



**CITY OF TAMARAC**  
**NOTICE OF WORKSHOP MEETING**  
**CITY COMMISSION OF TAMARAC, FL**  
**Commission Chamber 10 AM**  
**August 23, 2021**

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**CALL TO ORDER:**

**10:00 AM**

**ROLL CALL:**

**PLEDGE OF ALLEGIANCE:**

**1. Construction Fence Signage**

*Presentation by the City Manager's Office*

**2. Political Signage**

*Presentation by Director of Community Development, Maxine Calloway*

**3. Commission Procedures**

*Presentation by the City Manager's Office*

**4. Discussion and direction to move the City Commission Meeting from Sept. 8, 2021 to Sept. 9, 2021**

**5. Discussion and direction related to scheduling a Special Meeting for the Woodlands project**

The City Commission may consider and act upon such other business as may come before it. In the event this agenda must be revised, such revised copies will be available to the public at the City Commission meeting.

Pursuant to Chapter 286.0105, Florida Statutes, if a person decides to appeal any decision made by the City Commission with respect to any matter considered at such meeting or hearing, he may need to ensure that a verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is based.

The City of Tamarac complies with the provisions of the Americans with Disabilities Act. If you are a disabled person requiring any accommodations or assistance, please notify the City Clerk's Office at (954) 597-3505 of such need at least 48 hours (2 days) in advance. Additionally, if you are hearing or speech impaired and need assistance, you may contact the Florida Relay Service at either of the following numbers: 1-800-955-8770 or 1-800-955-8771.

A handwritten signature in blue ink, reading "Jennifer Johnson". The signature is fluid and cursive, with the first name "Jennifer" and last name "Johnson" clearly distinguishable.

Jennifer Johnson, CMC  
City Clerk



**Title - 10:00 AM**



## **Title - Construction Fence Signage**

*Presentation by the City Manager's Office*



## **Title - Political Signage**

*Presentation by Director of Community Development, Maxine Calloway*

### **ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Political/Campaign Sign Memo	8/19/2021	Backup Material

**CITY OF TAMARAC**  
**INTEROFFICE MEMORANDUM**  
**COMMUNITY DEVELOPMENT**

**TO:** Michael C. Cernech,  
City Manager

**FROM:** Maxine A. Calloway,  
Community Development Director

**DATE:** July 8, 2020

**RE: Applicability of Land Development Code to Political/Campaign Signage**

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**Issue:** Applicability of the City's newly adopted Land Development Code to Political or Campaign Signage.

**Background:** The City adopted the new Land Development Code effective July 12, 2018. Significant changes were made to the sign section to align all allowed signage with federal, state and local laws, by making the entire section content neutral. As such, Political Sign is no longer referenced in the Code, and instead, is now governed under *Yard Signs in Residential District, Section 10-4.10, D -2(d)* and *Yard Signs in Mixed Use Section 10-4.10, D 3(l)*.

Yard signs are defined as a temporary sign placed upon or supported by the ground independently of any other structure. Additionally, there is the Temporary Sign Section 10-4.10, H-1&2 – which allows signage for an individual event in respective Zoning Districts. Temporary signs are defined as any sign not permanently affixed or attached to the ground or a structure, which can be removed without special handling.

Essentially, for the *Yard Signs*, the Code currently allows no more than four signs per parcel, not to exceed 24 Square Feet total yard signage on any property; NOT in public ROW; a 90-day time limit; and a per sign size requirement per the Zoning District they are placed in.

Please refer to the applicable sections of the Code attached.

**Fiscal Impact:** There are no financial impacts on the City's General Fund, as there are no fees or required bond associated with erecting these signs.



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Maxine A. Calloway,  
Director of Community Development

Attachments:

Yard Signs in Residential 10-4.10, D -2(d) and Yard Signs in Mixed Use 10-4.10, D 3(l).  
Temporary Sign Section 10-4.10, H-1&2

## **(D) General Sign Requirements**

### **(2) Signs Permitted in Residential Districts**

- **(d) Yard Signs in Residential Districts.** Yard signs, except for temporary yard signs, are allowed in residential districts without a sign permit pursuant to the following:

- (i) Shall not exceed more than four signs per property at any one time;
- (ii) Shall not exceed four (4) square feet per sign;
- (iii) Shall not exceed 24 square feet total yard signage on any property;
- (iv) Shall not exceed a height of 42 inches;
- (v) Shall not be located in the public right-of-way;
- (vi) Shall be located at least five feet from any property line; and
- (vii) Shall not be displayed for a period of more than 90 days per calendar year.

### **(3) Signs Permitted in Nonresidential, Mixed-Use, and Special Purpose Districts.**

- **(l) Yard Signs in Mixed-Use, Nonresidential, and Special Purpose Districts.** Yard signs, except for temporary yard signs, are allowed in mixed-use, nonresidential, and special purpose districts without a sign permit pursuant to the following:

- (i) Shall not exceed more than four signs per property at any one time;
- (ii) Shall not exceed 24 square feet total yard signage on any property;
- (iii) Shall not exceed a height of six feet, or 42 inches if placed within a sight distance triangle;
- (iv) Shall not be located in the public right-of-way; and
- (v) Shall not be displayed for a period of more than 90 days per calendar year.

- **(H) Temporary Signs**

**(H) Temporary Signs.** Only such temporary signs, as prescribed herein shall be permitted to be erected or maintained upon any building, lot, parcel of land, bay, or space.

### **(1) Temporary Signs, Residential Districts**

(a) Up to four temporary signs may be placed either on the owner's property or offsite for the purpose of directing the public when the property owner is opening the property to the public for a residential or nonprofit activity (e.g. real estate open house, garage/yard sale, estate sale), subject to the following:

- (i) A maximum of one sign may be located on-site;
- (ii) A maximum of three signs may be located off-site, with no more than one sign per turning movement; and
- (iii) Signs may be displayed a maximum of 12 times per year.

(b) For new construction, a maximum of one sign per project frontage, not exceeding 20 square feet. erected from the date of final site plan approval up to the issuance of the final Certificate of Occupancy

(c) Signs shall not exceed three square feet in area and three feet in height.

(d) Signs shall not be illuminated.

(e) Signs shall not be placed so as to create a traffic hazard, as determined by city staff. Signs shall not be placed in state right-of-way, traffic medians, public sidewalks, or bicycle paths.

(f) Signs may be placed in city right-of-way in residential districts, but shall not be attached to any trees, fences, utility poles, light posts, street signs, or any other public facility located within city right-of-way.

(g) Signs shall have sufficient weight and durability to withstand wind gusts, storms, and other weather elements.

(h) Signs shall not be made of flimsy or unstable materials such as cardboard boxes, poster board, or paper.

(i) Signs shall not have attachments, including, but not limited to, balloons, ribbons, loud speakers, etc.

(j) Signs may be placed on privately owned property within residential districts with the written permission of the property owner.

**(2) Temporary Signs: Mixed-Use, Nonresidential, and Special Purpose Districts.** Temporary signs are allowed in mixed-use, nonresidential, and special purpose districts subject to the following limitations:

(a) Temporary signs may be displayed on-site five times per year for a maximum of five consecutive days each time, or for new construction, one sign per project frontage, from the date of final site plan approval up to the issuance of the final Certificate of Occupancy.

(b) New businesses shall be permitted to display one temporary sign for a maximum of 30 days. This 30-day period shall not start prior to issuance of a Tenant Occupancy permit and shall not extend beyond installation of the permanent sign for the business or 30 days after issuance of a Certificate of Occupancy, whichever is sooner.

(c) Temporary signs shall not exceed 20 square feet in area.

(d) Temporary signs shall be attached to the building of the business of which they are advertising or on the fencing enclosing the project site for new projects.

(i) Temporary signs may be freestanding if the overall height does not exceed 8 feet.

(ii) When attached to the building, temporary signs shall not be mounted higher than the eave line or top of the parapet wall of the building and no portion of the sign shall extend beyond the ends of the wall to which it is attached.

(iii) Temporary off-premises signs are prohibited except for temporary wayfinding signs for nonprofit or residential activities which are permitted, subject to the conditions in [§10-4.10\(H\)\(1\)](#), *Temporary Signs, Residential Districts*, for nonprofit or residential activities occurring adjacent to commercial districts.

(iv) The following signs may be permitted only through a Temporary Sign Permit:

- A. Flag-mounted signs;
- B. Banners;
- C. Pennants;
- D. Streamers;
- E. Balloons;
- F. Inflatable signs;
- G. Costumed characters;
- H. Sandwich board or A-frame signs.





## **Title - Commission Procedures**

*Presentation by the City Manager's Office*

### **ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Customs and Practices Memo	8/19/2021	Cover Memo
R-2021-031 Meeting Times	8/19/2021	Backup Material
O-2021-022 Order of Business	8/19/2021	Backup Material
Sec. 2-29 Regular Meetings	8/19/2021	Backup Material
Sec. 2-34 Comprehensive Procedures	8/19/2021	Backup Material

**City of Tamarac**  
**Interoffice Memorandum**  
**City Manager's Office**

**To:** Mayor and City Commission  
**From:** Michael C. Cernech, City Manager  
**Date:** August 18, 2021  
**Re:** City's Customs and Practices

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Provided below is a non-exhaustive list of City of Tamarac's customs and practices for discussion:

- Per Resolution, R-2021-031, establish a start time for the second meeting of the month no later than Dec. 31, 2021
- Per Ordinance, O-2021-022, Proclamations and Presentations was removed from the agenda
- Deadline to submit items to the City Manager, for inclusion on the next scheduled meeting is noon (12 p.m.), six (6) business days prior to the meeting
- Resolutions and ordinances are drafted for inclusion on a future agenda following discussion, and support from the majority of the Commission
- Time limits for members of the Commission to speak on agenda items
- List of Motions individual Commissioner can make during a meeting are set for the in Section 2-34(j) of the City Code, does the Commission wish to expand or contract the list

This list, though not exhaustive, is provided to begin the dialogue between the Mayor and Commission about the City's customs and practices.

CITY OF TAMARAC, FLORIDA

RESOLUTION NO. R-2021 - 031

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF TAMARAC, FLORIDA, ESTABLISHING 7:00 P.M. AS THE TIME TO BEGIN THE CITY COMMISSION'S SECOND REGULAR MEETING OF THE MONTH; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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WHEREAS, the City Commission has the authority to establish rules and procedures for conducting City Commission meetings; and

WHEREAS, the City Commission adopted Ordinance No. 2021-008, amending Article II "City Commission", §2-29 "Regular Meetings" of the City's Code of Ordinances February 24, 2021; and

WHEREAS, the second regular meeting of the month currently begins at 9:30 a.m.; and

WHEREAS, Ordinance No. 2021-008 specified the first regular meeting of the month shall begin at 7:00 p.m., and the second regular meeting of the month shall begin at a time established by resolution of the City Commission; and

WHEREAS, it is the desire of the City Commission to establish 7:00 p.m. as the time to begin the second City Commission meeting of the month; and

WHEREAS, this Resolution will be in effect until December 31, 2021, at which time the City Commission can evaluate or adjust the meeting time for the second meeting of the month; and

WHEREAS, the City Commission of the City of Tamarac, deems it to be in the best interests of the citizens and residents of the City of Tamarac to establish 7:00 p.m. as the beginning time for the second meeting of the month.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF TAMARAC, FLORIDA THAT:

SECTION 1: The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution. All exhibits attached hereto are incorporated herein and made a specific part of this Resolution.

SECTION 2: Commencing Wednesday, March 24, 2021, the second City Commission meeting of the month shall begin at 7:00 p.m.

SECTION 3: On or before Friday, December 31, 2021, the City Commission will evaluate and direct city staff to continue scheduling the second City Commission meeting of the month at 7:00 p.m. or propose a new beginning time.

SECTION 4: All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.


SECTION 5: If any clause, section, other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

SECTION 6: This Resolution shall become effective immediately upon adoption.

PASSED, ADOPTED AND APPROVED this 10<sup>th</sup> day of MARCH,  
2021.

  
\_\_\_\_\_  
MICHELLE J. GOMEZ  
MAYOR


ATTEST:

  
\_\_\_\_\_  
JENNIFER JOHNSON, CMC  
CITY CLERK

RECORD OF COMMISSION VOTE:

MAYOR GOMEZ	<u>YES</u>
DIST 1: COMM. BOLTON	<u>YES</u>
DIST 2: COMM. GELIN	<u>YES</u>
DIST 3: V/M. VILLALOBOS	<u>YES</u>
DIST 4: COMM. PLACKO	<u>YES</u>

I HEREBY CERTIFY that I have  
approved this RESOLUTION  
as to form.

  
\_\_\_\_\_  
HANS OTTINOT  
INTERIM CITY ATTORNEY



ORDINANCE NO. 0-2021-022

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF TAMARAC, FLORIDA, AMENDING CHAPTER 2 OF THE CITY'S CODE OF ORDINANCES, ENTITLED "ADMINISTRATION", AMENDING ARTICLE II, ENTITLED "CITY COMMISSION", BY AMENDING SECTION 2-34 ENTITLED "COMPREHENSIVE PROCEDURES FOR CITY COMMISSION MEETINGS" AMENDING SUBSECTION (G) "ORDER OF BUSINESS" TO REMOVE PROCLAMATIONS/SPECIAL RECOGNITIONS AND COMMISSION REPORTS FROM THE GENERAL ORDER OF BUSINESS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, Section 4.06(b) of the City of Tamarac's Charter allows the City Commission to determine its own rules of procedure for meetings; and

**WHEREAS**, pursuant to the Charter, the City Commission adopted an Ordinance which established Comprehensive Procedures for the City Commission Meetings; and

**WHEREAS**, the Comprehensive Procedures for City Commission Meetings serves as a valuable reference guide for all those in whom the public has placed its trust; and

**WHEREAS**, recently, the City Commission has been making changes to its Comprehensive Procedures and a change to subsection 2-34(g) has been discussed; and

**WHEREAS**, the City Commission wishes to amend the Comprehensive Procedures for City Commission Meetings to remove "Proclamations/special recognitions" and "Commission reports" from the general order of business to assist in establishing more efficient commission meetings.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF TAMARAC, FLORIDA, THAT:**

**Section 1:** The foregoing WHEREAS clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance upon adoption hereof.

**Section 2:** The City Commission of the City of Tamarac hereby amends Chapter 2 of the City's Code of Ordinances, entitled "Administration", by amending Article II of the City's Code of Ordinance, entitled "City Commission", Section 2-34, entitled "Comprehensive Procedures for City Commission Meetings", as follows:

**Article II. City Commission**

...

**Sec.2-34. Comprehensive procedures for city commission meetings.**

...

(g) *Order of business.*

- (1) The mayor shall take the chair at the hour appointed for the meeting of city commission and shall call the meeting to order and direct the clerk to call roll. In the absence of the mayor, the vice-mayor shall preside. If a quorum is present, the meeting shall continue.
- (2) Upon the establishment of a quorum, city commission workshop meetings shall open with the Pledge of Allegiance, led by the presiding city commission member.
- (3) The general order of any regular or alternate meeting, which any member of the city commission can alter upon request, should be as follows. This order and content may vary in consideration of time constraints and/or actual items being considered:
  - a. Call to order;
  - b. Roll call;
  - c. Pledge of Allegiance;
  - d. ~~Proclamations/special recognitions;~~
  - e. ~~Commission reports;~~
  - f.d. Staff reports;
  - g.e. Public participation;

h.f. Legislation:

1. Consent agenda;
2. Reading of ordinances/resolutions;
3. Public hearings/quasi-judicial;

i.g. Adjournment.

**SECTION 3:** It is the intention of the City Commission of the City of Tamarac, Florida that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Tamarac, Florida, and that the Sections of this Ordinance may be renumbered, re-lettered and the word "Ordinance" may be changed to "Section," "Article" or such other word or phrase in order to accomplish such intention.

**SECTION 4:** If any clause, section, or other part or application of this Ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated and so not affecting the remaining portions or applications remaining in full force and effect.

**SECTION 5:** All Ordinances or parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith be and the same are hereby repealed to the extent of such conflict.

**SECTION 6:** This Ordinance shall become effective immediately upon adoption.

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PASSED, FIRST READING this 12<sup>th</sup> day of MAY, 2021.

PASSED, SECOND READING this 26<sup>th</sup> day of MAY, 2021.

By Michelle J. Gomez  
MICHELLE GOMEZ  
MAYOR

ATTEST:

Jennifer Johnson  
JENNIFER JOHNSON, CMC  
CITY CLERK

RECORD OF COMMISSION VOTE: 1ST Reading

MAYOR GOMEZ	<u>YES</u>
DIST 1: COMM BOLTON	<u>YES</u>
DIST 2: COMM. GELIN	<u>NO</u>
DIST 3: V/M VILLALOBOS	<u>YES</u>
DIST 4: COMM. PLACKO	<u>YES</u>

RECORD OF COMMISSION VOTE: 2ND Reading

MAYOR GOMEZ	<u>YES</u>
DIST 1: COMM. BOLTON	<u>NO</u>
DIST 2: COMM. GELIN	<u>NO</u>
DIST 3: V/M VILLALOBOS	<u>YES</u>
DIST 4: COMM. PLACKO	<u>YES</u>

I HEREBY CERTIFY that I  
have approved this  
ORDINANCE as to form.

John R. Herin, Jr.  
JOHN R. HERIN, JR.  
CITY ATTORNEY

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## **Sec. 2-29. Regular meetings.**

- (a) Regular meetings of the city commission shall be held on the second and fourth Wednesday of each month, except as set out in the Charter.<sup>1</sup>
- (b) If a regular meeting date falls on a legal holiday, the meeting shall be rescheduled by the commission so as to occur within three (3) working days prior to or following the holiday.
- (c) Regular city commission meetings shall begin in accordance with the following schedule: The first meeting of each month shall begin at 7:00 p.m. and the second meeting of each month shall begin at a time established by resolution of the city commission. All city commission regular meetings shall adjourn no later than 11:30 p.m. local time. All remaining items on the agenda shall be deferred until the next regular meeting of the city commission or to a date and time certain as approved by the majority vote of the city commission. The city commission may conclude debate and voting on any agenda item under consideration at 11:30 p.m. The city commission may, by majority vote, extend the time of its meetings past 11:30 p.m. to consider remaining items on the agenda. The mayor is authorized to change the beginning time of the regular city commission meetings when he or she deems necessary with reasonable notice to the public and commissioners.
- (d) Rules governing conduct of spectators at commission meetings. Members of the public may speak at city commission meetings during public hearings or at a time to be specified by the mayor or presiding officer or during the period set aside for public discussion on the city commission agenda subject to the following:
  - (1) Members of the public may speak only at times designated by the city commission.
  - (2) The city commission may limit the total time allotted to public discussion and the total number of speakers during discussion on any ordinance, resolution, motion, workshop item, or discussion item and may limit the time allotted to each speaker during discussion on any ordinance, resolution, motion, workshop item, or discussion item, or during the time designated on the city commission agenda for public discussion.
  - (3) When a matter has been designated as quasi-judicial, public remarks shall be limited to the quasi-judicial public hearing.
  - (4) Members of the public shall address only the topic being discussed as determined by the mayor or presiding officer unless discussion is pursuant to the public discussion item on the city commission agenda.
  - (5) Disruptive, belligerent or abusive conduct by any member of the public is prohibited and shall not be permitted.
  - (6) Any member of the public who violates this section may be instructed by the city commission to remove himself or herself from the commission chambers of the city. Upon his or her failure to do so, a member of the Broward Sheriff's Office shall eject the person from the commission chambers upon instruction by the city commission.
  - (7) It shall be unlawful for any person to refuse to voluntarily or involuntarily leave the city commission chambers when instructed to do so by the mayor or presiding officer.
  - (8) Any person convicted of violating subsection (6) above, shall be subject to the penalties as provided in section 1-13 of this Code.

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<sup>1</sup>Editor's note(s)—The language "During the month of July the council shall have no regular meetings." has been deleted as it was in conflict with the provisions of Charter § 4.06. Please refer to § 4.06 for further information on meetings.

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(Code 1975, § 2-11; Ord. No. 91-1, § 1, 1-23-91; Ord. No. 96-9, § 2, 6-26-96; Ord. No. O-2019-12 , § 2, 9-11-19; Ord. No. O-2020-003 , § 2, 2-12-20; Ord. No. O- 2021-008 , § 2, 2-24-21)

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## **Sec. 2-34. Comprehensive procedures for city commission meetings.**

- (a) *Short title.* This section shall govern the procedures for meetings of the Tamarac City Commission.
- (b) *Definitions.* References in this article to the Florida Statutes shall be interpreted as meaning Florida Statutes as amended from time to time.
  - (1) *Chair* means the presiding officer of the city commission. The mayor is the presiding officer, under the Charter, when present. In the absence of the mayor, the vice-mayor shall become the presiding officer. In the absence of both the mayor and vice-mayor, the remaining city commissioners shall elect a chair for the meeting.
  - (2) *Journal of proceedings* means that an account of all proceedings of the city commission shall be kept by the city clerk and shall be entered in a book constituting the official record of the city commission.
  - (3) *Meeting* shall mean any regular, special or workshop meeting of the city commission.
  - (4) *Quorum* shall mean a majority of the members of the city commission.
- (c) *City commission meeting procedures.* Section 4.06(b) of the Charter of the City of Tamarac authorizes the city commission to determine and adopts its own rules of procedure for city commission meetings. Except as otherwise provided by City Charter, City Code or laws of the State of Florida, the functioning and proceedings of the commission shall be governed by these commission rules of procedure.
- (d) *Rules of procedure for city commission meetings.*
  - (1) On matters involving parliamentary procedure not provided for in these commission rules of procedure, the city attorney's latest revised edition of Robert's Rules of Order shall be referenced by the mayor as persuasive rather than binding, and the mayor's determination shall be final.
  - (2) The city attorney shall act as parliamentarian and, when applicable, shall interpret Robert's Rules of Order for the commission.
  - (3) These rules of procedure shall not be altered except by an amending ordinance. These rules of procedure may be suspended, when appropriate, by a majority vote of the commission.
- (e) *City commission meeting agenda.*
  - (1) The city manager shall be responsible for preparing the agenda for all city commission meetings. City staff may request that a matter of business be placed on the agenda provided sufficient notice is provided to the city commission and the city manager. Items previously brought before the city commission for consideration or for an expression of interest on three (3) occasions, may not be brought forward for reconsideration or expression of interest again before six (6) months have lapsed from the last consideration or expression of interest pertaining to said item, unless a super majority four-fifths (  $\frac{4}{5}$  ) of the city commission agrees to reconsider the item. All proposed agenda items shall be delivered to the city clerk's office at a minimum of six (6) business days before a city commission meeting.
  - (2) Members of the city commission may submit items for placement on the agenda. All proposed agenda items shall be delivered to the city clerk's office at a minimum of six (6) business days before a city commission meeting. These items shall be part of the meeting notice and part of the meeting agenda. No member of the city commission may present more than four (4) items at any meeting. The limitations on agenda items herein shall not include proclamations or keys to the city.
  - (3) Except for emergency matters or other special matters requiring the immediate attention of the city commission, a listing of business to be considered by the city commission shall be prepared by the city

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manager. The city manager shall attempt to deliver the listing of business to each member at least seventy-two (72) hours prior to each regular city commission meeting.

- (4) It is the responsibility of the city clerk to compile and deliver the agenda and all supporting documentation under the general supervision and direction of the city manager. All members of the city organization are encouraged to cooperate with the clerk in making the agenda complete and accurate. Pursuant to F.S. Ch. 286, as amended from time to time, additional items may only be added to the agenda under exigent circumstances to protect to life, health, safety and welfare of the citizens and residents of the city. The city manager may request additional time to study an item not included on the agenda but presented for action at the meeting.
- (5) The city commission may, upon a majority vote of its members, modify the contents of the agenda at a city commission meeting.
- (6) Any member of the city commission may pull an item off of the consent agenda for discussion and a separate vote on that item. No vote of the city commission is required to pull the item off the consent agenda
- (7) City commission workshops may be held from time to time for the special purpose of affording the city commission an opportunity to discuss items that may be considered at a future city commission meeting. Pursuant to F.S. Ch. 286, as amended from time to time, only items on a workshop agenda may be discussed at a city commission workshop. The mayor shall have the authority to enforce Robert's Rules of Order to ensure that only items on the workshop agenda are discussed at city commission workshops.

(f) *Notice of meetings.*

- (1) Public notice and posting: The city clerk shall publish monthly in a newspaper of general circulation in the city and post a statement in at least three (3) locations of the dates, times and places (subject to change) of the city commission meetings regularly scheduled for the upcoming month. Said publication shall occur no later than the day preceding the first regular meeting of the month. The city clerk may use any other medium appropriate for notice of public meetings.
- (2) The city clerk shall also post a statement of the date, time, and place of each commission meeting, regular or otherwise, a minimum of twenty-four (24) hours prior to the meeting.

(g) *Order of business.*

- (1) The mayor shall take the chair at the hour appointed for the meeting of city commission and shall call the meeting to order and direct the clerk to call roll. In the absence of the mayor, the vice-mayor shall preside. If a quorum is present, the meeting shall continue.
- (2) Upon the establishment of a quorum, city commission workshop meetings shall open with the Pledge of Allegiance, led by the presiding city commission member.
- (3) The general order of any regular or alternate meeting, which any member of the city commission can alter upon request, should be as follows. This order and content may vary in consideration of time constraints and/or actual items being considered:
  - a. Call to order;
  - b. Roll call;
  - c. Pledge of Allegiance;
  - d. Proclamations/special recognitions;
  - e. Commission reports;

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- f. Staff reports;
  - g. Public participation;
  - h. Legislation:
    - 1. Consent agenda;
    - 2. Reading of ordinances/resolutions;
    - 3. Public hearings/quasi-judicial;
  - i. Adjournment.
- (h) *Rules for conduct of business.*
- (1) *City commission's duties.*
- a. Recognition shall be given only by the presiding officer. Upon being recognized the member may proceed.
  - b. No member may filibuster. No member may speak more than five (5) minutes continuously, except by leave of the city commission. The decision of the city commission is final.
  - c. A member may speak a second time on any one (1) question only after all members have been given an opportunity to speak.
  - d. The mayor shall regulate debate in any other manner that she/he deems necessary, provided that the rights of all persons to express their views are respected.
  - e. Questions and comments by members of the city commission should be reserved insofar as possible for the end of a presentation to avoid interrupting the speaker, disrupting the time-keeping process and duplicating ground the speaker may cover. All members of the city commission shall be permitted to speak on any matter and shall not be ruled out of order by the presiding officer unless the member has made abusive, derogatory or rude remarks. No member of the city commission shall be limited in his or her debate on any issue, except as otherwise provided herein, unless the member engages in abusive, derogatory or rude comment.
  - f. All members of the city commission shall accord the utmost courtesy to each other, to city employees, and to public members appearing before the city commission, and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.
  - g. The city manager may speak to any matter on which he or she has information for the city commission.
  - h. In the event that the mayor or presiding officer fails to act, any member of the city commission may move to require the presiding officer to act to enforce the rules, and the affirmative vote of the majority of the city commission members present at that time shall require the presiding officer to act.
  - i. Each public officer serving on the city commission or an advisory board of the city, when appearing before any other governmental body or within the contents of any written communication, pledges to inform the recipient of the oral or written communication that the issue before such governmental body or in writing has or has not been addressed officially by the city commission or the advisory board of which he or she is a member; and further pledges to inform the recipient(s) of the oral or written communication of any official position taken by the city commission or an advisory board and indicate that his or her appearance or written correspondence is or is not authorized by the city commission or an advisory board. When a

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member of the city commission is representing the city commission before another governmental body, said member of the city commission shall, at a minimum, update the other members of the city commission and the city manager at the next scheduled city commission meeting.

(2) *Residents/interested parties duties.*

- a. Members of the public may speak only at times designated by the mayor or presiding officer.
- b. The member of the public shall step to the floor microphone and state her/his name and address in an audible tone for the clerk's record.
- c. Remarks shall be limited to the question(s) under discussion, unless such remarks come during the public participation section of the meeting.
- d. During public participation any member of the public may speak to any issue that is not on the agenda for public hearing during the city commission meeting. Speakers will be limited to three (3) minutes during this time. There will be a thirty-minute aggregate time limit for this item, and speakers are encouraged to sign up in advance with the city clerk prior to their participation.
- e. All remarks shall be addressed to the city commission as a body through the mayor, and not to any member thereof.
- f. Cumulative and repetitive testimony should be avoided on any matter. Persons of the same position as the previous speaker may simply state their names, address and the positions with which they agree.
- g. Any person making disruptive, impertinent or slanderous remarks, or who shall become boisterous while addressing the city commission and refuses to stop may be requested to leave the meeting by the city commission.
- h. Persons whose allotted time to speak has expired shall be so advised by the city clerk to conclude. Public hearings consist of those agenda items where the public may participate. The public shall speak only on the agendized subject. Speaking time for members of the public is limited to three (3) minutes for any particular topic. Additional time may be added by the city commission. Members of the public shall not delegate or give their time, or any portion thereof, to another party. For a public hearing, the city commission may set an aggregate time limit for public comment. When an issue has been designated as quasi-judicial, public remarks shall only be heard during a quasi-judicial hearing that has been properly noticed for that matter.

(i) *Enforcement.*

- (1) During city commission meetings, city commission members shall preserve order and decorum and shall neither by conversation nor otherwise delay or interrupt the proceedings or the peace of the city commission nor refuse to obey the rules of the city commission.
- (2) Anyone in the audience creating an atmosphere detrimental or disturbing to the conduct of the meeting will be asked to leave by the city commission, pursuant to subsection (g).
- (3) The order, if not heeded, will then cause the sheriff to eject the person from the commission chambers upon instruction from the city commission, pursuant to subsection (g).

(j) *Procedure for city commission actions.*

- (1) A member may speak on any item to be considered by the city commission; call for the question (for the question to be called, requires a majority vote of the city commission); ask for a statement of the question (which the mayor or clerk shall render); call for a division of the questions (the mayor shall

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render a decision regarding the divisibility of any question and said decision shall be subject to appeal as is a question of order); and question the city manager or city attorney.

- (2) Pursuant to subsection (e), any member may introduce items to be considered by the city commission, such as the member deems appropriate. It is preferred that it be submitted to the city manager to be included on an appropriate agenda.
- (3) The city commission may consider and act upon such other business as may come before it. When new business is offered as a motion and seconded, it shall be written and read to the city commission by the city clerk before debate. After a motion has been read by the city clerk, it shall be deemed to be in the city commission's possession and may be withdrawn only by leave of the city commission.
- (4) Form of ordinances/resolutions shall contain not more than one (1) subject, which shall be fully described in the title in easily understood terms.
- (5) Motion to reconsider: Any member who voted on the prevailing side may move a reconsideration of any action of the city commission, provided that the motion be made not later than the next regular meeting after such action was taken. A motion to reconsider shall be in order at any time, except when a motion on some other subject is pending. A motion to reconsider being laid upon the table may be taken up and acted upon at any time.
- (6) Motion made and additional proper motions: When a question is before city commission or under debate, or a motion has been made, no other motion shall be proper, except the following and these take precedence according to the order listed:
  - a. To adjourn;
  - b. To table until future stated time;
  - c. Requested cessation of debate and vote are taken;
  - d. To refer to a standing or ad hoc committees;
  - e. To amend the matter under discussion;
  - f. To postpone action for an indefinite time or to a certain date.
- (7) Questions without debate: The following questions shall be considered without debate:
  - a. To adjourn;
  - b. To lie on the table;
  - c. To take from the table;
  - d. All questions relating to priority.
- (8) Motion to postpone—Adjourn.
  - a. A motion to postpone (to a day certain or indefinitely) shall not again be allowed at the same reading of the ordinance or resolution under consideration.
  - b. A motion to adjourn shall always be in order, but if decided in the negative, it shall not be entertained again until some motion, order, or decision has taken place.
- (9) Motion to take from the table: A motion to remove any matter from the table shall be in order after consideration of one (1) question succeeding the tabling. This item may be overturned by a majority vote of the city commission.



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- (10) Motion to amend or revise: A motion to amend or revise shall be divisible into two (2) separate motions: a motion to strike and a motion to insert. A refusal to strike is equivalent to agreeing to the matter in the form. However, this does not preclude further amendment by way of addition.
  - (11) Appeal decision of the chair: On appeal from the decision of the chair, no member shall speak more than once, and the chair shall have preference.
  - (12) Call to order: Can be made at any time when the order of business is being varied from. It requires no second, and is in order when another has the floor, even though it interrupts a speech, as a single member has a right to demand that the order of business be conformed to.
- (k) *Voting procedures.*
- (1) Every member present, when a question is put, shall vote unless the member has a conflict of interest. Any member abstaining from voting must make a brief statement for such request and will fill out all appropriate paperwork to be filed with the city clerk at the meeting where the conflict is announced, pursuant to F.S. Ch. 112, as amended from time to time. The question shall then be immediately taken without further debate.
  - (2) Voting on all legislation shall be oral and in open city commission meetings. No proxy votes are permitted. When the city clerk calls the roll, each member shall respond "yes," "no," "aye," "nay," or "abstain." No other comment is permitted during voting. Beginning on [March 10, 2021], the mayor shall vote first on all matters and the order of voting for every other member shall rotate in a random manner.
  - (3) The city clerk will announce whether the matter passed or failed.
  - (4) The order of voting may be readdressed and changed by the city commission after each election, and the change shall take effect upon passage of a resolution.
- (l) *State of the city address.* The mayor, or in the mayor's absence the vice-mayor, shall deliver a state of the city address at the first regular city commission meeting in January of each year.
- (Ord. No. 2007-18, § 2, 9-26-07; Ord. No. O- 2021-008 , § 2, 2-24-21; Ord. No. O-2021-012 , § 2, 3-10-21)



**Title - Discussion and direction to move the City Commission Meeting from Sept. 8, 2021  
to Sept. 9, 2021**



**Title - Discussion and direction related to scheduling a Special Meeting for the Woodlands project**