

121.5 SUBJECT: CITY COUNCIL RULES OF ORDER AND DECORUM

:1 OBJECTIVE:

Maintain order and decorum in City Council Meetings.

:2 AUTHORITY:

This procedure adopted by City Council September 23, 2013.

:3 DIRECTION:

The Mayor and Commissioners, as elected officials, serve at the pleasure of the qualified electors of the City. The Mayor is presiding officer.

:4 FUNCTIONS:

A. Rules of Order and Decorum:

1. Members of the public shall have a reasonable opportunity to be heard on any proposition pending before the City Council, with the exception of ministerial actions such as approval of the Council's meeting minutes and ceremonial proclamations. Time will be set aside during City Council's Agenda Review meeting for public comment on matters on the Council agenda, but not set for public hearing at the regular City Council meeting. Each member of the public will be limited to five (5) minutes. The total time for public comment at any one meeting will not exceed thirty (30) minutes. Groups or factions with the same interests will be requested to designate a representative or representatives to present the views of the group to the Council. Should the Agenda Review meeting not take place for any reason, time for this public comment will be provided at the regular City Council meeting, prior to any action on the Consent Agenda.
2. City Council may establish time limits for members of the public to address Council at its regular meeting. Unless such time limit is otherwise established, each member of the public shall be limited to five (5) minutes. Each person addressing the Council shall step to the microphone at the podium and shall give his/her name and address in an audible tone of voice for the record. All remarks shall be addressed to the Council as a body and not to any member thereof.
3. Except for applause after an award or presentation, no member of the audience shall make or cause to be made any disruptive sound during a Council Meeting. No member of the audience shall make personal or slanderous remarks or become otherwise disorderly while the Council is in session.
4. No demonstrations of approval or disapproval from the audience shall be permitted.
5. Due to limited seating capacity of Council Chambers and to ensure good visibility and safe ingress and egress, no signs or graphic displays of any kind shall be displayed in Council Chambers except in connection with a presentation made to Council by a speaker at the podium.
6. All cell phones and pagers shall either be turned off or placed in silent mode during City Council Meetings.

7. No food or beverage shall be consumed in Council Chambers.
 8. Any violation of paragraphs 1 – 6 above shall be considered a violation of order and decorum of the meeting.
 9. The presiding officer may declare a person in violation of the order and decorum of the meeting and warn them to depart the premises. If the individual refuses to leave after receiving a warning from the presiding officer, he/she shall be removed from the meeting room by the Sergeant-at-Arms and may be arrested for trespass after warning.
- B. Presentations to Council: Any information presented to City Council for its consideration in formats such as PowerPoint, Video VHS, or DVD must be submitted to the City Clerk's office no later than the Wednesday immediately prior to the Council meeting in order to have the presentation facilitated for Council viewing and broadcast. If presentations are submitted after that deadline, it may not be possible for them to be played or displayed during the meeting, although ten (10) hard copies can be submitted to the City Clerk for distribution to Council. Documents and presentations displayed during the City Council meeting shall become a public record and must be submitted to the City Clerk for retention.

:5 FORMS:

None

:6 COMMITTEE RESPONSIBILITIES:

Not applicable

:7 REFERENCE:

City Code Sections 2.38, 2.44 and 2.46, s. 286.0114, Florida Statutes.

:8 EFFECTIVE DATE:

This procedure effective October 1, 2013.