **SECTION 2. MEETINGS.**

2.1 Open to the Public. All meetings of the City Commission, whether regular, workshop or special, shall be open to the public, with the exception of a closed executive session as authorized by law.

2.2 Day, Time and Place of Meetings. The City Commission shall conduct its regular and workshop meetings at the day, time and place established by resolution and may cancel or reschedule such meetings by motion. When the day fixed for any meeting of the Commission falls upon a date designed by law as a legal or national holiday or shall fall upon some commemorative day designed locally or upon a day of local emergency, such meeting shall be canceled or held at a date and time agreed upon by the City Commission. Regular, workshop and special meetings and workshops shall be held in the City Auditorium, 120 108<sup>th</sup> Avenue, or in some other duly designated place.

2.3 Special Meetings. A Special meeting or workshop may be called by the Mayor, the Vice-Mayor in the Mayor's absence, or a majority of the Commissioners upon at least 12 hours' written or verbal notice to each member, served personally or left at his usual place of business or abode. The requirement of notice may be waived if all members of the Commission are present at roll call of the special meeting or workshop. Notice of the meeting shall specify the purpose of the meeting. All members of the Commission shall receive immediate notification by telephone of any change of special meeting or workshop date or time.

2.4 Executive Sessions. The City Commission may hold closed executive sessions during a regular or special meeting, or any time authorized by law, to consider or hear any matter which is authorized by law.

2.5 Quorum. A majority of all the duly constituted members of the Commission shall constitute a quorum at any regular meeting, workshop or special meeting or workshop. In the absence of a quorum, the presiding officer may, at the insistence of any two members present, compel the attendance of absent

members.

- 2.6 Reading of Minutes. Minutes of Commission meetings shall be read at the request of any member of the City Commission.

### SECTION 3. PRESIDING OFFICER - ELECTION AND DUTIES

- 3.1 Presiding Officer. The presiding officer of the Commission shall be the Mayor, or in the Mayor's absence, the Vice-Mayor. At the first Commission meeting after each regular city election, the Commission shall elect one of its members to serve as vice-mayor. The presiding officer shall preserve strict order and decorum at all Commission meetings. The Presiding officer shall state questions coming before the Commission, announce its decisions on all subjects, and decide all questions of order; subject, however, to an appeal to the City Commission as a whole, in which event a majority vote of the Commission members present shall govern and conclusively determine such question of order.
- 3.2 Call To Order. The Mayor, or in the Mayor's absence, the Vice-Mayor, shall call the Commission to order. In the absence of the Mayor and the Vice-Mayor, the Commission member present who has served longest shall be designated the Acting Mayor and shall perform the duties of the Mayor. Upon arrival of the Mayor or Vice-Mayor, the temporary Presiding Officer shall immediately relinquish the chair upon the conclusion of the business immediately before the Commission.

### SECTION 4. ORDER OF BUSINESS

- 4.1 Regular Meetings. At each Regular meeting of the Commission, the business to be considered shall be taken up for consideration and disposition in the following order:
- a. Optional invocation and/or Pledge of allegiance
  - b. Roll call
  - c. Proclamations, Recognitions, Certificates of Appreciation
  - d. Public comments
  - e. Approval of minutes of previous workshop and business meetings
  - f. Approval of Regular and/or Workshop Agendas
  - g. Consent Agenda
  - h. Introduction and adoption of ordinances, resolutions and other items of business
  - i. Adjournment

**4.1.1. Consent Agenda:** Any item(s) not requiring individual action or public hearing may be designated for action at the Commission meeting on the "Consent" agenda. Any Commissioner, member of the public, City Attorney, or City Manager may withdraw any item(s) from the Consent Agenda for individual discussion and Commission action. Any item so removed from the Consent Agenda shall be considered after other items on the consent portion of the agenda have been heard. Resolutions involving expenditures or revenues shall not be placed on the consent agenda.

**4.2 Workshops.** At each workshop meeting of the Commission, the business to be considered shall be taken up for consideration and disposition in the following order:

- a. Discussion Items
- b. Old Business
- c. City Attorney/ City Manager Reports & Comments
- d. Reports & Comments by Commissioners
- e. Public Comments
- f. Adjournment

**4.2.1. Actions at Workshops.**

No official action by the City Commission may be taken during a workshop. Upon the affirmative vote of three (3) members of the City Commission, the Commission may add topics to the agenda at the workshop but may not take formal action on any such added items. Routine administrative matters of the City government may be resolved at a workshop for the purpose of giving the presiding officer, Mayor and staff direction or authority to act on behalf of the City.

**4.3 Special Meeting or Special Workshop:** At each Special meeting or workshop the business to be considered shall be taken up for consideration and disposition in the following order:

- a. Pledge of allegiance
- b. Roll call
- c. Discussion/Action Item(s)
- d. Public Comment
- e. Adjournment

## **SECTION 5. AGENDA**

**5.1. General.** Generally, reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the City Commission are to be

discussed by the City Commission at a regular or special workshop. The Commission shall, by consensus, indicate whether or not the item is to be placed on a regular meeting agenda.

**Exceptions.** The exception to the workshop requirement shall be the acceptance of donations; board and committee appointments and appointment of the Mayor and Commissioners to boards and committees; routine requests for use of the beach or city facilities, and public rights-of-way (parades or races); informational items; quasi-judicial items; and items when due to extenuating circumstances expedited action is in the interest of the City as deemed appropriate by the Commission. Those items may proceed directly to a regular meeting for a vote without first going to a workshop. The Mayor shall set forth the agenda for all regular and special meetings of the Commission with the approval of the majority of the Commission.

## **SECTION 6. DISCUSSION OF AGENDA ITEMS- RULES OF DEBATE**

- 6.1. Sequence of Debate.** With the exception of quasi-judicial matters, action on items before the Commission shall be commenced by oral motion of a Commissioner. Upon said motion receiving a second said motion shall then be opened for discussion. At the conclusion of discussion, action on the motion shall be concluded by roll call vote commencing with the Commission member making the motion followed by the Commissioner of the next district [*EXAMPLE: Motion made by District 2 and seconded by District 4 - Voting sequence would be District 2, District 3, District 4, District 1, Mayor*]. The Commissioner making any motion or second shall not be required to vote affirmatively on said motion.
- 6.2. Presiding officer may move, second and debate; responsibility.** The Mayor, Vice-Mayor or such other member of the Commission as may be presiding may move, 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 Commissioner by reason of the Commissioner acting as a presiding officer. The presiding officer has the responsibility of controlling and expediting debate. A commission member who has been recognized to speak on a question has a right to the undivided attention of the commission. The presiding officer responsibility is to keep the subject clearly before the members, to rule out irrelevant discussion, and to restate the question whenever necessary.
- 6.3. All members shall vote.** No member of the Commission who is present at any meeting of the Commission 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 a 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.

- 6.4. Getting the floor, improper references to be avoided. Every Commissioner desiring to speak shall address the presiding officer and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all personalities and indecorous language.
- 6.5. Interruptions. A Commissioner, once recognized, shall not be interrupted when speaking except to call the Commissioner to order or as herein otherwise provided. If a member while speaking is called to order, said member shall cease speaking until the question of order is determined, and if in order, the Commissioner shall be permitted to proceed.
- 6.6. Withdrawal of motions. Any motion before the Commission may be withdrawn at any time prior to a vote being taken thereon by the Commissioner making such motion, upon agreement by the Commissioner seconding said motion to withdraw his second.
- 6.7. 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 Commission shall at the conclusion of discussion, first vote on the amending motion and then upon the original motion in its amended form. An amending motion may be withdrawn in the same manner as set forth in sub-paragraph 6.5 above.
- 6.8. Privilege of closing debate. The Commissioner moving the adoption of an ordinance or resolution shall have the privilege of closing the debate.
- 6.9. Motion to reconsider. A motion to reconsider any action taken by the Commission 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. The motion to reconsider may be made at any time and have precedence over all other motions. Nothing herein contained shall be construed to prevent any member of the Commission from making or remaking the same or any other motion at a subsequent meeting of the Commission.
- 6.10. Remarks of Commissioners - When Entered in Minutes. The City Clerk shall be directed to enter in the minutes a synopsis of the discussion.

## **SECTION 7. ADDRESSING THE COMMISSION**

**7.1. Public Comments.** Any person desiring to address the Commission on items not listed on the agenda may do so during Public Comments. Individuals addressing the Commission on the same topic should attempt to provide new information and not repeat the comments of the previous speaker.

**7.2. Agenda Items.** Any person desiring to address the Commission shall first complete a card expressing the desire to address the Commission on an agenda item. A separate card shall be completed for each agenda item the person desires to discuss. All cards shall be given to the City Clerk prior to the discussion of the agenda item. Those persons addressing the Commission on an agenda item at their request do not have to complete a card for that item.

**7.3. Speaking Once on Topics.** Each person is limited to speak once on each Agenda Item unless otherwise approved or requested by the Commission.

**7.4. Written Communications.** Interested parties or their authorized representatives may address the Commission by written communications in regard to matters under discussion.

**7.5. Oral Communications.** Interested parties or their authorized legal representatives may address the Commission by oral communications in regard to matters then under discussion.

**7.6 Reading of protests, etc.** Interested persons or their authorized representatives may address the Commission by reading protests, petitions or communications relating to zoning, sewer and street proceedings, hearings on protests, appeals and petitions or similar matters in regard to matters then under consideration.

**7.7. Cellular Telephones.** Cellular telephones and other sound emitting devices shall be turned off while the City Commission is in session.

## **SECTION 8. ADDRESSING THE COMMISSION AFTER MOTION**

After a motion is made by the Commission, no person shall address the Commission without first securing the permission of the Commission to do so.

## **SECTION 9. MANNER OF ADDRESSING COMMISSION - TIME LIMIT**

Each person addressing the Commission 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 Commission as a body and not to any member of the Commission thereof. No person other than the

Commission and the person having the floor shall be permitted to enter into any discussion either directly or through a member of the Commission, without the permission of the presiding officer. No questions shall be asked of a Commissioner except through the presiding officer.

## SECTION 10. DECORUM

- 10.1. By Commission Members. During all meetings of the Commission, Commission members must preserve order and decorum and a member shall neither by conversation or otherwise delay or interrupt the proceeding or the peace of the Commission nor disturb any member while speaking or refuse to obey the orders of the Commission or its presiding officer, except as otherwise herein provided.
- 10.2. By persons. Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the Commission shall be forthwith barred by the presiding officer from further audience before the Commission unless permission to continue is granted by a majority vote of the Commission.
- 10.3. Disruption of Meeting. No member of the audience shall, during a Commission meeting, make or cause to be made any disruptive noise or sound, signs or graphic displays of any kind shall not be exhibited in Commission chambers, except in connection with a presentation made to the Commission by a speaker at the podium.

## SECTION 11. ENFORCEMENT OF DECORUM

If it becomes necessary, the police chief or the police chief's designee shall be called to act as Sgt. 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 meeting. Upon instructions of the presiding officer, it shall be the duty of the sergeant-at-arms to remove any person who violates the order and decorum of the meeting or to place such person(s) 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 12. SUSPENSION OF RULES

The Rules of Procedure may be waived by simple majority.

## SECTION 13. AD HOC COMMITTEES

The City Commission, by resolution, may create one or more ad hoc committees to advise the Commission on specific matters affecting the health, safety and welfare of the citizens of the City or on matters relating to the operation of the city government. Any such ad hoc committee created shall exist for a period as may be set by the City Commission. Each committee shall have a composition as determined by the Commission with the chairperson of the committee appointed by the Presiding Officer. Each member of the Commission may nominate city residents to serve on any ad hoc committee, and the Commission by majority vote, shall select the members and alternates (if any) to the committee from the list of nominees.

#### **SECTION 14. EFFECTIVE DATE**

These rules shall be in force and effect immediately upon adoption by the City Commission of the City of Treasure Island and shall remain in effect until such Rules are amended or repealed.

The *Rules of Procedure* were originally adopted by Resolution 490 of the City Commission sitting in Regular Session on July 17, 1973 and any amendments thereto have been incorporated in this booklet.