

RULES OF PROCEDURE AT CITY COMMISSION MEETINGS

CITY OF MARGATE

1. ROLL CALL

Roll call for the vote on each Resolution and Ordinance at every meeting shall be in order of seating on the dais, with the farthest seat on the left first and the Mayor last.

2. MEETING ORDER

Except for the annual meeting electing the new Mayor and Vice Mayor:

a. Presentations

The first item at each regular meeting of the City Commission shall include all presentations of awards, plaques, certificates, and similar matters requested by ~~the~~ City Commissioners relating to City business.

b. City Commission Comments

The second item at each regular meeting shall be general discussion by the City Commission (Commission Comments). The order of general discussion by the City Commission shall be in order of seating on the dais, with the farthest seat on the left first and the Mayor last.

c. Public Discussion

Regular, special and workshop meetings of the City Commission are intended to conduct City business to benefit all residents and taxpayers within the City of Margate. Speakers shall not make any political campaign statements for candidates, solicit for politically funded events or campaign related issues for candidates at any public meetings, nor make political campaign statements for or against any candidate. This shall not affect the right of any person to discuss political issues (not candidates) ~~that which~~ specifically affect the City of Margate. Upon the Mayor's discretion, every member of the public may speak under Public Discussion on items not on the agenda and such discussion is limited to one, three (3) minute discussion.

d. Consent Agenda

The fourth item on the agenda at each regular meeting shall be the consent agenda. The consent agenda shall be composed of those items to be considered by the City Commission ~~that which~~ are of a routine nature. A motion to pass the consent agenda shall be for the passage of all items listed on the consent agenda. Any items removed from the consent agenda shall be considered individually and immediately after the consent agenda in the order that they appeared on the agenda. The title of any resolutions removed from the consent agenda shall be read by the City Attorney prior to a discussion and vote on those items. Upon the Mayor's discretion, ~~e~~Every member of the public may speak on items that appear on the consent agenda and such discussion is limited to one, three (3) minute discussion.

3. REMAINDER OF AGENDA AND ITEM DEADLINES

The fifth and all remaining items at each regular meeting are all separately considered items that must be on an agenda (Resolutions and Ordinances) and must be submitted in writing to the City Clerk by the end of business day on Wednesday, one week prior to ~~the next~~said meeting, except for those matters added to the agenda with the Mayor's approval. Should there be a holiday between Wednesday and the City Commission meeting on the following Wednesday, the agenda shall close at such time as determined by the City Clerk's Office. All agenda items must contain complete back-up information or supporting documents and be submitted through the agenda software system. Without exception, no individual agenda item shall be placed on an agenda with less than 48 hours' notice except for matters determined to be of an emergency nature by the City Commission or as otherwise determined by the presiding officer. Upon the Mayor's discretion, every member of the public may speak on items that appear on the agenda and such discussion is limited to one, three (3) minute discussion.

4. REQUESTING ITEMS TO BE ADDED

Any person may request that a specific item be added to the agenda by making a request to any City Commissioner. A City Commissioner who sponsors a person's request for inclusion on the agenda, or a

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| City Commissioner who wishes to add an agenda item, shall inform the City Clerk of the request by the end of business on Wednesday one week prior to the next meeting. Adequate supporting documentation is necessary for an item to appear on the agenda as above provided.
