

RESOLUTION 2023-01

A RESOLUTION OF THE CITY OF CRESCENT CITY FLORIDA, ADOPTING STANDARD RULES AND PROCEDURES FOR COMMISSION MEETINGS, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City Commission of the City of Crescent City desires to adopt rules and procedures for Commission meetings; and

WHEREAS, the adoption of rules and procedures will help improve the efficiency of Commission meetings; and

WHEREAS, the City Commission of Crescent City has complied with all requirements and procedures of Florida Law in processing and advertising this Resolution.

NOW, THEREFORE, IT BE RESOLVED BY THE CITY COMMISSION OF THE CITY OF CRESCENT CITY THAT:


Section 1. The above “Whereas” clauses are hereby incorporated.

Section 2. Exhibit “A” is hereby adopted as the rules and procedures for Commission Meetings.

Section 3. This resolution shall become effective immediately upon enactment.

APPROVED AND ADOPTED by the City Commission of the City of Crescent City on this 12th day of January 2023.

CITY COMMISSION, City of Crescent City, Florida.

By: 
Michele Myers, Mayor

Attest: 
Charles Rudd, City Manager

Seal:



EXHIBIT A

ORDER OF BUSINESS FOR PUBLIC MEETINGS

REGULAR MEETINGS

Meetings shall conclude at 10 pm unless a motion is made and approved by the City Commission to continue to a time certain.

AGENDA

The agenda for all regular meetings of the City Commission shall be prepared by the City Manager. The agenda may reflect the following order of items unless the City Manager elects to make alterations in order to accommodate the needs of the City Commission or those persons in attendance at the meeting.

1. Call to order - Roll Call
2. Moment of Silence and/or Invocation
3. Pledge of Allegiance
4. Announcements
5. Approval of prior meeting minutes
6. Sheriff's Report
7. Public Comment for items not on the agenda or for items on the Consent Agenda
8. Recognitions, Proclamations, Presentations
9. Consent Agenda
10. Public Hearings for matters that are not ordinances
11. Public reading of ordinances
12. Business items
13. CRA Meeting
14. City Manager's Report
15. City Attorney's Report
16. City Commissioner's Reports
17. Adjournment

PUBLIC COMMENT

The Public Comment item at regular meetings of the City Commission is an opportunity for citizens in the audience to address the City Commission on matters that are not specifically listed on the agenda for that meeting or for items that are listed on the consent agenda. A person who wishes to speak to the City Commission shall be limited to a maximum of three minutes. A speaker's time is non-transferable unless determined by a motion of the City Commission. The Chair shall designate a person to keep a time clock limiting each speaker to three minutes. Speakers are requested to identify themselves prior to speaking by stating their name and address for the record. Speakers are permitted to read prepared statements, if they wish. Speakers are not permitted to read letters from other persons during Public Comment. Prepared letters should be presented to the City Clerk. Multiple copies should be provided for distribution to the Commission members.

Speakers shall only speak when recognized by the Chair. Only speakers recognized by the Chair may speak. Speakers shall address the City Commission as a whole and refrain from addressing individual members of the City Commission, City staff, Consultants, or other speakers. Speakers shall afford the utmost courtesy to the City Commission, City employees, Consultants, and to the public, and shall refrain, at all times, from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities. Speakers shall have only one opportunity to speak and shall not be entitled to a second opportunity, during Public Comment, or a rebuttal. It is not reasonable to expect that the Commission will engage in debate or deliberation about matters brought up during Public Comment on issues about which the Commission has received no prior information. If a speaker is declared out of order, he/she will be requested to leave the podium and will be subject to physical removal from the Commission Chamber.

CONSENT AGENDA

Items on the Consent Agenda are those which do not require discussion by the Commission members or by citizens. If a Commission member wishes for an item listed on the Consent Agenda to be discussed, then that member should request that the item be removed from the Consent Agenda.

PUBLIC HEARINGS

For matters scheduled on the agenda for a public hearing, speakers should address the Commission from the podium. All speakers are requested to identify themselves prior to speaking by stating their name and address for the record. A person who wishes to speak to the City Commission shall be limited to a maximum of three minutes. A speaker's time is non-transferable unless determined by a motion of the City Commission. The Chair shall designate a person to keep a time clock limiting each speaker to three minutes. Members of the audience will be permitted to speak to the City Commission on public hearing items, prior to action on items by the City Commission. Public comments shall be germane to the item under consideration. Once the public hearing is closed, and the matter is discussed by the City Commission, then no persons will be permitted to address the City Commission on the matter.

PUBLIC READING OF ORDINANCES

Ordinances will be read by title unless the City Commission votes to read the ordinance in full. The chair will receive comment from the public on the ordinance prior to formal consideration and a vote by the City Commission. Persons wishing to address the City Commission shall do so from the podium. All speakers are requested to identify themselves prior to speaking by stating their name and address for the record. A person who wishes to speak to the City Commission shall be limited to a maximum of three minutes. A speaker's time is non-transferable unless determined by a motion of the City Commission. The Mayor shall designate a person to keep a time clock limiting each speaker to three minutes.

BUSINESS ITEMS

- A. For each business item the matter will be introduced by the City Manager and a staff recommendation, if appropriate, will be provided.
- B. The petitioner who requested that the item be placed on the agenda, whether a member of the audience or a member of the Commission, will be given an opportunity to address the Commission on the contents of the item.
- C. Members of the City Commission will introduce a motion and a second. If the motion fails to receive a second, another motion will be entertained. If no other motion is made, the Commission may proceed to the next item on the agenda.
- D. After a motion is made and seconded, members of the audience will be given an opportunity to comment on the business item. All persons wishing to address the City Commission shall do so from the podium. Speakers are requested to identify themselves by stating their name and address for the record. Persons addressing the City Commission on business items will be limited to one opportunity to speak to the Commission on each item and their comments will be subject to a time limit of up to three minutes, at the discretion of the Chair.
- E. Following the receipt of comments from persons in the audience, the City Commission will undertake its discussion and vote on the business item.

CITY MANAGER'S REPORT, CITY ATTORNEY'S REPORT, CITY COMMISSIONER'S REPORTS

These items are an opportunity for members of the Commission, the City Attorney, or the City Manager, to communicate with each other on matters of interest to the members. This is an opportunity for members to request that items to be placed on a future meeting agenda, with a proper motion and second, or to discuss business items for which no action is required.

WORKSHOPS

The City Commission may call a workshop of the City Commission. The purpose of a workshop is to discuss items of particular interest to the Commission or to discuss items before the full Commission which have been requested by individual members. Workshops will be held in order to allow for Commission member discussion in an open meeting. Other persons who attend workshops will be given an opportunity to address the City Commission at the Public Comment portion of the workshop.

The agenda for all workshops of the City Commission shall be prepared by the City Manager. The agenda shall reflect the following order of items unless the City Manager elects to make alterations in order to accommodate the needs of the City Commission or those persons in attendance at the meeting.

AGENDA

- 1. Call to order - Roll Call
- 2. Public Comment for items listed on the agenda
- 3. Discussion Items
- 4. Adjournment

PUBLIC COMMENT - WORKSHOP

Each workshop will include an item for citizen comment. Comments from persons in the audience will be limited to those items that are listed on the agenda for the workshop and all persons addressing the Commission will be subject to a three-minute time limit. The Chair shall designate a person to keep a time clock limiting each speaker to three minutes. Speakers are requested to identify themselves prior to speaking by stating their name and address for the record. Speakers are permitted to read prepared statements if they wish. Speakers are not permitted to read letters from other persons during Public Comment. Prepared letters should be presented to the City Clerk. Multiple copies should be provided for distribution to the Commission members.

Speakers shall address the City Commission as a whole and refrain from addressing individual members of the City Commission, City staff, consultants or other speakers. Speakers shall afford the utmost courtesy to the City Commission, City employees, consultants, and to the public, and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

DECORUM AND ORDER

The Mayor or other presiding officer shall preserve decorum and order at City Commission meetings and shall decide all questions of order. During Commission meetings, Commission members shall preserve order and decorum and shall neither by conversation or otherwise, delay or interrupt the proceedings, nor refuse to obey the orders of the presiding officer.

Every member of the Commission wishing to speak, shall address the chair and upon recognition by the presiding officer, shall be permitted to speak. Members of the Commission shall afford the utmost courtesy to each other, to City employees, to consultants, and to the public, and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities. Commission members shall confine their questions and remarks to the particular matter before the Commission.

Persons attending Commission meetings shall also observe the same rules of propriety, decorum and good conduct applicable to members of the City Commission. All remarks and questions from members of the audience shall be addressed to the City Commission as a whole and not to any individual member thereof. No person, other than members of the City Commission and the person having the floor, shall enter into any discussion, either directly or through a member of the Commission, without permission of the presiding officer.

STANDARDS OF CONDUCT OF CITY BUSINESS FOR ELECTED OFFICIALS

Mayor

The Mayor, as established by the City Charter, is the ceremonial head of the City. As the ceremonial head, the Mayor attends such civic special events as the Mayor deems appropriate. In attending, it is understood that the Mayor is merely a ceremonial head of the City and the Mayor's appearance does not in any way designate legal support, liability, or obligation upon the City

Commission of the City of Crescent City. The City Commission must act as a body before any such obligation is binding upon the City of Crescent City.

In addition to serving as ceremonial head, the Mayor, pursuant to the City Charter, is the presiding officer of the City Commission and as the presiding officer, the Mayor's duties at regular meetings are specifically governed by Robert's Rules of Order. The Mayor is charged with having a working knowledge and with carrying out the intentions of Robert's Rules at every regular Commission meeting.

Vice Mayor

The Deputy Mayor may attend all functions and shall chair all meetings for which the Mayor is unable to attend or unable to chair.

City Commission Members

The City Commission of the City of Crescent City is a collegial body that must operate as a unit in order to act in any official capacity. As such, Commission members deem it appropriate to work in a spirit of cooperation and to keep each other well informed of their actions prior to any public commitment by a single City Commission member to an event, idea, or plan of action. Accordingly, prior to representing to the public that any new idea or project is a City sponsored project, each City Commission member shall present to the Commission as a whole, either in a workshop or regular session, under the appropriate agenda format, the proposed action that member wishes the City to take. Such action could be to sponsor a community event, adopt an ordinance, construct public improvements, or advance any other position. All members of the City Commission should be given the opportunity to be informed of the project or idea. In that way, the City Commission, as a group, may determine whether or not the City Commission wishes to lend its official support to the project or idea. In the alternative, the City Commission may ask that a Commission member be involved in a project or idea only as a member of the Crescent City community but not as an official representative of the City.