

Memo

To: Mayor and Town Commission
From: Thomas J. Baird, Town Attorney
Date: March 4, 2026
Subject: Protocol for Non Quasi-Judicial Agenda Items
Cc: Richard Reade, Town Manager

This memo is intended to address the process and protocol for the discussion and action on voting for non-quasi-judicial items on the Agenda. It is necessary because the commission's discussion on items seems to have increasingly become somewhat disjointed with discussion drifting into topics that are not relevant to the agenda item. Additionally it is necessary because there have been many instances where a motion and second have been made, but rather than the commission discussing the motion, it returns to questions of staff or on occasion members of the public.

- Town Manager or Designee presents Agenda Item
- Question or Presenter re the item
- Mayor solicits public comment
- Mayor ask for a Motion / 2nd
- Once Motion on the floor the discussion is limited to the Commission. Staff and public **ARE NOT PART** of the comments.
- Commission may seek direction form the Town Manager or Town Attorney
- Mayor or member of the Commission calls the Question
- All in Favor – AYE

E S T .
1 9 2 4

tbaird@
jonesfoster.com
561 650 8232 T
561 650 5300 F

4741 Military Trail
Suite 200
Jupiter
Florida 33458

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- Those opposed – NAY
- Next item – move on not backward
- Protocol for Quasi-Judicial Items – Code § 2-2, similar but more formal – Disclosures Ex Parte; sworn testimony