

## INTEROFFICE MEMORANDUM FROM THE DEVELOPMENT SERVICES DEPARTMENT

TO: City of Margate Planning and Zoning Board

FROM: Robert Massarelli, AICP, Director of Development Services

DATE: July 16, 2019

RE: Parliamentary Procedures

To assist the Planning and Zoning Board, the staff has prepared a PowerPoint presentation giving an overview of the parliamentary procedures to be used in conducting their meetings.