

RESOLUTION NUMBER 02-02

A RESOLUTION AMENDING
RESOLUTION #00-08;
SETTING FORTH PROCEDURES
FOR CONDUCTING CITY COUNCIL MEETINGS;
SETTING FORTH RULES OF CONDUCT
FOR ELECTED OFFICIALS

WHEREAS, the City of New Port Richey, by Charter, has adopted Robert's Rules of Order for conduct of City meetings; and

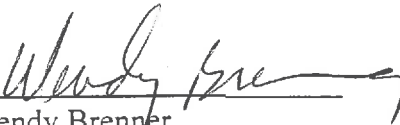
WHEREAS, the City Council has previously adopted Resolution #00-08 to govern the procedures used for the agenda at public meetings and the rules of conduct for elected officials; and

WHEREAS, the City Council wishes to amend its existing rules governing the Vox Pop portion the agenda used at public meetings.

NOW, THEREFORE, BE IT RESOLVED by the City Council that Resolution #00-08 be and it is hereby repealed.

BE IT FURTHER RESOLVED that the City Council hereby adopts the Order of Business for City Council meetings and the Standards of Conduct of City Business for Elected Officials, as set forth in the attached Exhibit "A".

DONE AND RESOLVED this 15 day of January, 2002.


Wendy Brenner
Mayor-Council Member

ATTEST:

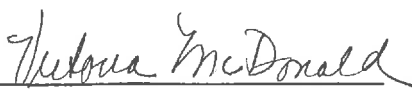

Victoria McDonald, MMC
City Clerk

EXHIBIT A

ORDER OF BUSINESS FOR PUBLIC MEETINGS

REGULAR MEETINGS

- AGENDA

The agenda for all regular meetings of the City Council shall be prepared by the City Manager. The agenda shall reflect the following order of items, unless the City Manager elects to make alterations in order to accommodate the needs of the City Council or those persons in attendance at the meeting.

1. Call to order – Roll Call
2. Pledge of Allegiance
3. Moment of Silence and/or Invocation
4. Approval of prior meeting minutes
5. Vox Pop for items not on the agenda or for items on the Consent Agenda
6. Consent Agenda
7. Public Hearings for matters that are not ordinances
8. Public reading of ordinances
9. Business items
10. Communications
11. Reports from Committees
12. Adjournment

- VOX POP

The Vox Pop item at regular meetings of the City Council is an opportunity for citizens in the audience to address the City Council on matters that are not specifically listed on the agenda for that meeting or for items that are listed on the consent agenda. A person who wishes to speak to the City Council will be limited to a maximum of ~~five~~ three minutes. The Mayor shall designate a person to keep a time clock limiting each speaker to three minutes. Speakers must identify themselves prior to speaking by stating their name and address for the record. Speakers are permitted to read prepared statements, if they wish. Speakers are not permitted to read letters from other persons during Vox Pop. Prepared letters should be presented to the City Clerk. Multiple copies should be provided for distribution to the Council members.

Speakers shall address the City Council as a whole and refrain from addressing individual members of the City Council or the City staff. Speakers shall afford the utmost courtesy to the City Council, to City employees, and to the public, and shall refrain at all times, from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

- CONSENT AGENDA

Items on the Consent Agenda are those which do not require discussion by the Council members or by citizens. If a Council member wishes for an item listed on the Consent Agenda to be discussed, then that member should request that the item be removed from the Consent Agenda.

- PUBLIC HEARINGS

For matters scheduled on the agenda for a public hearing, speakers should address the Council from the podium. All speakers must identify themselves prior to speaking by stating their name and address for the record. Members of the audience will be permitted to speak to the City Council on public hearing items, prior to action on items by the City Council. Once the public hearing is closed, and the matter is discussed by the City Council, then no persons will be permitted to address the City Council on the matter.

- PUBLIC READING OF ORDINANCES

Ordinances will be read by title unless the City Council votes to read the ordinance in full. The chair will receive comment from the public on the ordinance prior to formal consideration and a vote by the City Council. Persons wishing to address the City Council shall do so from the podium. All speakers must identify themselves prior to speaking by stating their name and address for the record.

- BUSINESS ITEMS

- A) For each business item the matter will be introduced by the City Manager and a staff recommendation, if appropriate, will be provided.
- B) The petitioner who requested that the item be placed on the agenda, whether a member of the audience or a member of Council, will be given an opportunity to address the Council on the contents of the item.
- C) City Council members will be given an opportunity to provide brief comments on the item, at the discretion of the presiding officer.
- D) Members of the audience will be given an opportunity to comment on the business item. All persons wishing to address the City Council shall do so from the podium. Speakers must identify themselves by stating their name and address for the record. Persons addressing the City Council on business items will be limited to one opportunity to speak to the Council on each item and their comments will be subject to a time limit of up to three minutes, at the discretion of the presiding officer.
- E) Following the receipt of comments from persons in the audience, the City Council will introduce a motion and undertake its discussion and vote on the business item.

- COMMUNICATIONS

This item is an opportunity for members of the Council, or the City Manager, to communicate with each other on matters of interest to the members. This is an opportunity for members to request that items to be placed on a future meeting agenda or to discuss business items for which no action is required.

- REPORT FROM COMMITTEES

This item is an opportunity for those members of Council who sit as the City's appointed representative to other boards or committees, to report to the other members of the Council on those business items which may be of interest to the Council. This is an opportunity for discussion of business items from other agencies on which no action by the City Council is required.

WORK SESSION MEETINGS

The City Manager or the Mayor may call a work session meeting of the City Council. The purpose of a work session meeting is to discuss items of particular interest to the Council or to discuss items before the full Council which have been requested by individual members. Work Session meetings will be held in order to allow for Council member discussion in an open meeting. Other persons who attend work session meetings will be given an opportunity to address the City Council at the Vox Pop portion of the work session meeting.

The agenda for all work session meetings of the City Council shall be prepared by the City Manager. The agenda shall reflect the following order of items, unless the City Manager elects to make alterations in order to accommodate the needs of the City Council or those persons in attendance at the meeting.

- AGENDA

1. Call to order – Roll Call
2. Vox Pop for items listed on the agenda
3. Discussion Items
4. Adjournment

- VOX POP – WORK SESSION

Each work session will include an item for citizen comment. Comments from persons in the audience will be limited to those items that are listed on the agenda for the work session and all persons addressing the Council will be subject to a ~~five~~ three minute time limit. The Mayor shall designate a person to keep a time clock limiting each speaker to three minutes. Speakers must identify themselves prior to speaking by stating their name and address for the record. Speakers are

permitted to read prepared statements, if they wish. Speakers are not permitted to read letters from other persons during Vox Pop. Prepared letters should be presented to the City Clerk. Multiple copies should be provided for distribution to the Council members.

Speakers shall address the City Council as a whole and refrain from addressing individual members of the City Council or the City staff. Speakers shall afford the utmost courtesy to the City Council, to City employees, and to the public, and shall refrain at all times, from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

DECORUM AND ORDER

The Mayor or other presiding officer shall preserve decorum and order at City Council meetings and shall decide all questions of order. During Council meetings, Council members shall preserve order and decorum and shall neither by conversation or otherwise, delay or interrupt the proceedings, nor refuse to obey the orders of the presiding officer.

Every member of Council wishing to speak, shall address the chair and upon recognition by the presiding officer, shall be permitted to speak. Members of the Council shall afford the utmost courtesy to each other, to City employees, and to the public, and shall refrain at all times, from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities. Council members shall confine their questions and remarks to the particular matter before the Council.

Persons attending Council meetings shall also observe the same rules of propriety, decorum and good conduct applicable to members of the City Council. All remarks and questions from members of the audience shall be addressed to the City Council as a whole and not to any individual member thereof. No person, other than members of the City Council and the person having the floor, shall enter into any discussion, either directly or through a member of the Council, without permission of the presiding officer.

STANDARDS OF CONDUCT OF CITY BUSINESS FOR ELECTED OFFICIALS

- **Mayor**

The Mayor, as established by the City Charter, is the ceremonial head of the City. As the ceremonial head, the Mayor attends such civic special events as the Mayor deems appropriate. In attending, it is understood that the Mayor is merely a ceremonial head of the City and the Mayor's appearance does not in any way designate legal support, liability or obligation upon the City Council of the City of New Port Richey. The City Council must act as a body before any such obligation is binding upon the City of New Port Richey.

In addition to serving as ceremonial head, the Mayor, pursuant to the City Charter, is the presiding officer of the City Council and as the presiding officer, the Mayor's duties at regular meetings are specifically governed by Robert's Rules of Order. The Mayor is charged with having a working knowledge and with carrying out the intentions of Robert's Rules at every regular Council meeting.

- **Deputy Mayor**

The Deputy Mayor shall attend all functions and chair all meetings for which the Mayor is unable to attend or unable to chair.

- **City Council Members**

The City Council of the City of New Port Richey is a collegial body that must operate as a unit in order to act in any official capacity. As such, Council members deem it appropriate to work in a spirit of cooperation and to keep each other well informed of their actions prior to any public commitment by a single City Council member to an event, idea or plan of action.

Accordingly, prior to representing to the public that any new idea or project is a City sponsored project, each City Council member shall present to the Council as a whole, either in a work session or regular session, under the appropriate agenda format, the proposed action that member wishes the City to take. Such action could be to sponsor a community event, adopt an ordinance, construct public improvements or advance any other position. All members of the City Council should be given the opportunity to be informed of the project or idea. In that way, the City Council, as a group, may determine whether or not the City Council wishes to lend its official support to the project or idea. In the alternative, the City Council may ask that a Council member be involved in a project or idea only as a member of the New Port Richey community but not as an official representative of the City.