

**RESOLUTION NO: 23-1**

**A RESOLUTION OF THE CITY OF COOPER CITY, FLORIDA, AMENDING RESOLUTION NO. 05-5-1, AS AMENDED, BY FURTHER AMENDING THE ADMINISTRATIVE PROCEDURES AND POLICIES FOR THE CONDUCT OF CITY COMMISSION BUSINESS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission of the Cooper City (the “City”) adopted Resolution No. 05-5-1, providing for administrative procedures for the City Commission; and

**WHEREAS**, Resolution No. 05-5-1 was amended by the City Commission pursuant to the following resolutions: Resolution No. 08-5-7, Resolution No. 09-2-3, Resolution No. 09-8-3, Resolution No. 13-1-6, Resolution No.15-3-2, and Resolution 15-10-2, Resolution 16-6-4, Resolution 19-1-4, and Resolution 19-9-5, and Resolution 21-13; and

**WHEREAS**, the City Commission has reviewed the City’s administrative procedures for City Commission meetings and seeks to further amend the procedures as described herein; and

**WHEREAS**, the City Commission finds that these additional amendments to the City Commission’s administrative procedures are in the best interests of the citizens and residents of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF COOPER CITY, FLORIDA:**

**Section 1:** The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct, and are incorporated herein by this reference.

**Section 2: Resolution Amended.** That Resolution 19-9-5 is hereby amended, as follows:

**Administrative Procedures**

## 1.0 *Meetings*

### 1.1 *Time.*

Regular City Commission meetings shall be held in accordance with Section 2-21 of the City's Code of Ordinances. Regular meetings of the City Commission shall end at 11:30, unless extended by a motion approved by a majority of the City Commission. Notwithstanding an 11:30 end time for regular City Commission meetings, any item advertised for a particular date shall be considered on that date prior to the conclusion of a commission meeting pursuant to this section.

### 1.2 *Items.*

Items may be placed on the City Commission agenda by the Mayor, members of the Commission, the City Manager, City Attorney or any department director ~~and salaried City staff~~ by providing a written request to the City Clerk. Back-up information for items placed on the agenda by the Mayor or members of the City Commission shall be provided by City staff, following consultation with the commission member who has requested the item. Back-up information for items placed on the agenda by members of the City Commission that is not approved by the commission member who has requested the item shall identify the individual or department that has requested the inclusion of the additional back-up information. Each item placed on the agenda by members of the City Commission shall alternate in the order of seniority by the commission members placing the items on the agenda.

### 1.3 *Deadline.*

Unless otherwise provided for herein, items to be presented to the Commission shall be provided, with all applicable back-up material, to the City Clerk at least two weeks prior

to the date of the meeting at which it is to be considered by the City Commission. The agenda shall be completed by the City Clerk's Office and distributed to the members of the Commission no later than the Friday, 10 days' prior to the date of the meeting. Items placed on the agenda by members of the City Commission may be provided to the City Clerk for placement on the agenda no less than seven (7) days prior to the City Commission meeting.

1.4 *Emergency Matters.*

Emergency matters may be presented to the Commission for consideration for adding to an established agenda, provided that the back-up information relative to such emergency matter is provided to the members of the Commission at least 24 hours prior to the meeting at which Commission consideration is requested.

1.5 *Public Participation.*

(a) The Commission welcomes the public to air their viewpoints about any item of City business of concern to the members of the public.

(b) At the beginning of each regular Commission meeting, ~~during the regular Commission meeting,~~ the Open Public Meeting portion shall be conducted as agenda item # 5(a) for a time period of up to 60 minutes, during which time period any individual may speak for a time period of up to four (4) minutes ~~duration~~ on any matters which are pertinent to the City (whether or not the matter pertains to any item that is listed on the meeting agenda). ~~During the Open Public Meeting portion, any individual may use their allotted four (4) minutes time to ask a question to the Commission or to a Commission Member concerning any matter that is pertinent to the City. The Commissioner to whom the question is directed may then spend up to three (3) minutes time responding to the question or may re-direct the~~

~~question to the City Manager for an appropriate response. A question which is directed to the Commission as a whole may be responded to as provided by the Mayor. If necessary, the Commissioner, Mayor, or City Manager may advise the individual who presented the question that he or she will respond subsequently (e.g. within 48 hours) once an answer is available.~~ If an individual wishes to speak on an item which is designated for public hearing, their comments or questions should be held until the public hearing is opened by the Mayor. Members of the public shall be given up to two (2) minutes at the end of each city commission meeting to comment in response to any item that was discussed at the meeting. Members of the public shall not be permitted to yield their speaking time other individuals who may be seeking additional time to address the commission.

- (c) Further, so that the Commission may do its best to complete the business of the City at each meeting, one-half hour shall be set aside near the beginning of each meeting for public comments ~~, as Commission meeting agenda item #5(b),~~ which is to be entitled as “Agenda Concerns<sub>2</sub>”; and remarks by the public during this item must be limited to three (3) minutes per person to accommodate as many residents as possible. Comments during this Agenda Concerns time may only address any issue on the current agenda, provided that if a person wishes to speak on an item which is designated for public hearing, their comments should be held until the public hearing is opened by the Mayor.
- (d) Persons wishing to address the Commission at these times or during an advertised public hearing shall be asked to submit a written slip to the City Clerk, ~~who shall read off the names of the individuals desiring to speak in the order in which they~~

~~were received~~. The sign in slip shall include the person's name, address, telephone number and e-mail address so that, if necessary, City staff ~~and~~/or members of the Commission may contact them to follow up on the concerns expressed at the meeting. The Mayor shall attempt to call speakers to the podium in the order in which they requested to speak; however, the Mayor shall have discretion in the order in which speakers offer their public comment. All comments must be made from a central location at the podium accessible to the auditorium's sound system.

#### 1.6 *Decorum.*

Members of the Commission, staff members, citizens and others are required to use civil and appropriate language when addressing the Commission or anyone present at the meeting, and must refrain from using profanity, cursing, or exhibiting aggressive or threatening behavior. All comments should generally be directed to the presiding officer and not to individual members of the Commission (except as to questions to a Commissioner when authorized by paragraph 1.5 (b) above), staff or the audience. No personal verbal attacks toward any individual by either the Commission, staff, citizens or others shall be allowed during any meeting of the Commission.

Any persons making impertinent or slanderous remarks or personal attacks or who becomes boisterous while addressing the Commission or who otherwise violates the decorum rules set forth herein shall be barred from further audience before the Commission by the Mayor, or by request of any member of the Commission, unless permission to continue or again address the Commission be granted by a majority vote of the Commission members present.

#### 1.7 *Political use of Commission Meetings.*

Regular, special and workshop meetings of the City Commission are intended for the conduct of City business to benefit all residents and taxpayers within the City of Cooper City, therefore, the City Commission feels that it is inappropriate to utilize public speaking time at City Commission meetings for political speeches by or on behalf of any candidates for public office. However, candidates for public office may utilize public speaking time at Commission meetings simply to announce their candidacy.

1.8 *Parliamentary Procedures.*

The Commission hereby adopts Robert's Rules of Order as the parliamentary procedures governing the conduct of Commission meetings. The City Attorney shall serve as the parliamentarian and shall resolve any disputes as to the application of parliamentary procedures.

1.9 *Method of Voting.*

The vote upon any ordinance, resolution, motion or other matter shall be by roll call vote. Upon every roll call vote, the names of the Commissioners shall be called in reverse order of seniority, provided, however, that the Mayor shall always cast his or her vote last. In instances where more than one Commissioner have equal seniority, the Commissioner who received the higher percentage of votes in their last election shall be considered the senior Commissioner.

1.10 *Summer Schedule.*

The City Commission shall conduct two (2) regular meetings per month during the months of June, July and August. One (1) of the two (2) regular meetings during the month of July shall be for the specific purpose of discussing the budget for the upcoming fiscal year.

~~These meetings shall be held on the third Tuesday of the summer months.~~ In the event of

a conflict which would cause a member of the Commission to be absent from a summer meeting, the Commission can adjust the meeting date, provided that the actual meeting date is announced publicly at the Commission meeting immediately prior thereto. The City Commission in its discretion may, by motion, amend the summer meeting schedule from time to time, subject to Section 3.12 of the City Charter.

1.11 *Presentations/Recognitions.*

The City Commission finds that recognizing the achievement(s) of members of the community are important to sustaining pride in the City and fostering connections between and among the residents of the City.

- (a) The Mayor or any individual Commission Member may provide for the City Clerk's issuance of City proclamations without the necessity for Commission action, ~~in accordance with the Proclamation Request form which is attached hereto and incorporated herein as Exhibit "A".~~ The City Commission may, by motion, as adopted from time to time, provide or revise criteria and procedures concerning the issuance of proclamations and may revise the Proclamation Request form accordingly. Proclamations may not be issued for political purposes or take positions on matters of public policy. Any member of the City commission may object to the City's issuance of a proclamation and request that the proclamation be subject to a vote of the City Commission prior to the proclamation's issuance.
- (b) *Keys to Cooper City.* In recognition of the fact that the only Key to Cooper City which has ever been presented was given to the City's founder, Morris Cooper, shortly before his death, the City Commission has determined that it would not be appropriate to issue or present any further "Key<sup>2</sup>s to Cooper City."

- (c) *Honorary ~~Citizens~~Residents*. In lieu of keys to the City, when an individual's accomplishments or contributions to the betterment of Cooper City are so noteworthy, or have been of significant duration, the City Commission may honor such persons by naming them Honorary ~~Citizens~~Resident of Cooper City.

1.12 *Comments by Members of the City Commission*

Each member of the City Commission shall be entitled to speak on any item on the agenda. Each member of the City Commission shall be given an opportunity to speak once before commission members speak for a second time on any particular agenda item. During all City Commission discussion, order shall be maintained by the ~~m~~Mayor, who shall ensure that each commission member has an equal opportunity to participate in the discussion.

1.13 *Seating on the Dais*. The Mayor shall have the discretion and authority to determine the seating location for the Mayor, the City Manager, the City Attorney and the Town Clerk. The remaining members of the Commission may select their seat positions on the dais in the order of seniority.~~of members of the City Commission on the commission dais.~~

1.14 *Appointment of Advisory Board / Committee Members*. Whenever individual appointments (as opposed to a group) are to be made to an advisory board or committee, the Mayor shall first select his/her appointees, followed by the members of the Commission, in order of seniority.

2.0 *Appearance by ~~Telephone~~Communications Media Technology ("CMT")*<sup>[JGH1]</sup>. A member of the Commission may be allowed to participate and vote at a Commission meeting by ~~CMT~~telephone, subject to compliance with each of the following restrictions and conditions:

- (a) The absent member provides written notice to the City Clerk of his or her request to participate at the meeting by ~~CMT~~telephone at least two (2) hours prior to the start of the meeting.



(b) Participation by the absent member is accomplished ~~CMT via a speaker phone~~ in the Commission chambers, which enables the absent member to participate in discussions held at the meeting, the Commission and audience to hear the absent member and enables the absent member to hear the Commission meeting discussions and proceedings.

(c) Since not physically present at the meeting, the member participating by ~~CMT telephone~~ shall not be counted for purposes of establishing a quorum of the Commission.

~~————(d) Participation by telephone shall not be allowed for attorney-client sessions which are governed by Section 286.011(8), F.S., in order to assure that no unauthorized persons are with an absent member during a closed session.~~

(~~d~~e) Participation by ~~CMT telephone~~ shall not be allowed at those quasi-judicial hearings for which the Commission determines that it is required that the absent member be able to see maps and other exhibits which are presented as evidence at the hearing or be able to judge the credibility of witnesses.

(f) Participation by ~~CMT telephone~~ shall not be allowed if the Commission determines that any of the applicable requirements or conditions set forth above are not satisfied or that a restriction which is provided above prohibits participation by ~~CMT telephone~~.

(g) No member of the City Commission may attend more than three (3) city commission meetings by ~~CMT telephone~~ per year.

**Section 3.** All resolutions inconsistent or in conflict herewith shall be and are hereby repealed insofar as there is conflict or inconsistency.

**Section 4.** If any section, sentence, clause, or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this resolution.

**Section 5.** This Resolution shall become effective upon its passage and adoption by the City Commission.

**PASSED AND ADOPTED** this 25th day of April, 2023.

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GREG ROSS  
Mayor

ATTEST:

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TEDRA ALLEN  
City Clerk

APPROVED AS TO LEGAL FORM:

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OFFICE OF THE CITY ATTORNEY

**Roll Call**

Mayor Ross

Commissioner Green

Commissioner Shrouder

Commissioner Katzman

Commissioner Mallozzi

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