



## Legislation Text

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**File #:** ID 2021-420, **Version:** 1

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**TO:** Mayor and City Commission  
**FROM:** Joseph J. Kavanagh, City Clerk  
**DATE:** October 20, 2021

**MOTION - APPROVAL OF CITY COMMISSION MINUTES:**  
SEPTEMBER 13, 2021, CITY COMMISSION BUDGET HEARING;  
SEPTEMBER 1, 2021, REGULAR CITY COMMISSION MEETING;  
SEPTEMBER 19, 2000, CITY COMMISSION BUDGET HEARING;  
APRIL 27, 1998, REGULAR CITY COMMISSION MEETING & WORKSHOP.

**BACKGROUND:** This item will approve the following minutes as listed below:

- SEPTEMBER 13, 2021, CITY COMMISSION BUDGET HEARING
- SEPTEMBER 1, 2021, REGULAR CITY COMMISSION MEETING
- SEPTEMBER 19, 2000, CITY COMMISSION BUDGET HEARING
- APRIL 27, 1998, REGULAR CITY COMMISSION MEETING & WORKSHOP

As part of our duties and responsibilities, the City Clerk's Office is going through the process of reviewing old meetings subject to the Sunshine Law to ensure minutes were taken, approved and made part of the official, permanent record. Based on Robert's Rules and recommended best practice, the above minutes from 1998 and 2000 are being brought forward to the City Commission for approval.

City Commissioners who were not present at the meeting for which minutes are being approved, or even on the City Commission when the meeting occurred, can vote to approve minutes. The City Commission as an organization has a continuing legal existence, even if specific City Commissioners come and go over time. Accordingly, the new City Commission can approve the minutes of the previous City Commission. Approval of the minutes by the City Commission is not an attestation of the accuracy of the minutes, it is approval that they are the official record of the City of Margate.

Once the City Commission has approved the minutes, they are signed by the City Clerk even though the City Clerk was not present at the meeting. The City Clerk is merely signifying the minutes are now part of the official record of the City of Margate.

**RECOMMENDATION:** Approval

**FISCAL IMPACT:** None

**CONTACT PERSON:** Joseph J. Kavanagh, City Clerk