

**CITY OF HOLLYWOOD
RULES OF PROCEDURE FOR THE GOVERNING
OF CITY COMMISSION MEETINGS**

Meeting Times

Regular City Commission meetings are scheduled to be held on the first and third Wednesday of each month other than August, beginning at 1:00 P.M.

Agenda for the City Commission

The City Manager or designee shall direct the City Clerk to prepare an agenda for each meeting of the City Commission. To the greatest extent possible, the agenda, with accompanying backup materials, shall be available for distribution on the Thursday prior to the meeting.

Items shall be placed on the agenda by the City Manager, the City Attorney, or at the request of any three members of the City Commission. Agenda items shall be submitted to the City Clerk 14 days prior to the Commission Meeting, except in unusual circumstances, and shall be limited to matters that are within the jurisdiction of the City Commission. Any item brought forward on the dais during a City Commission meeting requesting staff or the City Attorney to perform research, investigate an issue, or to bring an item back to the City Commission for consideration on a future agenda shall require consensus of at least three members of the City Commission. Staff will respond back to the City Commission within 14 days of obtaining City Commission approval to proceed.

The City Manager shall organize the agenda in an orderly way to minimize delays on public hearing items. When deemed appropriate by the City Manager or requested by a City Commission member, agenda items may be set to be heard at a "time certain" (i.e., not earlier than that time). The setting of multiple "time certain" items at the same time shall be kept to a minimum. The City Manager shall place as many items as possible and appropriate on the consent agenda. City Commission members shall attempt to have any questions regarding consent agenda items resolved prior to the City Commission meeting. Additional items, not part of the agenda published by the City Clerk, shall require a five-sevenths (5/7ths) vote of the City Commission for the additional item to be approved, provided that any such item that would otherwise require a unanimous vote shall still require a unanimous vote.

Printed material shall not be distributed directly to the City Commission at the City Commission Meeting by citizens or employees. If it is necessary to distribute any additional printed documents to the City Commission on the day of the Commission Meeting, 15 copies of the printed material shall be delivered to the City Clerk, for distribution to the City Commission, City Manager, City Attorney and City Clerk. A copy of the agenda shall be made available to the public and placed on the Sunshine Board.

A copy of the agenda shall be shown on the local cable television and appear on the City's website as soon as it is printed.

The follow-up report to the City Commission agenda items will be presented the Tuesday before the City Commission meeting and shall continue in its current format, and staff shall continue to provide solutions to the issues.

Participation by Member of City Commission Who is Physically Not Present

If a quorum of the City Commission is physically present at a City Commission meeting, a member of the City Commission who is not physically present at the meeting will be allowed to participate and vote by telephone and/or other electronic technology.

Proclamations, Awards and Presentations.

Proclamations, awards and presentations will be made during the regular City Commission meetings at a time certain designated by the City Manager. Unless the Chair permits otherwise following request of the City Manager, each proclamation, award and presentation shall be limited to no more than five minutes.

Disclosure of Real Estate Interests and Business Relationships.

It is the intent of this section to impose disclosure requirements in addition to those imposed by state law.

In addition to any other disclosure requirements set forth herein, City Commission members shall orally disclose, prior to an agenda item being considered, any written or oral communications he/she has had with any interested party, lobbyist, agent or representative, relating to the agenda item being considered. Such communications shall exclude communications with the City Attorney, City Manager or City staff.

When an agenda item involves the use or development of land, each member of the City Commission, the City Manager, the Deputy/Assistant City Managers, the City Attorney, the Deputy City Attorney, and the director and assistant director(s) of each City department and City office shall disclose orally, at the time the City Commission begins to discuss the item, or in writing to the City Clerk prior to the publication of the agenda, any significant interest (as defined below) that such City official or employee or any relative (as defined below) of such City official or employee has in land located within 300 feet of the land that is the subject of the item.

When an agenda item involves an invitation for bids, request for proposals, request for qualifications, request for letters of interest, or other competitive solicitation, each member of the City Commission, the City Manager, the Deputy/Assistant City Managers, the City Attorney, the Deputy City Attorney, and the director and assistant director(s) of each City department and City office shall disclose orally, at the time the City Commission begins to discuss the item, or in writing to the City Clerk prior to publication of the agenda, any client or business relationship that such City official or employee or any relative (as defined below) of such City official or employee has with any business entity that has submitted a response to the competitive solicitation.

As used in this section, "significant interest" means ownership of more than five percent of the value of the land. As used in this section, "relative" means father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

Public Comment Before the Commission and Public Hearing Period

Meetings of the City Commission are open to the public. State law requires the City Commission to give members of the public a reasonable opportunity to be heard on most items that come before the City Commission. Public comments are permitted on Presentations. Public comments on other items are at the discretion of the City Commission. Before the City Commission has discussed an item that will be subject to public comment, whether required by state law or allowed at the discretion of the City Commission, the Mayor shall inquire as to whether there are any comment cards from citizens who wish to speak on the matter. Citizens shall be limited to a three minute time period. With the consensus of the City Commission, the time period may be reduced to two minutes if more than 10 citizens wish to speak on an item. No citizen's time shall be transferable to any other person. Once the public comment period on the issue is closed and the City Commission begins its discussion, no further public comment shall be heard.

Public Hearings that are scheduled for a specific time on the agenda will be heard at that time or as soon thereafter as practicable. The Public Hearing will be noticed according to State Statutes and City Codes. Citizens will be limited to a three minute time period to speak during the Public Hearing portion of the meeting. With the consensus of the Commission, the time period may be reduced to two minutes if more than 10 citizens wish to speak on an item. No citizen's time shall be transferable to any other person. Once the Public Hearing period on the issue is closed and the City Commission begins its discussion, no further public comment shall be heard.

Citizen input at all public meetings shall not contain harassing, obscene, untruthful, slanderous comments regarding personnel or elected officials. Speakers shall refrain from soliciting for politically funded events or campaign related issues at all public comments.

Persons who wish to speak before the City Commission on any item that calls for public comment shall, on the day of the City Commission meeting, complete a comment card containing his/her name, address, and phone number, a description of the item he/she wishes to speak on and whether he/she speaks for or against the issue. Comment cards will be issued by the City Clerk or designee, directly to the person presenting the comments. Only one comment card will be issued to a person per agenda item. Comment cards must be received by the City Clerk within the first five minutes after the public comment on an agenda item has been opened or prior to the close of public comment, whichever comes first. Any person turning in a card after that time will not be permitted to speak on that item. When called by the Mayor to address the City Commission, the speaker shall step up to the speaker's podium and shall give the following information in an audible tone of voice for the minutes:

- (a) name;
- (b) address;

(c) his/her status as a paid lobbyist or as a representative of another for compensation, if he/she speaks in that capacity;

(d) whether speaking for or against the issue and, if requested by any City Commission member, may be required to state:

(i) whether he/she speaks for themselves, a group of persons, or a third party; if the person says that he/she represents an organization, whether the view expressed by the speaker represents an established policy of the organization approved by the board or governing council;

(ii) whether he/she is being compensated by the person or persons for whom he/she speaks; and

(iii) whether he/she or any member of his/her immediate family has a personal financial interest in the pending matter, other than set forth in (ii).

City Commission Comment Period

The agenda for each Regular City Commission Meeting shall include an item designated as “Comments by the City Commission, City Attorney & City Manager.” The comments during this portion of the meeting shall be limited to five minutes per City Commission member. All City Commission members will direct any questions to the City Manager for a short response.

Citizens’ Comment Period

(a) A period of 30 minutes for Citizens’ Comments shall be designated on the agenda for the Regular City Commission Meeting that is held on the third Wednesday of each month (except August) for citizens to speak. There shall be no duplication of issues that were heard on specifically agendaed items. A three minute time limit shall be enforced and the buzzer shall sound when speakers exceed the time allotted.

(b) The City Commission member, City Manager, and City Attorney shall, if deemed necessary, respond to the speakers during the 30 minute time period, or such period as may be necessary to accommodate staff responses, or the City Commission member may designate the City Manager or staff to handle the matter. The response time will be in addition to the time allotted for Citizens’ Comments.

(c) The Citizens’ Comments portion of the meeting shall be held in the City Commission Chambers at 5:00 P.M. (or as soon thereafter as practicable). Those desiring to participate by telephone may do so but must pre-register with the City Clerk no later than 1:00 PM the day before the Commission meeting on a form designated by the City Clerk.

(d) Comment cards for Citizens’ Comments shall be secured by the City Clerk. Speakers in attendance at the meeting shall speak first, followed by those participating telephonically. If more than ten cards are received, the City Commission shall limit the amount of time per speaker. No citizen’s time shall be transferable to any other person.

(e) Citizen input during Citizens' Comments and all public meetings shall not contain harassing, obscene, untruthful, slanderous comments regarding City staff or elected officials. Speakers shall refrain from soliciting for politically funded events or campaign related issues during Citizens' Comments and at all public meetings.

(f) Citizens shall be encouraged to participate in alternative methods of communicating with the City Commission and administrative staff to address their needs, such as meetings with individual City Commission members.

Decorum.

In case of any disturbance, disorderly conduct or failure to comply with the rules of the City Commission, the City Manager or the Mayor shall have the power to require the Commission Chambers or meeting room to be cleared or to order from the room any member of the audience. In addition, any City Commission member, the City Manager or the City Attorney may request the Mayor to enforce these rules of procedure.

At the meeting, the Police Chief or designee in attendance will be designated Sergeant at Arms. When necessary, the Sergeant at Arms shall restore order to the meeting.

Persons attending meetings will remain seated at all times unless called upon to speak, and will not call out comments during the meeting or make inappropriate hand or facial gestures. In addition, every person will turn off or place on silent mode his/her cell phone upon entering the room. Signs are not permitted in Commission Chambers.

Procedures for Commission Discussion of Agenda Items.

(a) As to Mayor: Upon relinquishing the chair, the Mayor or such other member of the City Commission as may be presiding, may move or second subject only to such limitations of discussion as imposed by these rules upon all members until the issue is resolved or until reassuming the chair, whichever occurs later.

(b) Obtaining the Floor: Every City Commission member desiring to speak for any purpose shall address the presiding officer and upon recognition, shall confine comments to the question under discussion. City Commission members shall avoid personal attack and the use of offensive, derogatory language while discussing any matter.

(c) Interruption: A City Commission member, once recognized, shall not be interrupted when speaking unless it is to be called to order or as herein otherwise provided. If a City Commission member while speaking is called to order, the City Commission member shall cease speaking until the question of order is determined by the presiding officer, and, if in order, the City Commission member shall be permitted to proceed. Any City Commission member may appeal to the City Commission from the decision of the Mayor upon a question of order, whereupon without debate the Mayor shall submit to the City Commission the question, "Shall the decision of the chair be sustained?" and the City Commission shall decide by a majority vote.

(d) Reconsideration: An action of the City Commission may be reconsidered only at the same meeting at which the action was taken or at its next regular meeting. A motion to reconsider may be made only by a member who voted on the prevailing side of the question. and must receive concurrence by a majority of those present at the meeting. A City Commission member who was absent at the time the vote was taken shall be deemed to be on the prevailing side. Approval of a motion to reconsider shall rescind the action reconsidered.

(e) Prohibition of Participation in a Matter while Abstaining: No City Commission member shall participate in any matter from which he or she abstains from voting. For purposes of this paragraph, "participate" means attempt to influence the decision by oral or written communication, whether made by the abstaining City Commission member or at his or her direction. Nothing contained herein shall be construed to prohibit an abstaining City Commission member from attempting to influence the decision as a private citizen by oral or written communication. In addition, nothing contained herein shall prohibit the presiding officer (whether the Mayor or in the Mayor's absence, the Vice-Mayor, or in the absence of both the Mayor and Vice Mayor, any other City Commission member) from presiding over the meeting during consideration of an item by the City Commission.

Parliamentary Procedure.

The rules of parliamentary procedure contained in the latest edition of Robert's Rules of Order shall govern the City Commission meeting, provided they are not inconsistent with this Resolution, the Charter, or the ordinances of the City of Hollywood.

Failure to Comply with Commission Rules.

No action of the Commission shall be deemed invalid because of a failure to comply with any of the rules contained herein.

Adoption, Alteration or Suspension of Rules.

Rules may be adopted, altered, waived, or rescinded by a majority vote of the members of the City Commission, provided that the rule that limits comments during the City Commission Comment Period of each Regular City Commission Meeting to five minutes per City Commission member may be waived by a vote of three members of the City Commission. Any of the rules so adopted, altered or amended may be suspended by a majority vote of the members of the City Commission.

Application of Rules

These rules shall apply to all matters that come before the City Commission, except as may be specifically provided by other resolutions, such as resolutions establishing rules of order and/or rules of conduct and procedure for quasi-judicial proceedings.