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RESOLUTION NO. R-2013-154

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OAKLAND PARK, FLORIDA, AMENDING RESOLUTION NUMBER R-2007-102, BY SPECIFICALLY AMENDING PARAGRAPH D ENTITLED "PUBLIC COMMENTS AT REGULAR MEETINGS" AND PARAGRAPH E ENTITLED "PUBLIC COMMENTS AT SPECIAL MEETINGS" TO PROVIDE FOR PUBLIC COMMENTS AT CITY COMMISSION AND BOARD MEETINGS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Oakland Park deems it appropriate to amend Resolution number R-2007-102 Rules of Procedure to provide for public participation per FS 286.0114;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF OAKLAND PARK, FLORIDA, THAT:

Section 1. The foregoing "WHEREAS" clause is hereby ratified and confirmed as being true and correct.

Section 2. This Resolution hereby amends Resolution number R-2007-102, by specifically amending Paragraph D & E as follows:

A. Rules of Order: All meetings of the City Commission of the City of Oakland Park, whether they be special or regular meetings, shall be governed by the Rules of Order set forth herein. The Mayor or Acting Chairperson of the City shall call for all votes incident to requirements set forth in the Charter and the Code of Ordinances of the City of Oakland Park.

1 B. Granting and Yielding the Floor: Any Commissioner wishing to speak must
2 be recognized by the Mayor or Acting Chairperson by raising his or her hand. The
3 Mayor or Acting Chairperson shall grant the floor in the order the hands were
4 raised. If the Mayor or Acting Chairperson desires to participate in a discussion, he
5 or she shall do so only when all members of Commission have spoken at least
6 once.

7 1. The Mayor or Acting Chairperson shall not interrupt a speaking
8 member for the purpose of comment, nor shall any member of the
9 Commission interrupt another member of the Commission who has been
10 recognized by the Mayor or Acting Chairperson, except no member of the
11 Commission shall dominate the floor in excess of five minutes without
12 offering to yield to other members of Commission. Commissioners shall
13 address their comments to the Agenda item.

14 2. The Mayor or Acting Chairperson shall not use that position to
15 dominate debate or discussion, nor unreasonably cut short or prolong any
16 debate, discussion, or the taking of any vote.

17 C. Rules of Procedure: This City Commission Procedures Resolution shall
18 supersede Robert's Rules of Order on any subject specifically addressed herein;
19 however, on any matters not specifically addressed by this Resolution, Robert's
20 Rules of Order shall prevail to the extent possible.

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2 D. Public Comments at Regular Meetings: Public Comments shall be placed
3 on the Agenda for each regular and special scheduled meeting of the City
4 Commission and City Boards, and shall be scheduled to begin immediately
5 following the public hearing items, if any. Members of the public shall not be
6 interrupted in any form or fashion by members of the City Commission or
7 Board member when speaking during public comments. Members of the public
8 shall be granted no more than four minutes and all comments or questions from
9 the public will be directed to the City Manager or Board member. The Mayor or
10 Acting Chairperson may specify a shorter period of time for each member of
11 the public to speak, barring objection from a majority of the Commission or
12 Board. The time limit may be extended only by a vote of the majority of the
13 Commission or Board.

- 1 | 1. All public comments shall only pertain to City or Board business
2 | and the Mayor or Acting Chairperson shall determine whether public
3 | comments are relevant to City or Board business. A super majority may
4 | veto the Mayor or Acting Chairperson in the determination of whether it is
5 | relevant to City or Board business.
- 6 | 2. If a member of the audience becomes unruly, the Mayor or Acting
7 | Chairperson has the right to require that person to leave the room and may
8 | order this done. Should a crowd become unruly, the Mayor, Acting
9 | Chairperson or presiding officer may recess or adjourn the meeting. Either
10 | of these decisions may be overruled by a majority vote of the Commission
11 | or Board.
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2 | E. Public Comments at Special Meetings: Public comments shall be placed on
3 | the Agenda ~~may be entertained at special meetings of the City or Board by a~~
4 | ~~majority vote of the Commission,~~ and they shall be limited to the items and
5 | matters referred to on the Agenda for such special meeting. Members of the
6 | public shall be granted no more than four (4) minutes and all comments or
7 | questions from the public will be directed to the Mayor or Acting Chairperson.
8 | The Mayor or Acting Chairperson is hereby authorized and directed to disallow
9 | any and all public comments on matters not specifically referred to on the
10 | Agenda for a special meeting of the ~~this~~ City Commission or Board.

1 F. Commencement Time of Regular Meetings: Regular meetings of the City
2 Commission shall commence at 6:30 p.m. on the first and third Wednesdays of
3 each month, except if a regular meeting date shall fall on a legal holiday, then
4 the meeting date shall be canceled. In the event of an emergency situation, as
5 determined by the City Manager or City Manager's designee, a regular
6 scheduled City Commission meeting may be canceled and held on the
7 Wednesday following the emergency.

8 G. Adjournment Time of Meetings: All meetings of the City Commission,
9 whether they be regular or special, be adjourned no later than 10:00 p.m.
10 Notwithstanding the foregoing, the City Commission, by a majority vote, may
11 extend the City Commission meeting beyond 10:00 p.m. In any event, the
12 motion to extend the regular or special City Commission meeting must provide
13 a specific time frame, not to exceed 11:00 p.m., which the City Commission
14 will honor for the purposes of continuing the regular or special City
15 Commission meeting.

16 H. Consent Agenda: There shall be a consent Agenda during each regular City
17 Commission meeting. The Consent Agenda shall contain Resolutions and other
18 pertinent matters which can be handled and implemented without necessity of
19 comments. Notwithstanding the foregoing, any item placed on the Consent
20 Agenda may be removed from the Consent Agenda by any Commissioner, and
21 discussed and deliberated by the City Commission.

1 I. Agenda Item Submission and Deadlines:

2 a. The City Manager, or City staff may place items on the Commission
3 Agenda for a regular meeting for discussion, review, or consideration of
4 any action. Items must be submitted by an Agenda request form with a
5 memorandum referencing the business item, stating the purpose of the
6 item/action, the major points to be covered, the reasons for needed
7 action, and the action requested by the Commission. All appropriate
8 background material shall accompany the signed memorandum.

9 b. The Commission may place items on the Commission Agenda for a
10 regular meeting for discussion. Topics for discussion items are provided
11 to the City Clerk's office via the City Manager's office. The discussion
12 item will be placed on the next available agenda consistent with
13 submission deadlines. Upon receiving a consensus by the Commission,
14 a discussion item become a further discussion item on a future agenda
15 or an action item developed by City staff adhering to the Agenda
16 request form and providing all background material.

- 1 1. The deadline for submission of such request is the end of
2 business on the Friday preceding the following
3 Wednesday's publication and distribution of the
4 Commission Agenda. In the event of a holiday falling on
5 the Friday of the Agenda submission deadline, agenda
6 items must be submitted by the Thursday preceding the
7 Wednesday publication and distribution of the
8 Commission Agenda.
- 9 2. Supplemental information not pertaining to the
10 development of the Agenda item must be submitted no
11 later than 5:00 p.m. the Monday preceding the
12 Wednesday City Commission meeting. Failure to adhere
13 strictly to this schedule shall result in delay/deletion of
14 the submitted item.
- 15 3. Publication of the Commission Agenda shall be by
16 Wednesday preceding the next regularly scheduled
17 Commission meeting.
- 18 J. Removal of Items from the Agenda: Once an item has been placed on the
19 Agenda in accordance with the terms and conditions of this Resolution, it may
20 be removed only by the person who originally placed it on the Agenda. The
21 City Manager is advised to comply with the terms and conditions of this

1 Resolution to the fullest extent.

2 K. Proclamations, Keys to the City, Awards, Certificates: In accordance with
3 the Charter of the City of Oakland Park, the City Commission establishes a
4 procedure to be adhered to by the City Commission relative, but not limited to
5 the issuance of proclamations, the issuance of keys to the City, awards,
6 certificates, and other ceremonial items or documents. The deadline for
7 submission of proposed proclamations or any other ceremonial items or
8 documents shall be the same as for any agenda item.

9 i. Any certificate or plaque presented from a Commissioner or the
10 Commission must be on an agenda and voted by the
11 Commission in favor of presenting said certificate or plaque at a
12 meeting prior to the meeting it is issued.

13 ii. Proclamations and other ceremonial items or documents shall be
14 read by the City Clerk and issued by the City Commission only
15 after they have been reviewed, considered, and approved by a
16 majority vote of the City Commission.

17 L. Introduction of Agenda Items: The member of the Commission acting as
18 Mayor at any regular or special meeting of this body shall only introduce an
19 Agenda item by its Agenda item number, and the brief title as listed in the
20 Agenda. No further explanation or comment shall be made by the Mayor at this
21 time.

1 M. Presentation/Explanation of Agenda Items: The Mayor shall then call on
2 the City Manager or a designated spokesperson for a brief explanation of the
3 item under consideration. Following this, the item shall be opened for public
4 hearing or Commission discussion as required by the item under the established
5 limits.

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7 N. Placement Order of Items on the Agenda: All items on the Agenda shall be
8 listed in the following order: Invocation, Proclamations,
9 Additions/Deletions/Changes, Presentations, Public Hearings, Ordinances,
10 Public Comments, Consent Agenda, Resolutions and Miscellaneous,
11 Discussion Items and Reports. Items removed from the consent agenda during
12 Additions/Deletions/Changes shall be placed after the consent unless an item is
13 placed out of order by the majority of Commission members.

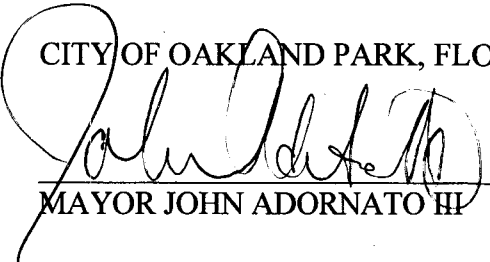
14 **Section 3.** If any clause, section or other part of this Resolution shall be held
15 by any Court of competent jurisdiction to be unconstitutional or invalid, such
16 unconstitutional or invalid part shall be considered as eliminated and shall in no way
17 affect the validity of the remaining portions of this Resolution.

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1 **Section 4.** All Resolutions or parts of Resolutions in conflict herewith are
2 hereby repealed to the extent of such conflict.

3 **Section 5.** This Resolution shall become effective upon its passage and
4 adoption.

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6 ADOPTED by the City Commission of the City of Oakland Park, Florida this 18th day
7 of December 2013.

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10 CITY OF OAKLAND PARK, FLORIDA
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14 MAYOR JOHN ADORNATO III
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18 S. MCCARTNEY YES
19 J. SHANK YES
20 T. LONERGAN YES
21 S. GUEVREKIAN YES
22 J. ADORNATO YES
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27 ATTEST:

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31 RENÉE M. SHROUT, CMC, CITY CLERK