

**RESOLUTION No. 01-37**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, ADOPTING COMPREHENSIVE COUNCIL MEETING AND AGENDA PROCEDURES; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Section 4.1 of the Charter of the Town of Miami Lakes, Florida provides that the Town Council shall determine its own rules of procedure and order of business; and

WHEREAS, the Town Council desires to adopt a comprehensive Council meeting and Agenda procedure to comply with the Charter.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:**

**Section 1. Town Council Meetings**

**1.1 Regular Meetings.** The Town Council shall hold regular meetings once or twice a month as may be determined by the Council on the second and/or fourth Tuesday of each month at 7:00 p.m. in the Miami Lakes Middle School Auditorium, or such other location as may be designated by the Town Council from time to time. All meetings shall be open to the public and shall be publicly noticed by advertisements in local newspapers in accordance with Florida Law. Copies of the Agenda shall be made available to the public upon entering the Town Council Chambers for all public meetings. Council meetings will be conducted in a businesslike yet open and friendly way so as to allow the efficient accomplishment of Town business without unnecessary formalities or delays while respecting the right of each individual to express his/her opinion.

**1.2 Special Meetings.** Special Meetings of the Town Council may be held upon the call of the Mayor or upon the call of four (4) or more members of the Council. Whenever a Special Meeting is called, forty-eight hours' notice shall be given to the public, or such shorter time as the majority of the Council shall determine necessary in case of an emergency affecting life, health, property or the public peace. Notice to the public shall be posted at Town Hall and communicated to local newspapers. Notices shall state the place, date and hour of the meeting and the purpose for which such meeting is called, and no further business shall be transacted at the meeting except as stated in the notice. Discussions at Special Meetings shall be limited to the items referred to in the Agenda for such meetings. All meetings shall be open to the public, except as may be expressly exempted by state law.

**1.3 Robert's Rules of Order.** Except as expressly provided in these procedures, all meetings of the Town Council shall be governed by the rules and procedure provided by Robert's Rules of Order, Newly Revised, 2000 edition.

**1.4 Majority defined.** Subject to any restrictions in the town charter, the term majority as stated in these rules shall be defined as a majority of the council members present at any meeting at which a quorum exists.

## **Section 2. Duties and Responsibilities of the Mayor**

**2.1 Mayor to Serve as Presiding Officer.** The Mayor shall be the presiding officer at all Town Council meetings. The Vice Mayor shall act as the presiding officer during the absence of the Mayor. In the absence of both the Mayor and Vice Mayor, the remaining Council Members shall, by majority vote, select a presiding officer to carry out the functions of Mayor as defined in this Resolution. The Mayor shall decide on all questions of order subject to Roberts Rules of Order. Unless a conflict of interest precludes voting, the Mayor shall vote on all questions and items and be called last. The Mayor shall introduce agenda items by the agenda item number. The Town Attorney shall read the titles of legislation as requested by the Mayor. Thereafter, the Mayor may call upon the Town Manager to give any needed explanation of the item up for consideration. Following this, the item shall be opened for Town Council discussion or public hearing as required by the item under the guidelines established herein. When an agenda item is sponsored by a member of the Council, the Mayor shall call on that member for opening comments. All comments or questions by the attending public shall be directed to the Mayor. At the discretion of the Mayor, voting upon a motion may be by voice vote, other than for Ordinances. When roll call votes are necessary, the Town Clerk shall for each succeeding roll call vote, rotate the order of Council Members' votes.

**2.2 Mayor to Maintain Decorum at Council Meetings.** The Mayor and Council will develop, foster and encourage open, honest but gentle, communication between all members of the Council and the public. All speakers must address their remarks to the Mayor, or the presiding officer in the Mayor's absence, maintaining a courteous tone, and especially in reference to any divergence of opinion, should avoid injecting a personal note into their comments. No speaker shall enter into personal admonishments. Should a member of the audience become unruly or behave in any improper manner prejudicial to the proper conduct of the meeting, the Mayor is given the right and the authority to require such person to leave the Council Chambers to be accompanied, if necessary, by a Police Officer. In the event the audience or a part thereof becomes unruly, the Mayor may either recess or adjourn the meeting.

**Section 3. Order of Business.** The order of business of the Town Council at its regular meetings shall be as follows:

- (1) Call to Order
- (2) Roll Call
- (3) Invocation
- (4) Pledge of Allegiance
- (5) Order of Business: Deferrals, Additions and Deletions

- (6) Special Presentations
- (7) Consent Agenda
- (8) Public Comments
- (9) Ordinances – First Reading (No Public Hearing)
- (10) Public Hearings – Ordinances – Second Reading
- (11) Resolutions
- (12) Reports
- (13) New Business
- (14) Adjournment

**Section 4. Council Discussion.**

**4.1 Discussion by Council Members.** Members of the Town Council, including the Mayor, shall be guaranteed a minimum of ten (10) minutes on any agenda item, and, if they so desire be afforded five (5) minutes for rebuttal. The Town Clerk shall keep the time of the speeches and rebuttals and shall report the same when asked by the Mayor or a Council Member through the Mayor (*See Section 4.3 Re: Closing of debate.*)

A Council Member, once recognized by the Mayor, shall direct all comments or questions on the subject matter being discussed to the Mayor only. Council Members shall not engage in cross conversation with other members of the public. Members of the Town Council shall not interrupt another member who has the floor. The Mayor shall not unreasonably withhold or delay recognition of any Member of the Town Council desiring to speak. The Mayor shall recognize other members of the Council in rotation and not call on any member a second time or subsequent time until such time as all members who wish to have had an opportunity to speak.

**4.2 Questions by Council Members.** In the event a Council Member wishes to direct questions to another Member or to the public during a public meeting or presentation, the questions shall be directed to the Mayor who, in turn, will recognize the Council Member or member of the public who wishes to answer the specific questions. In the event a member wishes to direct a question to the Town Manager or the Town Attorney, the question shall be directed through the Mayor who will, in turn, recognize the member. All questions of Town staff shall be made through the Town Manager.

**4.3 Closing Debate.** The Mayor and/or a Council Member may, after Council Members have had their opportunity to speak and rebut, call for the question to close debate and vote on the matter. Calling the question to close debate shall take precedence in such circumstances and shall be voted on with no further discussion. The motion to close debate shall be approved by an affirmative vote of a 2/3 Vote of the Council Members present.

**Section 5. Public Participation and Discussion.**

**5.1 Public Hearings.** Individuals wishing to speak on matters that appear on the Agenda as “Public Hearings” shall fill out a speaker’s card and shall be recognized by the Mayor when called upon by the Clerk. The public shall be permitted to speak after the

Mayor opens an item for Public Hearing. After the Public Hearing is closed by the Mayor, only members of the Town Council or Administration shall discuss the item.

**5.2 Addressing Council, Manner and Time.** Public discussion shall be limited to three (3) minutes maximum per person; however, the Mayor may authorize the extension of the aforesaid time frame, after due consideration for the substance, content and relative importance to the subject. Any extension granted should apply to other individuals speaking on the same subject. Each person who addresses the Council shall step up to the speaker's podium and shall give his/her name and address. No person other than the Council and the person recognized by the Mayor as having the floor shall be permitted to enter into discussion without the permission of the Mayor. All questions from the public to the Council shall be addressed through the Mayor.

**Section 6. Council Meeting Items.**

**6.1 Special Presentations.** This section of the agenda is reserved for presentations, proclamations or special recognition made by the Mayor or Council Member(s) that the Mayor May designate.

**6.2 Consent Agenda.** There shall be a consent agenda during each regular Town Council Meeting. The consent agenda shall contain Resolutions, approval of minutes, motions and other pertinent matters which, in the opinion of the Town Manager, may be handled and implemented without necessity for discussion. Unless a Council Member specifically requests that an item be removed from the consent agenda, such items shall be approved and adopted by a single motion and roll call vote.

**6.3 Ordinances – First Reading.** Ordinances for first reading are placed on the agenda to determine if a majority of the Town Council decides that the matter should proceed to a public hearing. As such, there shall be no Public Hearing for issues on first reading unless a majority of the Council decides by vote to waive the rule.

**6.4 Ordinance Renewal.** Once action is taken on a proposed Ordinance, or Resolution, neither the same matter nor its repeal or rescission may be brought before the council again during the six (6) months period following the said action unless a majority of the Council agree to waive the rule.

**6.5 Public Hearings.** Ordinances for second reading or items requiring a public hearing shall be placed on this portion of the agenda.

**6.6 Resolution.** Resolutions not included on the consent agenda shall be placed on this portion of the Agenda.

**6.7 Reports.** This section of the agenda shall be utilized for the Mayor, Council Members, Town Manager, Town Attorney and Committees to provide informational reports. As much as it is possible, the topic of the report should be provided to the

Town Manager prior to the deadline for closing the agenda so that the item may appear in the Agenda and be noticed to the public.

**6.8 Public Comments.** Individuals wishing to speak on agenda items other than advertised public hearings shall fill out a speaker's card and be recognized by the Clerk when requested by the Mayor.

**6.9 New Business.** While the Town Manager may initiate the preparation of policy legislation or action by the Town Attorney, a council Member who wishes to request the preparation of policy legislation by the Town Attorney or Administration shall place such requests for consideration by the Town Council under this section of the agenda. A signed, written memorandum or form provided for such purposes shall state the purpose of the item/action, the major points to be covered, the reasons for necessary action and the action desired by the Council Member. Said document shall be provided to the Town Manger prior to the deadline for closing the agenda and placed in the agenda kits. The request shall not be acted upon until such request is approved by a majority vote of the Town council.

**7.0 Adjournment.** All meetings of the Town Council, whether they are special or regular meetings, shall be adjourned at no later than 11:00 p.m., However, an depending on the availability of the meeting facility, the Town Council, may by affirmative vote of a majority of Council Members present at the meeting, may extend the meeting beyond the time limit. In that event, the motion to continue the meeting, must provide for a specific time for adjournment which the Town Council will honor for the purposes for continuing the meeting.

## **Section 7. Council Agenda Preparation.**

**7.1 Placement of Items on the Agenda.** Resolutions, ordinances and new business shall be identified on the agenda as to the sponsoring Council Member or Mayor or as a recommendation from the Town Manager. All information relating to items to be placed on the Agenda shall be submitted by a Council Member to the Town Manager by 5:00 p.m. the Monday prior to a regular meeting. All appropriate background material shall accompany the item in the form of a signed memorandum. A complete package of all Agenda materials shall be hand-delivered to the Members of the Town Council by the Town Manager no later than Wednesday evening prior to the date of the meeting. In addition, a complete agenda kit shall also be delivered to the public library to be available for citizen review and another copy shall be available at Town Hall for citizen review. In the event pertinent information relating to an agenda item is missing or unaccounted for prior to the meeting, the Mayor or a Council Member may invoke the four (4) day rule which automatically and without discussion removed the item from the agenda at the meeting.

**7.2 Agenda Closing Dates.** No additional items shall be added to the agenda after the agenda kit has been delivered to the Council unless it is deemed to be an emergency. An item requiring Council action and not included in the Agenda may be added to the agenda by five (5) affirmative votes of the Town Council upon a determination that the item is necessary and an emergency, in which case the four-day rule shall be waived.

**7.3 Preparation of legislation.** All Ordinances and Resolutions shall show the name of each Council Member and whether such Member voted for, against, or failed to vote. All Ordinances and Resolutions, once approved by the Town Council, shall be executed by the Mayor and attested to by the Town Clerk.

**7.4 Sequence of Agenda Items.** Upon request by the Mayor and/or other members of the Council, items on the Agenda may be moved out of sequence in order to expedite matters before the Town Council, upon a majority vote of the Council.

**Section 8. Effective Date.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 28<sup>th</sup> day of August , 2001

Attest:

Wayne Slaton  
WAYNE SLATON, MAYOR

Beate M. Quella  
TOWN CLERK

APPROVED AS TO LEGAL SUFFICIENCY:

Nim R  
ACTING TOWN ATTORNEY

m-Thomson/s-Simon

Council voted	<u>7-0</u>	as follows:
Mayor Wayne Slaton		<u>yes</u>
Vice Mayor Roberto Alonso		<u>yes</u>
Councilmember Mary Collins		<u>yes</u>
Councilmember Robert Meador		<u>yes</u>
Councilmember Michael Pizzi		<u>yes</u>
Councilmember Nancy Simon		<u>yes</u>
Councilmember Peter Thomson		<u>yes</u>