



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission

MEETING DATE 09/06/2022

SUBMITTED BY: Lanelda Gaskins, Town Clerk's Office

SUBJECT: Proposed Town Commission Meeting Schedule

SUMMARY:

Consideration of the proposed Town Commission Meeting Schedule from October 01, 2022, through December 31, 2023.

The Town's Code of Ordinance addresses the Town 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, except for when the meeting falls on a legal, town observed holiday then such meeting will be held on the next secular day. The meetings shall commence at 1:30 P.M.

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

The town staff is requesting the direction of the Town Commission regarding canceling the below meetings in recognition of the holidays:

- Tuesday, December 20 (Hanukkah/Chanukkah)
 - Wednesday, July 05, 2023 (Independence Day falls on Tuesday, July 4)
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FISCAL IMPACT:

N/A

ATTACHMENTS:

Proposed Town Commission meeting schedule for October 1, 2022, through December 31, 2023.

RECOMMENDATION:

Town Commission discretion.