



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission  
**MEETING DATE** 12/05/2023  
**SUBMITTED BY:** Lanelda Gaskins, Town Clerk's Office  
**SUBJECT:** Town Commission Proposed Meeting Schedule for Calendar Yr. 2024

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## **SUMMARY:**

Consideration of the Town Commission Proposed Meeting Schedule for the 2024 calendar year.

The Town's Code of Ordinance addresses the Commission meeting schedule. According to Sec., 2-28 – Rules of Procedures, Rule No. 1, the Town Commission shall meet and hold monthly meetings on the first Tuesday of each month at 1:30 P.M., except for when the meeting falls on a legal, town observed holiday then such meeting will be held on the next secular day.

Additionally, the third Tuesday of each month is reserved for Commission meetings. These meetings commence at 1:30 P.M. and may be canceled due to lack of business (agenda items).

Town staff is requesting the direction of the Town Commission regarding canceling or changing the below meeting dates:

- January 2, 2024 because of the New Year holiday. January 16 is the suggested date.
- March 19, 2024 - Presidential Preference Primary (PPP) and Municipal Election. March 26 is the suggested date.
- August 20, 2024 - Primary Election. August 22 is the suggested date.
- November 5, 2024 - General Election. November 19 is the suggested date.

At the October 3, 2023 meeting, Town Commission approved a contract to allow the Palm Beach County Supervisor of Elections to use the Library Community room as a polling location on March 19, August 20, and November 5.

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## **FISCAL IMPACT:**

N/A

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## **ATTACHMENTS:**

Town Commission Proposed Meeting Schedule for Calendar Year 2024.

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**RECOMMENDATION:**

Town Commission discretion.