

**ORDINANCE No. 617**

**AN ORDINANCE REPLACING ORDINANCE NO. 415 AND NO. 441 RELATING TO THE PROCEDURE, AGENDAS, AGENDA DEADLINES, ORDER OF BUSINESS, AUTHORITY TO PLACE ITEMS ON AGENDA, CONDUCT OF MEETINGS, MINUTES, AND RELATED MATTERS PERTAINING TO WORKSHOPS, REGULAR AND SPECIAL MEETINGS OF THE CITY COUNCIL; PROVIDING FOR SEVERABILITY; REPEALING PORTIONS OF ORDINANCES IN CONFLICT THEREWITH; AND, RECITING AN EFFECTIVE DATE.**

WHEREAS, the City Council has determined that it is in the best interests of the people of the City of Mexico Beach, Florida that this ordinance be enacted, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF MEXICO BEACH, FLORIDA:

Section 1. In order to better organize and give adequate notice to the public of the various public meetings and gatherings the City Council enacts the following provisions that, subject to editorial discretion, will be added to Title III-Administration, Chapter 30- City Council, of the City Code.

Section 2. Section 30.01 Meetings and Workshops.

- (A) Regular Meetings - The City Council shall meet regularly the second Tuesday of each month and at such times as it may prescribe by resolution. All meetings shall be held at the Mexico Beach Civic Center or as set forth in the meeting agenda pursuant to state law.
- (B) Regular Workshops – The Council shall seek to meet in a workshop or special meeting on the Wednesday, immediately preceding the regular meeting, at a time determined by Council, in order to prepare for the regular meeting and to discuss items to be placed on the regular meeting agenda. The Council shall also seek to meet in a workshop on the fourth Tuesday, at a time determined by Council, in order to work through issues and business before the Council.
- (C) Special meetings and workshops – Special meetings and workshops may be held on the call of the Mayor or three (3) or more members of the Council. Emergency meetings may be held on the call of the Mayor or three (3) or more members of Council.
- (D) Holidays - When the day for a regular meeting or workshop falls upon a day which is a legal holiday or election day in this state, the meeting shall be rescheduled for the following day or as otherwise set by the Council.
- (E) Procedure and Meeting Records. The Council shall follow Roberts Rules of Order and determine its own order of business for workshops and special meetings and shall provide for keeping minutes of its proceedings. The record of minutes shall include only actionable items. The minute book shall be a public record. All meetings and workshops shall be recorded on video and the recordings shall be a public record. Draft minutes are not published until after Council review and corrections and changes are made by

the Council at the pre-agenda workshop. Minutes will be made available on the City website the first business day immediately following Council approval of the minutes at the regular meeting. Video recordings of the meetings shall be made available on the City website as soon as possible following the respective meeting.

- (F) Any meeting of the Council may be continued or adjourned from day to day, or for more than one (1) day, but no adjournment shall be for a longer period than until the next regular meeting thereafter.
- (G) Except as permitted by state law, all meetings of the Council or any board shall be open to the public. A calendar of regular meetings and workshops shall be available on the City website, and posted at city hall, the civic center and the post office, at least 30 days prior to the scheduled meeting. Special meetings and workshops shall be posted within 24 hours of announcement providing 24 hours notice is available, or as soon as possible.

### **Section 30.02** Agendas, Order of Business and Procedure.

- (A) Call to Order - The mayor shall take the chair at the time appointed for the meeting and call the members of the Council to order. He or she shall preserve the order and decorum, decide all questions of order, unless appealed to the Council. In the absence of the mayor, the mayor pro tem is vested with like powers. If there is no presiding officer in attendance, the Council may elect a presiding officer for that meeting.
- (B) Order of Business - The order of all regular meetings of the Council should be transacted in the following order, unless the Council by a majority vote of the members present, shall suspend the rules regarding the order of business:
  - (1) Call to order;
  - (2) Invocation;
  - (3) Pledge of allegiance;
  - (4) Roll Call;
  - (5) Mayor's Comments;
  - (6) Council Comments;
  - (7) Citizens' comments;
  - (8) Consent agenda;
  - (9) Minutes of preceding meeting(s);
  - (10) Scheduled Appearances;
  - (11) Appointments;
  - (12) Planning and Zoning Items
  - (13) Ordinances;
  - (14) Resolutions;
  - (15) Other Business;
  - (16) Department Reports/Action; and,
  - (17) Adjournment.
- (C) Addressing the Presiding Officer - Each member when the Council is convened and organized for business, when speaking, shall address the presiding officer.
- (D) Addressing Council - All persons wishing to address the Council must be first recognized by the Mayor or other presiding officer before any comments are made. For a regular or special meeting, after being recognized to speak, the speaker should come

to the podium and state their name and address. Comments will be limited to three (3) minutes per speaker per item and all comments must be addressed to the agenda item currently under discussion. The comment time period may be extended by affirmative vote of the Council. No comments should be made from the audience seating area, except during workshops. During the Citizens' comment period at the beginning of the meeting, comments are limited to City business before the Council and is not limited to items on the agenda.

- (E) Consent Agenda - For the regular meeting, a portion of the agenda may be designated as a consent agenda and all items contained therein may be voted on en gross. The items on consent will be marked by an \* on the agenda. A Council member may, without discussion, state that he or she is voting in the affirmative on all consent items except certain ones which he or she will name by number. In such cases, the vote of the Council member(s) shall be recorded as a negative or abstention for the items named. However, prior to the vote on the consent agenda, any Council member may withdraw an item from the consent agenda so that it shall be debated and voted on individually. This shall in no way limit the legal right of a Council member to abstain according to law. The Mayor or presiding officer will ask for public comment on these items. If you wish to comment on an item on the consent agenda you should stand to be recognized by the Mayor or presiding officer.
- (F) Votes – For regular and special meetings, no action of the Council shall be valid or binding unless adopted or approved by the affirmative vote of a majority of the members of the Council constituting a quorum when the action is introduced. A quorum of Council shall be three (3) or more members of Council. A two thirds (2/3) vote of the membership of the Council, or four (4) or more votes, is required to enact an emergency ordinance. Voting on all ordinances, except on procedural motions, shall be by roll call and the ayes and nays recorded in the minute book. (See Charter section 2.09.)
- (G) Regular Agenda - For all meetings and workshops, audience members wishing to address the Council on items on the agenda should do so after the item(s) of your interest are read by the Mayor or presiding officer. You must be recognized before you begin your comments.
- (H) Required Public Hearing Matters - Public comment is welcome during these items subject to any limiting rules as may be required by law or adopted by Council.
- (I) Scheduled Appearances - For all regular meetings and workshops, speakers who have made a timely request to the City Clerk will be placed on the meeting agenda and will be allocated seven (7) minutes to make comments to Council. A request to be placed on the meeting agenda shall be timely if made in writing prior to the deadline for the meeting agenda. Requests to appear must include the topic of discussion and is limited to business of the Council. Unscheduled speakers will only be allowed at the regular meeting during citizens' comments and will be allocated three (3) minutes to make comments. Unscheduled speakers' comments are limited City business before the Council and is not limited to items on the agenda. Council may extend the time for scheduled comments by consent or motion.
- (J) Disruptions and Misconduct - Those in the audience are asked to respect each speaker and disruptions during the speaker's comment period are prohibited. Comments should only be addressed to the Mayor and Council. Any person who, during

the sitting of the Council assembled for and engaged in the study of, or the consideration of the affairs, interests, issues of the City, or the enactment of rules, regulations, resolutions, motions, or ordinances for the City, shall create any disturbance by any noises, conversations, gestures, acts, or conduct that interferes with the orderly considerations and deliberations of the Council, thus assembled, shall be asked and required to leave the meeting.

- (K) Dissents - Any Council member who strongly objects to any action voted on or taken by Council at a regular or special meeting may have his or her protest or dissent entered upon the Council record provided he or she files the protest or objection in writing to the City Clerk at the later of the next regular meeting or approval of the minutes for the next regular meeting following the date of passage of the item objected to.
- (L) Suspension of Rules - Any provision of these rules not governed by the charter may be temporarily suspended at any meeting by majority vote or unanimous consent. where the chair asks if there are any objections to the suspension of the rules. One or more objections to consent will require that a counted vote be taken by ayes and nays and entered upon the record. If a vote is taken and there is a negative vote the rules shall not be suspended.
- (M) Explanations - If a motion has been voted on without discussion and a Council member feels that it is necessary to explain his or her vote, following the vote he or she may have up to five (5) minutes to give the public reasons for his or her vote. This shall not be construed as an opportunity to repeat discussion that has already taken place at the same meeting.
- (N) Anonymous Communications - Unsigned communications shall not be introduced in Council meetings.
- (O) Motions - For a motion to be properly considered and discussed by the Council, the motion must be made and then receive a second.
- (P) Filing Agenda Items - The Mayor, Council member, City Administrator, or City Clerk shall have the right to place an item on the published agenda provided the same is filed with the City Clerk by noon on the Thursday *immediately* preceding the regular Council meeting or workshop. The City Clerk or his/her designee shall prepare the published meeting agenda for Council. For regular and special meetings, additional or miscellaneous agenda items may be considered by Council in emergency situations at its discretion and in accordance with state law. The published agenda for regular meetings and workshops shall be posted on the City website, and posted at city hall, the civic center and the post office by 5pm on the Thursday immediately preceding the meeting or workshop. For special meetings or workshops, the agenda shall be posted as soon as it is known.

**Section 3.** All ordinances or parts of ordinances thereof, in conflict with the provisions of this ordinance are hereby repealed in whole or in part to the extent of the conflict.

**Section 4.** Should any part of this Ordinance be deemed invalid by a court of competent jurisdiction, the invalid parts shall be severed from the Ordinance and the remaining parts shall not be affected thereby.

**Section 5.** This Ordinance shall become effective upon passage.

INTRODUCED at a regular meeting of the City Council on the 12th day of November, 2014,  
and adopted by the City Council on the 10th day of December, 2014

CITY OF MEXICO BEACH, FLORIDA

  
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William A. Cathey, Mayor

ATTEST:



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Adrian Welle, City Clerk

