

RESOLUTION NO. 2014-04

A RESOLUTION OF THE CITY OF ST. PETE BEACH,  
PINELLAS COUNTY, FLORIDA, PROVIDING FOR RULES  
OF PROCEDURE FOR CITY COMMISSION MEETINGS

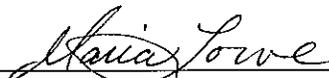
The Board of Commissioners of the City of St. Pete Beach, Pinellas County, Florida, in a regular meeting held on April 22, 2014, resolves as follows:

WHEREAS, The City Commission of the City of St. Pete Beach hereby adopts the Rules of Procedure for City Commission meetings as "Attachment A" provided herewith, and;

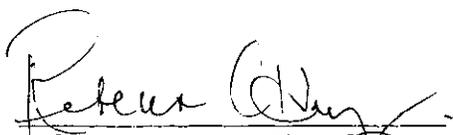
WHEREAS, this resolution supersedes all previously adopted resolutions of rules of procedure for City Commission meetings, including but not limited to resolutions 2002-32, 2009-12 and 2013-13, except for resolution 2010-11 governing quasi-judicial procedures, which is not superseded by this resolution.

NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF ST. PETE BEACH, PINELLAS COUNTY, FLORIDA DOES RESOLVE to adopt the attachments labeled "Attachment A" as the Rules of Procedures for City Commission meetings.

INTRODUCED AND PASSED by the City Commission of the City of St. Pete Beach, Pinellas County, Florida on this 22nd day of April, 2014.

  
\_\_\_\_\_  
Maria Lowe, Mayor

ATTEST:

  
\_\_\_\_\_  
Rebecca Haynes, City Clerk

Attachment A  
to Resolution No. 2014-04

SECTION ONE (1) REGULAR MEETINGS

TIME: The City Commission of the City of St. Pete Beach shall hold regular meetings on the second and fourth Tuesday of each month at the hour of 6:00 p.m., or other schedule consistent with the requirement of the Charter. When the day fixed for any regular meeting of the Commission falls on the date designated 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 meetings shall be held at the same hour on the next succeeding business day.

PLACE: All meetings of the Commission shall be held in the City Hall located at 155 Corey Avenue, St. Pete Beach, Florida or in some other duly designated place.

SECTION TWO (2) SPECIAL MEETINGS.

Special meetings may be held upon the call of the Mayor-Commissioner upon no less than a twenty-four (24) hour notice to each member and by posting a notice of such meeting in the City Hall.

SECTION THREE (3) PRESIDING OFFICER-DUTIES.

The Presiding Officer of the Commission shall be the Mayor or in his/her absence the Vice Mayor. The Presiding Officer shall preserve strict order and decorum at all meetings of the Commission. He/she shall state every question coming before the Commission, announce the decision of the Commission on all subjects and decide all questions of order; subject, however, to an appeal to the Commission upon such questions in which a majority vote of the Commission shall conclusively govern and determine such question of order. He/she shall vote on all questions, his name being called last.

SECTION FOUR (4) QUORUM

A majority of the Commission shall constitute a quorum; but a small number may adjourn from time to time and may compel the attendance of absent members in the manner and subject to the penalties prescribed by the rules of the Commission. No action of the Commission shall be taken except as otherwise adopted by the affirmative vote of the majority of a quorum present.

SECTION FIVE (5) CALL TO ORDER- PRESIDING OFFICER

The Mayor or in his/her absence, the Vice Mayor, shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the Commission to order. In the absence of the Mayor and Vice Mayor, the City Clerk shall call the Commission to order, whereupon a Temporary Chairman shall

be selected by the members of the Commission present. Upon arrival of the Mayor or Vice Mayor, the Temporary Chairman shall immediately relinquish the chair upon the conclusion of the business immediately before the Commission.

#### SECTION SIX (6) ROLL CALL

Before proceeding with the business of the Commission, the City Clerk shall call the roll of the members and the names of those present shall be entered into the minutes.

#### SECTION SEVEN (7) ORDER OF BUSINESS

All meetings of the Commission shall be open to the public, except those that are exempt under Florida State Statute. Promptly at the hour set by law on the day of each meeting, the members of the Commission, the City Clerk, the City Attorney and the City Manager shall take their regular places and the business of the Commission shall be taken up for consideration and disposition in the following order.

1. Call to Order.
2. Pledge of Allegiance
3. Invocation
4. Presentations
5. Changes to the Agenda
6. Audience Comments
7. Regular Meeting
8. Audience Comments
9. Reports of Mayor and Commissioners, City Manager and City Attorney
10. Adjournment.

As an effective procedure to handle routine matters expeditiously, a consent agenda shall be used whenever possible. All items on the consent agenda will be enacted by one (1) motion at the regular meeting. Items may be removed from the consent agenda during "Changes to the Agenda" for further discussion, changes, and/or anticipation of a non-unanimous vote.

#### SECTION EIGHT (8) RULES OF DEBATE FOR CITY COMMISSION.

- a) DEBATE – Action on items before the Commission shall be commenced without necessity for an oral motion by any Commissioner. The item can be opened at any time by the Presiding Officer for discussion. At the conclusion of discussion, action shall be concluded by a roll call vote or voice vote. The Commissioner making or seconding the motion being voted on shall not be required to vote in favor of said motion.
- b) PRESIDING OFFICER – DEBATE AND MOTIONS - The Presiding Officer may

vote, second and debate from the chair, subject only to any such limitation of debate as are imposed by these rules of all members and shall not be deprived of any of the rights and privileges on a Commissioner by reason of his acting as Presiding Officer.

- c) OBTAINING THE FLOOR – IMPROPER REFERENCE TO BE AVOIDED - Every member of the Commission desiring to speak shall address the Chair and upon recognition of the Presiding Officer shall confine himself/herself to the question under debate, avoiding all personalities and indecorous language.
- d) INTERRUPTIONS - A member of the Commission, once recognized, should not be interrupted when speaking unless it is to call him/her to order or as herein otherwise provided. If a member of the Commission, while speaking, is called to order he/she shall cease speaking until the question of order is determined; if in order, he/she shall be permitted to proceed.
- e) WITHDRAW OF MOTIONS - Any motion before the Commission may be withdrawn at any time prior to a vote being taken thereon by the Commissioner making the motion, upon agreement by the Commissioner seconding the motion to withdraw his/her second.
- f) 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 amended motion and then upon the original motion as amended. An amending motion may be withdrawn in the same manner as set forth in sub-paragraph (e) above.
- g) 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 on the prevailing side, but may be made at any time and have precedence over all other motions or while a member of the Commission has the floor; it shall be debatable. 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.
- h) REMARKS OF COMMISSIONER, WHEN ENTERED IN MINUTES – A Commissioner may request through the presiding officer the privilege of having an abstract of his statement on any subject under consideration by the Commission entered into the minutes.
- i) VOTING CONFLICT - 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 member

present except when, with respect to 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 requirement as governed by the Florida Statutes.

#### SECTION NINE (9) RULES FOR PUBLIC COMMENT AT COMMISSION MEETINGS.

These rules shall govern the conduct of persons attending all public meetings conducted by the City Commission. These rules shall not apply to employees or agents of the City who are present at the meeting for the purpose of reporting on an agenda item or other subject that the Presiding Officer or the Commission determines is appropriate.

- a) INTENT - These rules are intended in part to implement Section 218.0114, Florida Statutes, which requires that the parties be given a reasonable opportunity to be heard on a proposition before a board or commission.
- b) RECOGNITION - Only persons recognized by the Presiding Officer shall be permitted to address the Commission. No person shall be recognized to comment on an agenda item until the Presiding Officer opens the item to public comment.
- c) LOCATION - A person recognized by the Presiding Officer to address the Commission shall only do so from the lectern set up for that purpose. Comment from the public seating area shall be prohibited.
- d) INTRODUCTION - The person addressing the Commission shall first state his/her name and address.
- e) TIME LIMIT - A person is limited to three (3) minutes to address the Commission on any one agenda item. The Presiding Officer shall be responsible for tolling the time and advising the person when their time has run out. The Presiding Officer shall have the discretion to adjust the time limit as he/she deems appropriate. When the person's time is finished he/she shall leave the lectern. If requested by the presiding officer, the person may be required to state whether the person speaks for a group of persons or a third party, if the person represents an organization, whether the view expressed by the person represents an established policy or position approved by the organization and whether the person is being compensated by the organization.

No person other than the Commission, and the person having the floor, may 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 except through the presiding officer.

- f) SIGNS, PLACARDS, BANNERS - For public safety purposes, no signs or placards

mounted on sticks, posts or similar structures shall be allowed in the City Commission meeting rooms. Other signs, placards, banners, shall not disrupt meetings or interfere with others' visual rights.

- g) CAMERAS - The City Commission reserves the right to designate the placement of video, still or phone cameras within the commission chamber to minimize disruptions at the public meeting. The use of cell phones in the Commission Chamber is not permitted. Ringers must be set to silent mode to avoid disruption of proceedings. Individuals, including those on the dais, must exit the Commission Chamber to answer incoming cell phone calls.
- h) MANNER OF ADDRESSING THE COMMISSION - All comments shall be directed to the entire Commission. Any questions to individual Commissioners, if appropriate, shall be directed to the Presiding Officer and he/she shall submit it to the Commissioner, City Manager or City Attorney for an answer. No person shall create a nuisance or engage in any act that disrupts the regular conduct of business.
- i) PENALTY - Any person determined by the Presiding Officer to be in violation of these rules, or engaging in acts that are deemed, by the Presiding Officer, to be a nuisance, statements or acts that constitute a personal attack on any member of the Commission, or to interfere with the orderly conduct of business at the meeting, then, in that event, the Presiding Officer may direct the person to leave the meeting or public building for the duration of the meeting. Any person who fails to obey an order of the Presiding Officer may be removed by a law enforcement officer appointed by the Presiding Officer.
- j) ENFORCEMENT - The Presiding Officer shall be responsible for the enforcement of these rules.