

CITY COUNCIL POLICIES & PROCEDURES

As Amended on February 4, 2015



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Amended on:

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March 3, 1993
March 17, 1993
June 2, 1993
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January 9, 2013
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February 4, 2015

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SECTION I. GENERAL PROVISIONS

A. ELECTION OF VICE-MAYOR

A Vice-Mayor shall be elected at the first regular Council meeting in December. No Councilmember may serve two consecutive terms as Vice-Mayor.

B. REPRESENTING THE CITY AT OFFICIAL FUNCTIONS

If both the Mayor and the Vice-Mayor are unavailable to represent the City, other Councilmembers may be asked to fill in as needed.

C. CITIZEN REQUESTS TO INCREASE STAFF WORKLOAD

Any request for additional non-essential or non-emergency work or services shall be accommodated as City staffing reasonably permits.

D. ADOPTION AND AMENDMENT OF POLICIES & PROCEDURES

1. Adoption. These Policies & Procedures, and any amendments thereto, shall be considered adopted following approval by at least three members of the City Council voting at a regularly-scheduled Council meeting.
2. Amendment. These Policies & Procedures may be amended in response to a request by any Councilmember, the City Manager, or any Satellite Beach resident or taxpayer.

SECTION II. COUNCIL CONDUCT

A. GOVERNING PROVISIONS

Upon swearing in, Councilmembers shall receive a copy of all City and State provisions governing how they shall conduct themselves personally and as Councilmembers. These shall include, but not be limited to, the City Charter, the Florida Code of Ethics, and all relevant portions of the City Code, Florida Statutes, and the Government-in-the-Sunshine Manual.

B. INTERFERENCE IN CITY ADMINISTRATION

City Charter Section 2.03(b) prohibits Council from interfering in any manner with City administration and requires that “all interactions between councilmembers and city personnel regarding city government shall occur through the city manager.” Accordingly, if any City employee receives

communication from a Councilmember directing him/her to take any action(s), the employee shall take no action except to refer the matter to the City Manager. In addition, Councilmembers' email requests for information regarding any City department shall go through the City Manager, who will assign the response to the employee(s) the City Manager deems appropriate. Employees receiving emails which violate this policy shall forward the email to the City Manager for response.

C. COUNCILMEMBER REIMBURSEMENT TO CITY

Whenever a Councilmember is unable to attend an event for which the City has paid on his/her behalf, a City employee may attend in the Councilmember's stead. Otherwise, the Councilmember shall reimburse the City for the cost incurred on his/her behalf.

SECTION III. CITY COUNCIL MEETINGS

*See City Charter Section 2.11 (City Council Meetings).
See City Code Chapter 2, Article II, Division 2 (City Council Meetings).*

A. PUBLIC NOTICE.

Copies of agendas shall be posted at City Hall and on the City's website at least twenty-four (24) hours prior to a meeting. A copy of the Council packet shall be available to the public at City Hall, on the City's website, and at the Satellite Beach Public Library. Notice of meetings shall be faxed or e-mailed to a newspaper of general circulation.

B. QUORUM.

The three Councilmembers required for a quorum must be physically present at a City Council meeting in order to constitute a quorum (AGO 09-56). If no quorum is present, the meeting shall be postponed until a quorum is present.

C. ATTENDANCE BY ELECTRONIC MEANS. Except in extraordinary circumstances. Councilmembers shall not attend City Council meetings by electronic means (Skype, speaker telephone, or any other interactive electronic technology). Extraordinary circumstances shall include illness or other medical problem of the Councilmember or his/her immediate family, death in the Councilmember's family, and unanticipated and unavoidable personal circumstances requiring the Councilmember to be out of the City. Out-of-City vacations and business trips shall not be deemed extraordinary circumstances.

D. COUNCIL ATTIRE

Business casual attire shall be deemed appropriate year-round for regular and special Council meetings, unless the Mayor requests more formal attire (coat and tie for men) to be worn. For workshops and emergency meetings, casual attire shall be deemed appropriate year-round.

E. WORKSHOP MEETINGS

Workshop meetings shall be called in the same manner as special meetings. No binding decisions may be made at a workshop meeting; therefore, motions may be made and voted on only to determine the majority will of Council and to facilitate progress of the meeting. The time for citizen input, if appropriate, shall be announced by the Chair at the beginning of the meeting, and such input shall be consistent with policies and procedures governing citizens addressing the Council.

F. PUBLIC HEARINGS

In addition to public hearings required by City and State laws, the Council may schedule a public hearing on any issue or proposed ordinance where public input is desired.

G. SETTING THE AGENDA

1. The agenda for a meeting shall be prepared by the City Manager in conference with the Mayor.
2. **Routine Items:** Councilmembers desiring agenda items shall make the request during the previous Council meeting. For requested action items (those on which the Council will vote), the request shall be as specific as possible.
3. **Time-Sensitive Items:** Councilmembers may have an emergency or time-sensitive item added to an agenda on short notice.

H. CONDUCT OF MEETINGS

1. Where not in conflict with adopted Council policies and procedures, all meetings of the City Council shall be conducted in accordance with the most current edition of *Roberts Rules of Order Newly Revised*.
2. The sequence for agenda-item discussion shall be as follows:
 - a. Chair introduces agenda item and calls on staff or other appropriate person to provide background information to facilitate discussion of the item.
 - b. Council discusses the agenda item.
 - c. Chair calls for citizen comment on the agenda item.
 - d. Chair closes time for citizen comment.
 - e. Motion, if any, and second are made on the agenda item by Councilmembers other than the Mayor.
 - f. Council takes action on agenda item.
3. The Chair may change the order of agenda items and the sequence for agenda-item discussion with the consent of Council.

I. VOTING PROCEDURE

Councilmembers shall be called upon to vote in the following order:

- Chair is called last,
- Councilmember making the motion is called fourth,
- Councilmember seconding the motion is called third,
- Remaining Councilmembers are called second and first.

Votes shall be recorded in the minutes of the Council meeting.

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SECTION IV. CITIZENS' RIGHT TO BE HEARD BY CITY COUNCIL

A. WHO SHALL BE HEARD

1. All Satellite Beach residents and taxpayers or their authorized representatives shall have the right to address Council. Non-residents and non-taxpayers may be heard, but the Chair may have them wait until Satellite Beach residents and taxpayers have been heard.
2. The Chair may require sign-in by those who wish to address the Council. When sign-in is not required, at the appropriate time the Chair shall recognize those who raise their hands.

B. SPEAKERS' DOCUMENTATION FOR COUNCIL

Any person with the right to be heard may submit documentation to be distributed to each Council member. For distribution prior to the next Council meeting, the documentation must be received by the City Manager by 10:00 a.m. on the Friday preceding the Council meeting. In addition, speakers may provide documentation when they address the Council. There shall be no requirement or expectation that copies of materials provided by speakers shall also be provided to audience members at any meeting of the Council or any City board or committee.

C. OPPORTUNITIES TO ADDRESS COUNCIL

1. "Citizen Comments" Agenda Item.
 - a. A time near the beginning of each regular Council meeting shall be set aside to provide any individual or group/organization representative an opportunity to comment on any issue which is not a specific agenda item.
 - b. A speaker may address the Council only once during "Citizen Comments" but may cover more than one subject during his/her allotted time.
 - c. Where feasible, the speaker's concern(s) shall be addressed by answering his/her questions, providing a short explanation, or directing the City Manager to follow up.
 - d. If responding to the matter will involve Council discussion and action, the matter shall be an agenda item for the next regular Council meeting.
2. Other Agenda Items. Any person with the right to be heard, including those who spoke under the "Citizen Comments" agenda item, may address the Council concerning a specific agenda item when that item is under consideration by the Council. In addition, at the appropriate time, the Chair shall recognize any person(s) who requested an agenda item or their authorized representative(s). Such person(s) shall be given adequate time by the Chair to present pertinent and necessary information regarding their agenda item.

D. PROCEDURES FOR CITIZENS ADDRESSING COUNCIL

1. This Section IV shall be available as a handout at every City Council meeting. The procedures described herein shall apply to all citizen speakers.
2. Speakers shall come to the lectern to speak, but only after being recognized by the Chair.
3. Speakers shall be limited to five minutes for the "Citizen Comments" agenda item and three minutes for all other agenda items. With the consent of Council, time may be restricted or expanded.

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4. Once at the lectern, speakers shall clearly state their name and address or city of residence and identify their purpose in speaking.
5. Special interest groups are encouraged to select a representative to speak for them in order to conserve time and avoid repetition. If a representative is selected, a list of the names and addresses of all concerned citizens who are present may be given to the City Clerk for inclusion in the record. In no case will the selection of a representative speaker result in another citizen's being denied the opportunity to speak.
6. Speakers shall not address the audience and shall not address a Councilmember, staff member, or the City Attorney individually, but shall address the Council as a body. Questions shall be directed to the Council through the Chair, and the Chair shall then recognize the appropriate person for response, if the Chair deems a response necessary. Debate between a citizen and anyone else shall not be permitted, and Councilmembers shall not make retorts to or about speakers during any Citizen Comments portion of a meeting.
7. Speakers shall confine comments to the issue and avoid negative comments of a personal nature. Whenever any speaker makes a factually incorrect statement(s) about the City or any City employee, the City Manager or other knowledgeable person shall provide the correct information at the close of Citizen Comments.
8. A speaker (including any member of Council) wishing to complain about a City employee must first follow City procedure for resolving such complaint before coming to the Council (contact City Hall for procedure information). If that does not resolve the matter to the speaker's satisfaction, the speaker may bring the complaint to Council by notifying the City Manager of this intent no later than the business day preceding the meeting so that, at the City Manager's option, the employee can be present at the meeting, and the Council can address both sides of the issue. No complaints about City employees, including the City Manager, will be heard by Council unless all of these procedures have been followed.
9. With the consent of Council when the audience is small, the Chair may allow an open discussion between citizens and Councilmembers.
10. Procedures for dealing with individuals who do or attempt to disturb, disrupt, or interrupt any meeting, and expulsion of disorderly persons from a meeting, shall be in accordance with **City Code Sec. 2-49 (Disruption of meetings)** which reads in pertinent part as follows:

Sec. 2-49 (a): It shall be unlawful for any person to disturb, disrupt or interrupt, or attempt to do so, any meeting of the city council or any other commission, board or committee of the city. The use of obscene or profane language, physical violence or the threat thereof, or other behavior which the presiding officer or a majority of the city council or any commission, board or committee shall determine is intended as a disturbance, disruption or interruption, and a failure to comply with any lawful decision or order of the presiding officer or of a majority of the city council or any commission, board or committee to cease such activities shall constitute a disruption.

Sec. 2-49 (b): In addition to any other penalty which may be imposed for the violation of the provisions of this section, the presiding officer or a majority of the city council or any commission, board or committee may hold any person disturbing, disrupting or interrupting such meeting, or attempting to do so, in contempt thereof and cause the ejection or removal of such person from the premises where such meeting is in progress. In the event of such ejection or removal of the person, it shall be unlawful for the person to return to the premises where the meeting is in progress until the meeting has been adjourned.

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