

**CITY OF ARCHER
CITY COMMISSION**



RULES OF PROCEDURE

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SECTION I - PUBLIC PARTICIPATION IN CITY GOVERNMENT

1: Commission Meetings -Open to the Public. All meetings of the Archer City Commission, and of committees thereof, shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011F.S. and

- (a) The exception shall be those meetings statutorily exempt, such as executive collective bargaining sessions - Section 447.605(1), F.S.; meetings regarding risk management claims - Section 768.28(15), F.S.; and litigation meetings pursuant to Section 286.011(8) F.S. The Commission shall follow all statutory requirements for exempt meetings.
- (b) Because of the need to comply with seating capacity requirements of the fire code, there may be occasions when entrance by the public to the Commission Chambers or other meeting rooms shall be limited. In those instances, the Commission may make other areas available for those who desire to participate in the meeting.
- (c) Regular meetings of the Commission will be conducted in a publicly owned or controlled building. Special meetings will also be conducted in publicly owned or controlled buildings. All meetings will be held in a building that is open to the public.
- (d) For public safety purposes, no signs or placards mounted on sticks, posts, poles or similar structures will be allowed in City Commission meeting rooms. Other signs, placards, or banners shall not disrupt meetings or interfere with a person's ability to observe the meeting.
- (e) All persons with disabilities shall be provided the assistance that is necessary to enable them to effectively participate in Commission meetings.

2: Appearance before the Commission. Pursuant to section 286.0114 of the Florida Statutes, members of the public shall be given a reasonable opportunity to be heard on a proposition before the Commission. Persons desiring to address the Commission on a matter pending before it, or which needs the attention of the Commission; may do so upon recognition by the Mayor/Vice Mayor. To ensure that everyone has a fair opportunity to participate, these procedures will be followed:

- (a) After being recognized, the person should:
 - step up to the speaker's podium and give her/his name;
 - limit the comments to three (3) minutes. The Mayor/Vice Mayor may, subject to a concurrence of a majority of the Commission, extend the three minute established speaker time;
 - address all remarks to the Mayor/Vice Mayor and not to a single member of the Commission;
 - present documents to the City Manager;
 - Speakers should make comments concise and to the point; and,

present any data or evidence they wish the Commission to consider. No person may speak more than once on the same subject unless granted permission by the Mayor/Vice Mayor.

- (b) The Commission may discuss the matter, assign it to a committee, refer it to the Manager and/or Attorney for review and comment, question the speaker and/or take other appropriate action.
- (c) No person other than a member of the Commission, and the person having the floor, may be permitted to enter into any discussion, either directly or through a member of the Commission, without permission of the Mayor/Vice Mayor. No question may be asked except through the Mayor/Vice Mayor. Speakers should refrain from disruptive conduct.
- (d) A person may not interfere with, or interrupt, the orderly procedure of the Commission, any Commissioner, or the person speaking who has been properly recognized by the Mayor/Vice Mayor.
- (e) If the Mayor/Vice Mayor or the majority of the Commission declares an individual out-of-order, s/he will be requested to relinquish the speaker's podium. If the person does not do so; s/he is subject to removal.
- (g) Employees of the City may address the Commission on matters of public concern. Employee comments that address an active employee appeal matter, grievance/arbitration, or a personnel dispute will not be entertained as a part of Citizen Comments. Employees will be advised of the appropriate forum and process for presenting or discussing such matters.

3: Public Comments and Inquiries. Persons may address the Commission on items not on the agenda during the Public Comment periods. The Commission shall not take final action on public comment items presented at the same meeting unless it waives its Rules of Procedure. When inquiries and comments are brought before the Commission, other than for items already on an agenda, the Mayor/Vice Mayor may first determine whether the issue is legislative or administrative in nature and then:

- (a) If legislative, and the complaint is about the letter or intent of legislative acts or suggestions for changes to such acts, and if the Commission finds consideration of such suggestions advisable, the Commission may refer the matter to a committee, to the Attorney and/or Manager for review and recommendation, or may take other action it deems appropriate.
- (b) If administrative, and the complaint is regarding the performance of administrative staff, administrative interpretation of legislative policy, or administrative policy within the authority of the City Manager, the Mayor/Vice Mayor should then refer the complaint directly to the City Manager for her/his

review, if said complaint has not been so reviewed. The Commission may direct that the City Manager report to the Commission when her/his review is completed.

- (c) The Mayor/Vice Mayor may also assign to a Commissioner issues that require additional examination. If so assigned, the Commissioner shall provide a report to the Commission when the examination is complete.

4: Commission Meetings - Regular. Any two (2) Commissioners or the Mayor/Vice Mayor may call a meeting into regular session. A quorum shall be three or more members.

Unless otherwise advertised, all regular meetings of the Archer City Commission are conducted at 7:00 P.M. on the second Monday of the month in the Commission Chambers – Archer City Hall, 16870 SW 134th Avenue, Archer, Florida.

Times and schedules for regular meetings may be adjusted to accommodate holidays or other special events. Prior notice of such change shall be provided to the public, the Manager and the media. While a minimum notice of 24 hours is required, the Commission will provide as much advance notice of a regular meeting as is feasible.

5: Commission Meetings - Special. Any two (2) Commissioners or the Mayor/Vice Mayor may call a meeting into special session. Quorum shall be three or more members.

- (a) The call for a special meeting shall be in writing or by email, and shall contain time, place and business to be conducted. The notice of a special meeting shall be posted at designated areas in the same manner as regular meetings. The time and place of the special meeting shall be posted on the City's on-line Calendar. While Special meetings may be held upon no less than twenty-four (24) hours public notice the commission should strive to provide as much notice as possible.
- (b) Each Commissioner, the Mayor/Vice Mayor, the City Manager and the City Attorney shall be given as much prior notice of the special meeting as practical. Such notice shall be provided by any reasonable means, including telephone, email or facsimile transmission to the person's residence, place of employment, or other location, whichever site is most likely to ensure the person's receipt of the notice.
- (c) Prior notice of the special meeting shall be provided to the business office of each local media organization that has on file a written request for notice of special meetings. Such notice shall be provided by any reasonable means, including telephone, email or facsimile transmission.
- (d) Special meetings may be scheduled on days or evenings in addition to the second Monday of the month.
- (e) An agenda outlining the business to be conducted will be available prior to the meeting. No business other than items listed on the agenda shall be conducted.

Public comment shall be allowed on items on the agenda, but there will not be a separate public comment period included on the agenda.

- (f) If there is no longer a need for a special meeting, the person(s) who called the meeting is/are authorized to cancel the meeting. The notice of cancellation shall be provided to the same media as received notice of the special meeting, posted at designated areas in the same manner as notice of the special meeting was posted and said cancellation shall be posted on the City's on-line calendar.

6: Informal Commission Meetings - Inspection Trips, Retreats Workshops. The Commission may schedule informal meetings, inspection trips, retreats or workshops. Advance notice of these meetings shall be given in the same manner as regular or special meetings. Minutes of these meetings may be made by City Commission staff or by normal procedures at the direction of the Commission.

7: Public Hearings; Time; Location. Public hearings shall be held on the second Monday of the month at City Commission meetings which begin at 7:00 P.M. Unless advertised otherwise, public hearings are conducted in the Commission Chambers – Archer City Hall, 16870 SW 134th Ave, Archer, Florida. The matters under consideration shall be heard at the designated time, or as soon thereafter as practicable. All notices of public hearings shall follow the standards as set out in Chapter 166.41 F.S

Public hearings may be continued from a prior meeting, or scheduled on days or evenings in addition to the second Monday of each month. The Mayor/Vice Mayor, subject to concurrence of a majority of the Commission, is authorized to extend the 3 minute established speaker time.

8: Public Hearing; Procedures.

- (a) The procedures to be followed for public hearings are, generally, as follows:
 - (1) The Mayor/Vice Mayor opens the Public Hearing and states the nature and purpose of the item/ordinance being considered. The Mayor/Vice Mayor then requests the City Attorney or City Manager to read the item/ordinance to be considered in its entirety or by title only and provide the staff recommendation or comments. The Mayor/Vice Mayor inquires whether any Commissioner wishes to put forth a motion. Following the motion and its second, the mayor shall entertain comments from the public about the motion on the floor. The Mayor/Vice Mayor following public comment shall entertain discussion amongst the Commissioners.
 - (2) The Mayor/Vice Mayor then restates the motion and then calls for the vote.
 - (3) The Mayor/Vice Mayor closes the public hearing.

- (b) **QUASI JUDICIAL MEETING PROCEDURE** - This Procedure is to ensure that the Applicant has an opportunity for a complete presentation of their request prior to any testimony being provided by staff

PLEASE READ THE FOLLOWING:

All public testimony will be taken under oath. Everyone testifying will be subject to cross-examination, all documents and exhibits shall be entered into evidence. The giving of opinion testimony is limited to experts, and closing arguments will be limited to the evidence of record.

The procedure we will follow this evening is that we will:

- (1) First hear from the Applicant (applicant presentation - no time limit);
 - (2) The applicant will then be subject to cross examination;
 - (3) The staff will then enter the staff report into the record and answer questions;
 - (4) The applicant will have the opportunity for rebuttal of any testimony against the application;
 - (5) The floor will be opened for public comment (each presentation will be limited to five (5) minutes) - members of the public will have an opportunity to question the applicant or staff;
 - (6) The applicant will have an opportunity for closing arguments;
 - (7) The public hearing will be closed and the Commission will enter into deliberations.
- (c) Ex-parte Communications. Refer to the City of Archer's Resolutions regarding implementation of section 286.0115 of the Florida Statutes.

9: Public Records; Inspection; Duplication. The City of Archer will follow all requirements of Chapter 119 of the Florida Statute regarding the maintenance of public records and any requests for inspection and duplication.

10: Commission Mail; Circulation; Public Review and Duplication. All mail addressed to the Mayor/Vice Mayor and the Commissioners, which is received pursuant to law or in connection with the transaction of official City business, will be provided to the City Staff for public record (Chapter 119, F.S.) by the Mayor/Vice Mayor or Commission. The public may review and duplicate such mail pursuant to a public records request.

GUIDELINES FOR ADVISORY BOARDS AND COMMITTEES

11: Advisory Boards/Committees.

A. Designation, Length of Service:

1. Committees are to be designated as Standing or Ad Hoc. A sunset date will be specified for Ad Hoc Committees. Term lengths for serving on any standing committee will be a minimum of three years unless otherwise specified (e.g. state statute or ordinance may require term lengths of less or more than two years).

B. Board Appointments:

1. Board appointments shall be residents of the City of Archer, unless otherwise specified within the by-laws of the board or committee or by ordinance. The City Commission shall make all board appointments.

C. Transition between Members:

1. Committee by-laws will include language which provides for members whose terms have expired to continue serving until the appropriate appointments are made.

D. Attendance:

1. Any board or committee member including elected officials (excepting ex officio members) whose attendance is less than 50% of the last six (6) consecutive meetings will automatically be removed from the board or committee unless excused.

2. Board Chairs shall circulate a sign in sheet for recording attendance at every meeting. Completed attendance records shall be submitted to the City Manager. The City Manager will prepare a letter notifying attendance policy violators of their dismissal and will submit the letters to the Mayor/Vice Mayor for signature.

3. When a quorum is not present at an announced meeting of a board or committee, the board or committee may meet in a workshop setting, for which a record of attendance and minutes shall be prepared. No formal action may be taken by the board or committee during a workshop.

E. Work Plans / Accomplishments Reports:

1. Boards and committees shall submit work plans, accomplishment reports or other communications directly to the City Manager. The details associated with the work plans will be dependent upon the mission of the board or committee.

2. Secretaries of all boards and committees shall be responsible for submitting to the City Manager all attendance reports, minutes and an annual report of accomplishments upon their completion.

3. Work Plans and an annual report of accomplishments should be submitted to the City Manager on or before January of each year.

4. Verbal presentations on work plans and report of accomplishments are optional. If presentations are given, these should be scheduled on the City Commission's agenda, coinciding with the submission date (i.e. January 1st) for the written documents.

F. Elections of Officers:

1. All board and committee officers shall be elected by the membership of the citizen advisory board or committee.
2. Officers shall be elected on January 1st of each fiscal year or as soon thereafter as practical.

G. Meeting Frequency:

1. All boards and committees shall meet at such times and frequency as provided for in the committee or board by-laws.
2. Recommendations to dissolve committees or take appropriate action will be submitted to the City Manager for consideration by the Commission.

H. Parliamentary Procedure:

1. As appropriate, Robert's Rules of Order Newly Revised shall be the rules of the Advisory Boards and Committees, so long as they do not conflict with ordinances, statutes, these rules, or other actions by the City Commission.

SECTION II - PREPARATION OF AGENDA; ORDER OF BUSINESS

12: Preparation of the City Commission Agenda. The City Manager shall prepare the agenda according to a policy guide developed by the City Manager and confirmed by the Commission. The Mayor/Vice Mayor, any Commissioner, the City Manager, or the City Attorney may place an item on the agenda. The City Manager will provide the tentative agenda to Commissioners on the Thursday prior to a regular meeting. The Mayor/Vice Mayor and City Manager will discuss each agenda in advance of the Commission meeting.

13: Agenda Material. A copy of the agenda and supporting materials shall be prepared for Commissioners, the public and the media on the Thursday prior to the regular Commission meeting or Public Hearing, except when legally observed holidays affect copying and distribution. The agenda, as well as lengthy reports that are part of agenda documentation, shall be available for review in the City Manager's office.

14: Meeting; Order of Business. The business of all regular meetings of the Commission should be transacted as follows - provided, however that the Mayor/Vice Mayor may, by simple majority vote or consensus of the Commission, re-arrange, delete, or add items on the agenda to more expeditiously conduct the business before the Commission:

A. Call to Order at 7:00 p.m.

- Prayer
- Pledge of Allegiance
- Consent Agenda
- Public Hearings
- Old Business
- New Business
- Reports, Correspondence, Communication
 - City Manager Report
 - City Attorney Report
 - Commissioner Reports
- Planning Calendar
- Citizen Participation
- Adjournment

B. No meeting shall be permitted to continue beyond 10:30 p.m. without the approval of a majority of the Commission. A new time limit must be established before taking a Commission vote to extend the meeting. In the event that a meeting has not been closed or continued by Commission vote prior to 10:30 p.m., the items not acted on are to be continued to a designated time during the next regularly scheduled meeting, or at a special meeting unless State law requires hearing at a different time or unless the Commission, by a majority vote of members present, determines otherwise.

15: Quorum. A quorum for the transaction of business by the Commission consists of three (3) Commissioners. Once a quorum has been established, an affirmative vote of at least three (3) Commissioners shall be required to carry a motion, unless statute, ordinance or other regulation requires an extraordinary majority (4/5ths) or unanimous vote of the Commission.

16: Required Attendance of Officials. In addition to the Commissioners, City officials whose regular attendance shall be required at meetings of the Commission are the: City Manager, City Attorney, or their designees. A representative of the Alachua County Sheriff's Office may also be present to provide security and assistance in maintaining order.

17: Manager of the Commission; Minutes. The City Manager or designee shall make minutes of the proceedings of each regular, special or emergency Commission meeting. The Manager shall provide copies of the final minutes to each Commissioner for their reading.

- (a) The City Manager's office places the minutes on the consent agenda for approval by the Commission. Such minutes stand confirmed at the regular Commission meeting without a reading in open meeting, unless some error is shown. In such event, an appropriate correction is made. A copy of the approved minutes of the last regular Commission meeting shall be available for review in the City Manager's office.

- (b) The Manager shall be responsible for recording City Commission workshops unless otherwise specified by the Commission. Preparations of workshop minutes are the responsibility of City Commission staff.
- (c) Upon request, the City Manager will provide any Commissioner with transcribed excerpts of recordings or copies of the recordings of Commission meetings.

18: Sergeant at Arms. The City Manager, or her/his designee, may serve as sergeant-at-arms of the Commission meetings. The Alachua County Sheriff's Office is authorized to assist the City Manager in performing this duty. The City Manager shall carry out all orders and instructions given by the City Commission for the purpose of maintaining order and decorum at the Commission meeting. The following policy will provide guidance in handling disruptions:

- (a) If an individual refuses to relinquish the podium after being allowed to address the Commission, the Mayor/Vice Mayor will inform the individual that their time to address the Commission has expired and the Mayor/Vice Mayor will direct the individual to leave the podium.
- (b) If an individual causes disruption in the Commission meeting site, the Mayor/Vice Mayor will inform the individual causing the disruption to cease the disruptive activity.
- (c) If the disruption fails to stop:
 - (1) The Mayor/Vice Mayor will inform the individual causing the disruption that their actions are contrary to the orderly function of the meeting and that the individual is to cease such action or the Sergeant-at-Arms (City Manager/designee) will be instructed to remove the individual from the meeting site.
 - (2) The Mayor/Vice Mayor will direct the individual to leave the meeting site. The Mayor/Vice Mayor will inform the individual that, if s/he is directed to leave and fails to do so, the individual will be subject to arrest for trespass.
 - (3) If the disruption fails to cease, the Mayor/Vice Mayor shall be authorized to take final action and read the following:

“As the Mayor/Vice Mayor, I inform you that your actions are inconsistent with the orderly function of this meeting and you have failed to comply with the lawful order. I am instructing the Sergeant-at-Arms (City Manager/designee) to have you removed from this meeting site, and if deemed necessary by the Sergeant-at-Arms, to remove you from this building.”

19: Rules of Order and Debate. Every Commission member desiring to speak should address the Mayor/Vice Mayor and, upon recognition by the Mayor/Vice Mayor, should be confined to the question under debate.

- (a) The maker of a motion shall be entitled to the floor first for debate.
- (b) A member once recognized should not be interrupted when speaking unless a point of order or a question of privilege is called. The member should then cease speaking until the point of order or privilege is determined, without debate, by the Mayor/Vice Mayor. If in order, said member will be at liberty to proceed.
- (c) If the Mayor wishes to put forth or second a motion, s/he shall pass the gavel to the Vice Mayor. Should in the absence of the Mayor the Vice Mayor wishes to put forth or second a motion, s/he shall pass the gavel to a member of the Commission (the quorum of Commissioners at this point must vote as to whom will be presiding officer)
- (d) The most recent edition of Robert's Rules of Order Newly Revised shall be the rules of the Commission, so long as they do not conflict with ordinances, statutes, these rules, or the City of Archer Charter.

20: Voting. The votes during all Commission meetings should be transacted as follows:

- (a) In order to expedite business, the Mayor/Vice Mayor shall call for the vote by voice. At the request of any Commissioner, a roll call vote shall be taken by the Manager.
- (b) When the Mayor/Vice Mayor calls for a vote on a motion, every member, who was in the Commission chambers must give his/her vote, unless the member has publicly stated that s/he is abstaining from voting due to a conflict of interest, pursuant to Section 112.3143 or Section 286.011, Florida Statutes. If any Commissioner declines to vote "aye" or "nay" by voice, his or her vote shall be counted as an "aye" vote.
- (c) The passage of any motion, policy or resolution shall require the affirmative vote of at least three (3) members of the Commission. In case of a tie in votes on any proposal, the proposal shall be considered lost.
- (d) Any Commissioner shall have the right to express dissent from or protests against any ordinance, resolution or policy of the Commission, and to have the reason therefore entered in the minutes.
- (e) If a motion is not carried by at least three (3) Commissioners, the proposal shall be considered lost. If all Commissioners are not present an applicant may request the item to be continued to a time certain when all Commissioners may be present

21: Conflict of Interest as Specified in 112.3143 or Section 286.011, Florida Statutes. No Commissioner shall vote in her/his official capacity on a matter which would inure to his/her special private gain, or which the Commissioner knows would inure to the special private gain of

any principal by whom s/he is retained, of the parent organization or subsidiary of a corporate principal by which s/he is retained, or a relative or of a business associate. Within fifteen (15) days following that Commission meeting, s/he shall file with the City Manager a Form 8B which describes the nature of her/his interest in the matter. The Form 8B shall be received by the Manager and incorporated into the minutes of the meeting.

22: Ordinances. All ordinances shall be enacted in compliance with Section 166.041 Florida Statutes. An enacted ordinance is a legislative act which prescribes general, uniform, and permanent rules of conduct relating to the corporate affairs of the city. Commission action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty. All ordinances shall be introduced in writing, and scheduled for public hearing after advertisement.

24. Emergency Ordinances: An emergency measure is an ordinance or resolution for the immediate preservation of public peace, property, health, or safety, or providing the usual daily operation of a municipal department, in which the emergency is set forth and defined in a preamble thereto. Ordinances appropriating money may be passed as emergency measures, but no measure making a grant, renewal, or extension of a franchise or other special privilege, or regulating the rate to be charged for its services by any public utility, shall ever be so passed. The City Commission may, by four-fifths (4/5) vote; pass an emergency measure to take effect at the time indicated therein.

25: Resolutions. Generally, an enacted resolution is an internal legislative act which is a formal statement of policy concerning matters of special or temporary character. Commission action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired. All resolutions shall be put into writing. A resolution may be put to its final passage on the same day on which it was introduced.

26: Motions. An enacted motion is a form of action taken by the Commission to direct that a specific action be taken on behalf of the city. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law. All motions shall be made and seconded before debate. Before a motion has been stated by the Mayor/Vice Mayor, its Proposer may change or withdraw it without the Commission's permission, and any member or the Mayor/Vice Mayor may request that the maker withdraw it.

27: Reconsideration of Action Previously Taken. A motion to reconsider enables the Commission to set aside a vote on a main motion taken at the same meeting, and to consider that motion again as though no vote had been taken on it.

- (a) A motion to reconsider shall be allowed at any time during a meeting by any Commissioner who voted with the prevailing side, except when a motion on some other subject is pending. No motion by any Commissioner to reconsider shall be made more than once on any subject at the same meeting.
- (b) Upon passage of a motion to reconsider, no substantive action on the matter may be taken until a subsequent meeting so that the public and media may be on notice

of the matter to be reconsidered. The subject matter shall be scheduled for the next regular Commission meeting for any action the Commission deems advisable.

28: Rescinding Action Previously Taken. Commission action may be rescinded by a 4/5ths vote. After a motion to reconsider has been adopted by a majority vote, any Commissioner may, at the next regular Commission meeting, move to rescind action previously taken.

SECTION III - GENERAL PROVISIONS

29: Newly-Elected Commissioners. The term of City Commissioners elected to office shall commence on the first regular meeting, following the general election as specified in the Archer City Charter. A swearing-in ceremony for newly-elected commissioners will be coordinated by the City Manager. The City Manager shall provide an orientation program.

30: Election of Mayor/Vice Mayor the Mayor/Vice Mayor shall preside over the election of officers. Procedures for electing officers are as follows:

- (a) On the second Monday of January each year, or as soon thereafter as practicable, the Commission elects a Mayor and Vice Mayor from among its members. The Manager calls for nominations for Mayor/Vice Mayor; nominations do not require a second. A roll-call vote is conducted by the Manager if there is more than one nomination. If a vacancy occurs in the office of the Mayor/Vice Mayor, the Commission shall, at its next meeting, select a member for the remainder of the term.
- (b) In case of the absence or temporary disability of the Mayor, the Vice Mayor serves as Mayor of the City Commission during the absence. In case of the absence or temporary disability of the Mayor and Vice Mayor, the remaining members of the Commission will choose by majority vote who will serve during the continuance of the absences or disabilities.

31: Mayor/Vice Mayor; Presiding Officer. The Mayor/Vice Mayor, who is the Presiding Officer presides at all meetings of the Commission, and is recognized as the head of the City for all ceremonial purposes. In addition to the powers conferred upon her/him as Mayor/Vice Mayor, s/he continues to have all the rights, privileges and immunities of a member of the Commission. The Mayor/Vice Mayor's responsibilities include:

- a. Preside as Chairman of all City Commission meetings, and have a voice and a vote in the proceedings;
- b. Call the City Commission regular or special meeting to order;
- c. Act as ceremonial head of government;

- d. Make such proclamations as the Mayor shall deem appropriate and in the best interest of the City;
- e. Execute such ordinances, resolutions, contracts, or communications as may be enacted or approved by the City Commission.
- f. Appoint committees of members of the Commission and/or general public to conduct hearings and make recommendations to the Commission.

32: Suspension and Construction of Rules. Temporary suspension of these procedures shall permit the Commission to take some action that would otherwise be prevented by a procedural rule already adopted. These Rules of Procedure may be amended or temporarily suspended at any Commission meeting with an affirmative vote of a majority of the Commission. These rules are for the efficient and orderly conduct of Commission business only; no violation of such rules shall invalidate any action of the Commission when approved by a majority vote required by law.

This set of Rules of Procedure should be required reading for all incoming Commissioners within fourteen (14) days of their election.

33: Public Service Announcements and Interviews. From time to time the City may wish to disseminate or share information about the City to News Organizations or Television Stations. In order to assure the continuity and accuracy of information released to the public all prearranged PSA's should be handled through the City Manager's Office. When arraigning a news release or interview, the Manager should coordinate with the City Commission, the Mayor or a Commissioner if one has been appointed directly, the content, time, location and spokesperson for the news release. It is recognized that the Mayor or Vice Mayor as the ceremonial head of the City Commission would normally act as the spokesperson for the community unless other arrangements are made. Commissioners wishing to make or request a PSA should contact the City Manager so that arrangements can be made. It is also recognized that from time to time news organizations make request of Commissioners interviews to make comment on public policy, actions or programs. Commissioners are under no restraint in their comments in public it is hoped that in the interests of the Community, Commissioners would exercise good judgment in speaking to issues in an impromptu situation and defer to the City Manager, Mayor, or other City Administration.