



Date: January 13, 2025
To: Mayor and Town Council
From: Sean O’Keefe, Town Manager
Re: Consideration and Approval: **Resolution 2025-001 - Rules of Order**

Objective:

To consider and approve **Resolution 2025-001**, adopting the updated **Howey-in-the-Hills Town Council Rules of Order** to govern the conduct of Town Council meetings and related activities.

Summary:

The proposed Rules of Order are designed to streamline Town Council meetings, promote transparency, and enhance procedural clarity. Per Sec. 4(b) of Town Code, “The Council shall determine its own rules and order of business. Roberts Rule of Order may be applicable,” and again in Sec. 42-5, “The Town Council shall make such bylaws and rules of order for its guidance and government as it deems expedient.” These rules here proposed have been revised to reflect current parliamentary practices and the specific operational needs of the Town. **Resolution 2025-001** formalizes these rules as the governing procedural framework for all Council meetings.

Key highlights of the proposed Rules of Order include:

1. Meeting Structure and Procedures:
 - Regular meetings will occur on the second and fourth Mondays of each month.
 - Meeting duration is capped at two and a half hours unless extended by majority vote.
2. Public Input and Decorum:
 - Public comments are encouraged, with a standard three-minute limit per speaker.
 - Decorum rules ensure orderly participation from both Council members and the public.
3. Motion-Making and Voting:
 - Clear guidelines for motion-making, ensuring all Council members have the opportunity to participate in discussion before a motion is made.
 - Roll-call votes are required for significant decisions, such as ordinances, resolutions, and financial and contractual matters.
4. Use of Technology:
 - Provisions for Council participation via electronic media under extraordinary circumstances, ensuring accessibility while maintaining quorum requirements.

Fiscal Impact:

There is no fiscal impact associated with the adoption of the updated Rules of Order.

Staff Recommendation:

Staff recommends approval of **Resolution 2025-001**.