

**RULES OF PROCEDURE AT CITY COMMISSION MEETINGS**  
**CITY OF MARGATE**

**1. ABOUT MEETINGS**

The City Commission shall hold regular meetings not less than twice each month, except as otherwise determined by the presiding officer. Special and workshop meetings may be held at times and dates during the month in which regular meetings have not been scheduled, at the discretion of the presiding officer. Should any three City Commissioners request a special or workshop meeting, in writing, the presiding officer shall schedule same. Any matter may first be brought up for discussion on a workshop agenda before being placed on a regular meeting agenda at the discretion of the Mayor and City Commission.

**2. MEETING PROTOCOL**

The presiding officer shall conduct each meeting according to these Rules, the Rules of Conduct at Public Meetings, Florida Statutes and Roberts Rules of Parliamentary Procedure, however, the City Commission Procedures and Conduct Resolution shall supersede Robert's Rules of Order on any subject specifically addressed herein. On matters not specifically addressed by this Resolution, Robert's Rules of Order shall prevail to the extent possible. The presiding officer shall rule as to the relevance of each matter brought before the Commission, and as to the maintenance of order. In addition, the presiding officer shall determine the order of seating of the elected officials on the dais. This shall be done at the beginning of the first regular commission meeting following the swearing in of new commission members. In recognition of long standing precedent in the City of Margate, the presiding officer is responsible for the agenda, and may add to or remove items from the agenda in his or her sole discretion. The City Attorney shall act as parliamentarian and when directed by the presiding officer or majority vote of the City Commission, shall interpret Rules of Order for the City Commission.

**3. DUTIES AND POWERS**

In the event of the absence or incapacity of the Mayor, the Vice Mayor shall assume all the duties and powers of the Mayor. In the event of absence or illness of both the Mayor and Vice Mayor, the Commissioner with the most continuous service as a Commissioner of the City of Margate shall assume the responsibilities of Acting Mayor. In the event that said senior Commissioner does not wish to serve, the next senior Commissioner shall serve as Acting Mayor. An Acting Mayor shall only serve for that period during which the Mayor or Vice Mayor is unable to perform the duties associated with said office.

**4. MEETING TIMES**

Regular meetings of the Margate City Commission that have been scheduled pursuant to Paragraph 1 above shall begin promptly at 6:30 p.m. on the first meeting of the month and 7:00 p.m. on the second meeting of the month. Any scheduled meeting, whether regular, special or workshop, may be canceled at any public meeting by a majority of the City Commission present. The meeting may be recessed by the presiding officer at his/her discretion. The presiding officer may adjourn the meeting unless overruled by a majority of the members present. A City Commissioner may attend meetings via telephone or video conference for a reason approved by the City Commission. By attending by telephone or video conference, a City Commissioner is determined to be "present" at the meeting and may vote on items, but shall not count as part of the quorum.

**5. 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.

**6. MEETING ORDER**

With the exception of the annual meeting electing the new Mayor and Vice Mayor, the meeting shall be conducted in the following order:

- a. Presentations

The first item at each regular meeting of the City Commission shall include all presentations of awards, plaques, certificates, and similar matters by the City Commissioners relating to City business. At the discretion of the presiding officer, presentations and similar matters under this item may be recognized without being listed on the printed agenda.

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 shall be in order of seating on the dais, with the farthest seat on the left first and the Mayor last.

c. Public Discussion

The third item at each regular meeting shall be public discussion. Public discussion shall not be a public forum, but rather discussion under said item shall be open for citizens to be heard on matters they wish to bring to the attention of the City Commission. To further the orderly progression of the meeting, the items to be heard at this time shall only include City of Margate municipal matters that are not on the regular agenda that an individual wishes to bring before the City Commission or municipal matters that may arise in the future. Individuals may voice concerns regarding specific activities impacting the City such as City government regulations, police, fire, school, utility, transportation, waste disposal or another specific municipal service provided by the City. Items pertaining to solely personal matters not related to City of Margate business should not be addressed at this time.

During public discussion, speakers shall have a single session of three (3) minutes each, unless the presiding officer grants additional time.

Persons wishing to address the City Commission during public discussion shall line up in an orderly fashion in the Commission Chambers and address the City Commission from the podium.

A representative of a group should speak on behalf of the group, rather than every individual in the group speaking. If a large number of speakers are in attendance, the presiding officer shall have the discretion to limit the number of speakers on the same item and to limit the time each speaker has on an item.

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.

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 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 Commissioner, without a second, may request an item be removed from the consent agenda by the presiding officer. 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 vote on each. Any public discussion regarding any item on the consent agenda shall be prior to the Commission's vote on the consent agenda, and each speaker is entitled to a single session of three (3) minutes discussion of all items on the consent agenda. Any member of the public who wishes to have more than three (3) minutes to discuss more than one (1) item(s) on the consent agenda may ask for additional time from the presiding officer prior to commencing public discussion.

**7. REMAINDER OF AGENDA AND ITEM DEADLINES**

The fifth and all remaining items at each regular meeting are all separately considered items that must be agendaized and must be submitted in writing to the City Clerk by the end of business day on Wednesday, one week prior to 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.

**8. REQUESTING ITEMS TO BE ADDED**

Any person may request 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 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 meeting. Adequate supporting documentation is necessary for an item to appear on the agenda.

**9. DISCUSSION ON SPECIFIC ITEMS**

After the City Commission has discussed a specific item on the agenda other than an item on the consent agenda, the presiding officer will inquire as to whether any citizen wishes to be heard on the matter. Those citizens who so state at that time will be given an opportunity to come forward, state their name and address, and address the City Commission, using no more than a single session of three (3) minutes, unless the presiding officer shall grant further time. Anyone wishing to speak a second time on the same subject must receive permission from the presiding officer.

The preceding sections need not apply, at the discretion of the presiding officer, to the following:

- a. An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements of Florida Statutes Section 286.0114(2) would cause an unreasonable delay in the ability of the City Commission to act;
- b. An official act involving no more than a ministerial act, including but not limited to approval of minutes and ceremonial proclamations; and
- c. A meeting during which the City Commission is acting in a quasi-judicial capacity.

**10. CALL FOR VOTE**

After an item has been discussed by the Commission and the presiding officer calls for the vote, no further public discussion, nor discussion by the Commission, nor explanation of the vote, shall be allowed.

**11. AMENDING RULES**

These Rules of Procedure may be amended, added to, or suspended by a majority of the City Commission at any meeting. There must be at least three (3) affirmative votes to pass any change.

**12. GUIDELINES FOR DISCUSSION BY CITY COMMISSIONERS**

- (a) Be concise.
- (b) Silence all cell phones; make/take all calls outside of the room.
- (c) State the problem (no "personalizing").
- (d) Do not repeat what has been said.
- (e) Listen with an open mind.
- (f) If you state a problem, give a potential solution.
- (g) Disagree respectfully, but openly (not in private).
- (h) No side conversations, as they are distracting to others and disrespectful to the speaker.
- (i) Use the Parliamentary system to be recognized. All questions of City staff shall be directed through the presiding officer to the City Manager.
- (j) Turn on your microphone and speak directly into it for the benefit of the listening audience.
- (k) Remain in your seat when discussing an item so that the microphones can record your voice.

- (l) When addressing or referring to a member of the public, the City Commission should use the person's title and last name. All members of the City Commission shall accord the utmost courtesy to each other, to City staff, and to public members appearing before the City Commission, and shall refrain at all times from rude, unprofessional and derogatory remarks, as well as statements regarding integrity, motives and personalities.

### **13. QUASI JUDICIAL DECISIONS**

The City Commission may reconsider its decision arising from a quasi-judicial proceeding only upon a motion to reconsider made at the meeting at which the decision was rendered or during the next regular City Commission meeting. No quasi-judicial decision shall be considered final until the conclusion of the next City Commission meeting, or if a motion to reconsider has been made and passes, the conclusion of the reconsideration of the matter, and the entry of a written order approved by the City Attorney and signed by the City Clerk.

When a motion for reconsideration is made and approved at the Commission meeting at which the decision was rendered, the Commission may immediately reconsider the matter before them or, the Commission may reconsider the matter at a later time certain which shall be announced, at the meeting, to the applicant and the public. No additional notice of the matter shall be necessary.

When a motion for reconsideration is made following the close of the Commission meeting at which the decision is made, only the motion to reconsider shall be heard at the next regular City Commission meeting. If the motion to reconsider is adopted by the Commission, the matter which is the subject of the motion to reconsider shall be placed on the next regular City Commission meeting agenda. The agenda item shall be noticed in the same manner as the notice provided when the item was originally considered.