

RESOLUTION NO. 26-2017 OF THE CITY OF LAKE WORTH, FLORIDA, AMENDING THE RULES AND PROCEDURES FOR CITY COMMISSION MEETINGS REGARDING PUBLIC PARTICIPATION; REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission has adopted rules and procedures for its meetings which include procedures govern public participation; and,

WHEREAS, based on Chapter 2013-227, Laws of Florida, the City passed Resolution No. 56-2013 to update its rules and procedures for public participation at City Commission meetings; and,

WHEREAS, the City desires to update its rules and procedures for public participation by amending the language added by Resolution No. 56-2013 to allow three (3) minutes for public participation on non-agendaed items; and,

WHEREAS, the City Commission's adoption of rules and procedures for its meetings is necessary to comply with applicable law and preserve the professional-nature, orderly conduct and proper decorum of all such meetings and serves a valid public purpose.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE WORTH, FLORIDA, that:

Section 1. The foregoing recitals are hereby incorporated into this resolution as true and correct statements.

Section 2. The City Commission's adopted Rules and Procedures for the Lake Worth City Commission, including Resolution No. 56-2013, are amended as follows:

Rule 6, "Debate of Motions; Voting" of the City Commission's Rules and Procedures is amended to read as follows:

RULE 6
DEBATE OF MOTIONS; VOTING

- (3) Members of the audience are permitted to speak upon opening of the floor for public comment by the Chair on all issues of Public Hearing, Unfinished Business, and New Business and time shall be limited to two minutes per speaker. Members of the audience are permitted to speak on all issues of Consent Agenda, not removed for discussion, during Public Participation of Non-Agendaed Items. When the floor is open for public comment during Public Participation of Non-Agendaed Items the time shall be limited to ~~two~~ three minutes per speaker. During a public hearing, the applicant shall have ten minutes to make his or her presentation but the time may be extended to permit questioning of the applicant or the applicant's witnesses.

Section 3. The above amendments shall be included in the Rules and Procedures of the Lake Worth City Commission as set forth in Exhibit "A", which is attached hereto and

is hereby adopted.

Section 4. All resolutions in conflict herewith are hereby repealed.

Section 5. This resolution shall become effective upon its adoption.

The passage of this resolution was moved by Commissioner Hardy seconded by Vice Mayor Maxwell, and upon being put to a vote, the vote was as follows:

Mayor Pam Triolo	AYE
Vice Mayor Scott Maxwell	AYE
Commissioner Omari Hardy	AYE
Commissioner Andy Amoroso	ABSENT
Commissioner Herman Robinson	AYE

The Mayor thereupon declared this resolution duly passed and adopted on this 20th day of June 2017.

LAKE WORTH CITY COMMISSION

By: 
Pam Triolo, Mayor

ATTEST:


Deborah M. Andrea, City Clerk



Exhibit A

RULES OF PROCEDURE
LAKE WORTH CITY COMMISSION

RULE 1
SCHEDULING OF MEETINGS AND WORK SESSIONS

- (1) Regular meetings of the City Commission shall be held on the first and third Tuesday of each month, in the Commission Chambers, at City Hall, 7 North Dixie Highway, Lake Worth, Florida, beginning at 6:00 P.M.

If a regular meeting date falls on a holiday, the meeting shall be held in the Commission Chambers, at City Hall on the next day immediately following the holiday, beginning at 6:00 P.M.

The City Commission may cancel not more than one regular meeting in any month.

- (2) A special meeting of the City Commission to canvass ballots shall be held as required by the City Charter. Other special meetings may be called by a majority of the members of the City Commission or by the Mayor. Notice of special meetings shall be given to each Commissioner¹ and to the public at least twenty-four (24) hours in advance except for emergency meetings. If the Mayor or a member of the Commission is absent from the City or otherwise beyond reach of actual notice, failure to give such notice shall not prevent the convening of the special meeting. The City Commission may act on any matter presented at the special meeting unless prohibited by the City Charter or by rules established by the City Commission. Special meetings shall be held in the Commission Meeting Room at City Hall, 7 North Dixie Highway, Lake Worth, Florida, or at such other location within the City as may be designated in the notice of the special meeting, beginning at a time to be specified in the notice of the special meeting.
- (3) Work Sessions of the City Commission may be called by a majority of the members of the City Commission or by the Mayor, and any matter may be discussed or studied at a work session. Any matter that appears likely to take more than thirty (30) minutes shall be discussed or studied at a work session prior to official action of the City Commission, unless this requirement is waived by a majority vote. No official action of the City Commission shall be taken at a work session. All work sessions shall end at 10:00 P.M. At 10:00 P.M. the City Commission shall cease further discussion on the business on the table and, upon a majority consensus of the City Commission present, determine whether or not to (1) adjourn the meeting; or (2) extend the meeting and continue to conduct the meeting until 11:00 PM. Thereafter, the meeting shall end, unless extended one hour, upon a majority consensus of the City Commission present. All meetings shall adjourn automatically at 12:00 AM.
- (4) "District Public Forums" may be held by the City Commission on a quarterly basis, one to be held in each district of the City on a rotating basis. Notice of such meetings shall be posted no less than 14 days before each meeting. No official action shall be taken at these meetings.
- (5) All regular and special meetings shall end at 10:00 P.M. At 10:00 P.M. the City Commission shall cease further discussion on the business on the table and, upon a majority vote of the City Commission present, determine whether or not to (1) adjourn the meeting; or (2) extend the meeting and continue to conduct the meeting until 11:00 PM. Thereafter, the meeting shall end, unless extended one hour, upon a majority vote of the City Commission present. All meetings shall adjourn automatically at 12:00 AM.

¹ As used in these rules, "Commissioner" means any City Commissioner or the Mayor unless the context clearly indicates otherwise.

Rule 1 is exempt from the provisions of Rule 11 Amendment or Waiver of Rules and shall not be waived, except where such waiver is expressly permitted in paragraph (3) of Rule 1, and shall only be amended by Resolution.

RULE 2 QUORUM

A majority of the City Commission shall constitute a quorum; a smaller number may adjourn a meeting or recess a meeting to a time certain. No ordinance, resolution, or motion shall be adopted except by the affirmative vote of at least three members of the City Commission.

RULE 3 ABSENT MEMBER PARTICIPATION BY TELEPHONE CONFERENCE

A member of the City Commission who is absent due to extraordinary circumstances may participate and vote by telephone conference in a Commission meeting where there is a physical quorum present at the physical meeting site, with such extraordinary circumstances being the following:

1. Serious illness;
2. Receiving medical treatment; or
3. Unable to attend due to being physically disabled.

provided that no more than one (1) member of the City Commission may so participate in any City Commission meeting.

RULE 4 DUTIES AND RESPONSIBILITIES OF THE "CHAIR"

- (1) The Mayor shall be the presiding officer of the City Commission, and shall be referred to as the "Chair" when sitting in that capacity. In case of the absence or the disability of the Mayor, the Vice Mayor shall assume the responsibilities of the presiding officer, and if both are absent or disabled, the Vice Mayor Pro Tem shall preside.
- (2) The Chair shall preserve order. The Chair may call to order any member of the Commission and any member of the public who shall violate any of these rules or otherwise disrupt the orderly proceeding of the meeting. The Chair shall decide all questions of order subject to a majority vote on an appeal of the decision.
- (3) The Chair shall recognize all Commissioners who seek the floor while entitled to do so.
- (4) The Chair shall not make or second a motion.

RULE 5 ORDER OF BUSINESS

- (1) The order of business for a regular meeting shall ordinarily be:
 1. Roll Call
 2. Invocation
 3. Pledge of Allegiance
 4. Agenda-Additions/Deletions/Reordering
 5. Presentations
 6. Commission Liaison Reports and Comments

7. Public Participation on Non-Agendaed Items and Consent Agenda
 8. Approval of Minutes
 9. Consent Agenda
 10. Public Hearings
 11. Unfinished Business
 12. New Business
 13. Lake Worth Electric Utility
 14. City Attorney's Report
 15. City Manager's Report
 16. Adjournment
- (2) The order of business may be revised by a majority vote.
 - (3) Matters may be placed on the agenda by any Commissioner, the City Manager, or the City Attorney.
 - (4) Except for matters advertised for public hearing, any matter may be removed from an agenda by the person who placed it on the agenda or by a majority vote.
 - (5) When a matter comes before the Commission which directly affects one election district, the Commissioner from that district shall have the privilege of both expressing his or her views and making a motion on that matter first.
 - (6) Matters may be placed under Presentations by any Commissioner or the City Manager.

RULE 6 DEBATE OF MOTIONS; VOTING

- (1) When debating or discussing a motion, a Commissioner shall address the Chair and await recognition before speaking. The Commissioner making a motion is entitled to the floor first for debate. No Commissioner is entitled to the floor a second time on the same motion as long as any other Commissioner who has not spoken on the issue desires the floor.
- (2) Motions and amendments can be withdrawn or modified by the maker at any time prior to the Chair's stating the question on the motion; after that time, the permission of the Commission majority must be obtained. The Chair cannot close debate as long as any member who has not exhausted his right to debate desires the floor.

Members of the audience are permitted to speak upon opening of the floor for public comment by the Chair on all issues of Public Hearing, Unfinished Business, and New Business and time shall be limited to two minutes per speaker. Members of the audience are permitted to speak on all issues of Consent Agenda, not removed for discussion, during Public Participation of Non-Agendaed Items. When the floor is open for public comment during Public Participation of Non-Agendaed Items the time shall be limited to ~~two~~ three minutes per speaker. During a public hearing, the applicant shall have ten minutes to make his or her presentation but the time may be extended to permit questioning of the applicant or the applicant's witnesses.

- (3) A member of the audience who speaks to the City Commissioner may be questioned for additional information, but Commissioners shall not engage in debate with a member of the audience. Members of the audience may ask questions but may not compel a Commissioner, the City Manager, or the City Attorney to answer questions during a meeting.
- (5) The Chair shall restate all motions before the vote is taken.
- (6) A tie vote shall constitute a continuance of the item to the next regular meeting, but upon a tie vote on the same item at the next meeting, the item shall not be rescheduled except upon the request of the City Manager, the City Attorney, or a Commissioner.

- (7) The failure of a motion stated in the negative shall not be deemed an affirmative action. For example, the failure of a motion to deny shall not constitute an approval.
- (8) During a presentation, the presenter shall have ten minutes to make his or her presentation but the time may be extended to permit questioning of the presenter.

RULE 7 NON-DEBATABLE MOTIONS

The following motions are not debatable:

To adjourn;
To lay on the table;
To take from the table;
To divide a question;
To close or re-open nominations;
To take a recess;
A point of information;
An appeal of a decision of the Chair;
The previous question.

RULE 8 RECONSIDERATION

Any member of the Commission may move to reconsider any action of the Commission provided that new relevant information is presented to the Commission and the motion be made by the next regular Commission meeting. No motion to reconsider shall be made more than once on any subject or matter.

RULE 9 COMMISSION MINUTES

Copies of the minutes of the regular meetings shall be furnished, when possible, at least seven days prior to the next regular meeting. Such minutes shall stand confirmed at the regular meeting of the Commission without the reading thereof in open meeting unless some inaccuracy or error is pointed out by some member of the Commission present, and in such event, an appropriate correction shall be made. Upon request, the City Manager will cause the City Clerk to provide any Commissioner with copies of tapes or transcribed excerpts of tapes of City Commission meetings. No member shall suggest to the City Clerk any revision in minutes of meetings before the same shall have been submitted to the full Commission for approval, unless specifically requested by the Clerk to make clarification.

RULE 10 ADOPTION OF ROBERT'S RULES OF ORDER

Robert's Rules of Order, Newly Revised, are adopted as the rules of procedure of the City Commission, but such Rules shall not take precedence over any provision of Florida law, the City Charter, an ordinance or resolution of the City, or these rules, which shall govern in the event of conflict. A failure to comply with Robert's Rules of Order or these rules shall not affect the validity of any action taken by the City Commission.

RULE 11 AMENDMENT OR WAIVER OF RULES

These rules of procedure may be amended or waived by a majority vote, provided that no such amendment shall conflict with any applicable provision of Florida law, the City Charter, or an ordinance of the City.

RULE 12
AGENDA PROCEDURES

- (1) Agenda submittal deadline: The deadline for submitting items for inclusion on an agenda shall be no later than 12:00 PM on Friday, 11 days prior to a regularly scheduled Commission meeting.
- (2) Agenda distribution deadline: The deadline for distributing a final agenda with supporting documents shall be no later than Thursday, the week prior to a regularly scheduled City Commission meeting.

For all special or workshop City Commission meetings, the agendas with supporting documents will be distributed consistent with the timeframe referenced above.

- (3) Amendment to agenda: There shall be no changes, revisions or alterations (add-ons) to a distributed City Commission agenda unless the matter is deemed to be an emergency.

In the case of an emergency, any person or City Commissioner requesting a change, revision or alteration (add-on) to the City Commission agenda must do so in writing, provide written justification for the emergency within the narrative of an agenda memorandum, and include supporting backup material to the City Manager no later than 5:00 PM the Friday before a regularly scheduled Commission meeting.

The name of the person or City Commissioner requesting the change, revision or alteration (add-on) shall be placed with the agenda item to be presented. The written justification and supporting backup material shall be submitted to the City Commission prior to a regularly scheduled Commission meeting.

At the beginning of the City Commission meeting, the City Commission shall review the emergency and, in its discretion, will determine whether it will accept, review and take action on the matter requested.

RULE 13
PRESERVE ORDER

City Commission members shall not accept receipt of, read or place e-mails, text messages, notes, or phone calls during public meetings and executive sessions of the City Commission.

RULE 14
DECORUM FOR CITIZEN PARTICIPATION

- (a) In support of and respect for an open, fair and informed decision-making process, the City Commission and Administration recognize that:
 - (1) Civil, respectful and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision making; and
 - (2) Un-civil discourse and/or discourteous and inappropriate behavior have a negative impact on the character and productivity of the decision-making process.
- (b) In an effort to preserve the intent of open government and maintain a positive environment for citizen input and Commission decision-making, the following Rules of Decorum for Citizen Participation have been established.

Compliance with these rules is expected and appreciated. The Rules of Decorum for Citizen Participation will be included in the agenda and will be referenced at the beginning of each Commission meeting and Commission Work Session by the Chair. A written list of the Rules of Decorum for Citizen Participation will also be printed and mounted upon the walls of the Commission Chamber and Conference Room and upon the speaker's podium in the Commission Chamber.

- (1) Speakers will conduct themselves in a civil and respectful manner at all times.
 - (2) Speakers will address the Chair.
 - (3) Questions to Commission members or City staff will be facilitated by the Chair.
 - (4) Speakers will refrain from the use of obscene language, "fighting words" likely to incite violence from the individuals(s) to whom the words are addressed, or other language which is disruptive to the orderly and fair progress of discussion at the meeting.
 - (5) Speakers will refrain from making comments of a personal nature regarding others.
 - (6) Name-calling and/or obscenity is forbidden.
 - (7) Shouting, yelling or screaming is forbidden.
 - (8) Commission Work Session or Public Hearing attendees (audience) will refrain from commenting, shouting, booing, clapping, stomping feet or other inappropriate and/or disruptive behavior. Brief clapping is permissible at the end of a speaker's comments.
- (c) It is the intent of Commission to maintain order and enforce the Rules of Decorum for Citizen Participation for its meetings. Disregard of these rules will be met with the following consequences:
- (1) The Chair will identify out loud the out-of-compliance behavior and request for the behavior to stop;
 - (2) The Chair will ask the speaker to have a seat if he/she continues to disrupt the meeting;
 - (3) If the speaker refuses to have a seat, the Chair will recess the meeting; and
 - (4) Will instruct a law enforcement officer to instruct the speaker to stop the disruptive conduct and escort the speaker out of the meeting venue.

RESOLUTION NO. 59-2015 OF THE CITY OF LAKE WORTH, FLORIDA, ADOPTING RULES AND PROCEDURES FOR THE CITY COMMISSION; AMENDING RESOLUTION NO. 56-2013 AND ANY OTHER RESOLUTION IN CONFLICT HERewith; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in Resolution No. 56-2013, the City Commission adopted rules and procedures for its meetings; and

WHEREAS, in Rule 5 of Resolution No. 56-2013, entitled "Order of Business", the City Commission authorized an Invocation, which has been historically provided at City Commission meetings; and

WHEREAS, the purpose of the Invocation is ceremonial in nature and is intended to encourage thoughtful and united decision-making; and

WHEREAS, the City Commission has decided to have the option of offering either an Invocation or Moment of Silence, on a rotating basis, at City Commission meetings.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE WORTH, FLORIDA, that:

Section 1. Rule 5, entitled "Order of Business" in Resolution No. 56-2013 is amended to amend Subsection (1), subparagraph (2) and to add Subsection (7) as follows:

RULE 5 ORDER OF BUSINESS

2. Invocation or Moment of Silence

- (7) The Invocation or Moment of Silence shall be offered by the Mayor or a member of the Commission on a rotating basis. The Mayor or Commissioner whose turn it is to deliver the invocation or moment of silence may designate another individual to deliver the invocation on their behalf. Any individual who delivers the invocation shall not denigrate nonbelievers or religious minorities, threaten damnation, or preach conversion. Any individual who delivers the invocation is encouraged to be respectful in tone.

Section 2. This amendment shall be included in the Rules and Procedures of the Lake Worth City Commission as set forth in Exhibit "A", which is attached hereto and is hereby adopted.

Section 3. Resolution 56-2013 and any other resolution in conflict herewith are hereby amended.

Section 4. This Resolution shall become effective upon its adoption.

The passage of this Resolution was moved by Commissioner Amoroso seconded by Commissioner Maier, and upon being put to a vote, the vote was as follows:

Mayor Pam Triolo	AYE
Vice Mayor Scott Maxwell	AYE
Commissioner Christopher McVoy	NAY
Commissioner Andy Amoroso	AYE
Commissioner Ryan Maier	AYE

The Mayor thereupon declared this Resolution duly passed and adopted on this 8th day of December, 2015.

LAKE WORTH CITY COMMISSION

By: 

Pam Triolo, Mayor

ATTEST:



Pamela J. Lopez, City Clerk



Exhibit A

RULES OF PROCEDURE
LAKE WORTH CITY COMMISSION

RULE 1
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The City Commission may cancel not more than one regular meeting in any month.

- (2) A special meeting of the City Commission to canvass ballots shall be held as required by the City Charter. Other special meetings may be called by a majority of the members of the City Commission or by the Mayor. Notice of special meetings shall be given to each Commissioner¹ and to the public at least twenty-four (24) hours in advance except for emergency meetings. If the Mayor or a member of the Commission is absent from the City or otherwise beyond reach of actual notice, failure to give such notice shall not prevent the convening of the special meeting. The City Commission may act on any matter presented at the special meeting unless prohibited by the City Charter or by rules established by the City Commission. Special meetings shall be held in the Commission Meeting Room at City Hall, 7 North Dixie Highway, Lake Worth, Florida, or at such other location within the City as may be designated in the notice of the special meeting, beginning at a time to be specified in the notice of the special meeting.
- (3) Work Sessions of the City Commission may be called by a majority of the members of the City Commission or by the Mayor, and any matter may be discussed or studied at a work session. Any matter that appears likely to take more than thirty (30) minutes shall be discussed or studied at a work session prior to official action of the City Commission, unless this requirement is waived by a majority vote. No official action of the City Commission shall be taken at a work session. All work sessions shall end at 10:00 P.M. At 10:00 P.M. the City Commission shall cease further discussion on the business on the table and, upon a majority consensus of the City Commission present, determine whether or not to (1) adjourn the meeting; or (2) extend the meeting and continue to conduct the meeting until 11:00 PM. Thereafter, the meeting shall end, unless extended one hour, upon a majority consensus of the City Commission present. All meetings shall adjourn automatically at 12:00 AM.
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¹ As used in these rules, "Commissioner" means any City Commissioner or the Mayor unless the context clearly indicates otherwise.

- (5) All regular and special meetings shall end at 10:00 P.M. At 10:00 P.M. the City Commission shall cease further discussion on the business on the table and, upon a majority vote of the City Commission present, determine whether or not to (1) adjourn the meeting; or (2) extend the meeting and continue to conduct the meeting until 11:00 PM. Thereafter, the meeting shall end, unless extended one hour, upon a majority vote of the City Commission present. All meetings shall adjourn automatically at 12:00 AM.

Rule 1 is exempt from the provisions of Rule 11 Amendment or Waiver of Rules and shall not be waived, except where such waiver is expressly permitted in paragraph (3) of Rule 1, and shall only be amended by Resolution.

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A majority of the City Commission shall constitute a quorum; a smaller number may adjourn a meeting or recess a meeting to a time certain. No ordinance, resolution, or motion shall be adopted except by the affirmative vote of at least three members of the City Commission.

RULE 3 ABSENT MEMBER PARTICIPATION BY TELEPHONE CONFERENCE

A member of the City Commission who is absent due to extraordinary circumstances may participate and vote by telephone conference in a Commission meeting where there is a physical quorum present at the physical meeting site, with such extraordinary circumstances being the following:

1. Serious illness;
2. Receiving medical treatment; or
3. Unable to attend due to being physically disabled.

provided that no more than one (1) member of the City Commission may so participate in any City Commission meeting.

RULE 4 DUTIES AND RESPONSIBILITIES OF THE "CHAIR"

- (1) The Mayor shall be the presiding officer of the City Commission, and shall be referred to as the "Chair" when sitting in that capacity. In case of the absence or the disability of the Mayor, the Vice Mayor shall assume the responsibilities of the presiding officer, and if both are absent or disabled, the Vice Mayor Pro Tem shall preside.
- (2) The Chair shall preserve order. The Chair may call to order any member of the Commission and any member of the public who shall violate any of these rules or otherwise disrupt the orderly proceeding of the meeting. The Chair shall decide all questions of order subject to a majority vote on an appeal of the decision.
- (3) The Chair shall recognize all Commissioners who seek the floor while entitled to do so.
- (4) The Chair shall not make or second a motion.

**RULE 5
ORDER OF BUSINESS**

- (1) The order of business for a regular meeting shall ordinarily be:
 1. Roll Call
 2. Invocation or Moment of Silence
 3. Pledge of Allegiance
 4. Agenda-Additions/Deletions/Reordering
 5. Presentations
 6. Commission Liaison Reports and Comments
 7. Public Participation on Non-Agendaed Items and Consent Agenda
 8. Approval of Minutes
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 10. Public Hearings
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 12. New Business
 13. Lake Worth Electric Utility
 14. City Attorney's Report
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- (2) The order of business may be revised by a majority vote.
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- (4) Except for matters advertised for public hearing, any matter may be removed from an agenda by the person who placed it on the agenda or by a majority vote.
- (5) When a matter comes before the Commission which directly affects one election district, the Commissioner from that district shall have the privilege of both expressing his or her views and making a motion on that matter first.
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- (7) The Invocation or Moment of Silence shall be offered by the Mayor or a member of the Commission on a rotating basis. The Mayor or Commissioner whose turn it is to deliver the invocation or moment of silence may designate another individual to deliver the invocation on their behalf. Any individual who delivers the invocation shall not denigrate nonbelievers or religious minorities, threaten damnation, or preach conversion. Any individual who delivers the invocation is encouraged to be respectful in tone.

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DEBATE OF MOTIONS; VOTING**

- (1) When debating or discussing a motion, a Commissioner shall address the Chair and await recognition before speaking. The Commissioner making a motion is entitled to the floor first for debate. No Commissioner is entitled to the floor a second time on the same motion as long as any other Commissioner who has not spoken on the issue desires the floor.
- (2) Motions and amendments can be withdrawn or modified by the maker at any time prior to the Chair's stating the question on the motion; after that time, the permission of the Commission majority must be obtained. The Chair cannot close debate as long as any member who has not exhausted his right to debate desires the floor.

- (3) Members of the audience are permitted to speak upon opening of the floor for public comment by the Chair on all issues of Public Hearing, Unfinished Business, and New Business. Members of the audience are permitted to speak on all issues of Consent Agenda, not removed for discussion, during Public Participation of Non-Agendaed Items. When the floor is open for public comment, the time shall be limited to two minutes per speaker. During a public hearing, the applicant shall have ten minutes to make his or her presentation but the time may be extended to permit questioning of the applicant or the applicant's witnesses.
- (4) A member of the audience who speaks to the City Commissioner may be questioned for additional information, but Commissioners shall not engage in debate with a member of the audience. Members of the audience may ask questions but may not compel a Commissioner, the City Manager, or the City Attorney to answer questions during a meeting.
- (5) The Chair shall restate all motions before the vote is taken.
- (6) A tie vote shall constitute a continuance of the item to the next regular meeting, but upon a tie vote on the same item at the next meeting, the item shall not be rescheduled except upon the request of the City Manager, the City Attorney, or a Commissioner.
- (7) The failure of a motion stated in the negative shall not be deemed an affirmative action. For example, the failure of a motion to deny shall not constitute an approval.
- (8) During a presentation, the presenter shall have ten minutes to make his or her presentation but the time may be extended to permit questioning of the presenter.

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The following motions are not debatable:

To adjourn;
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A point of information;
An appeal of a decision of the Chair;
The previous question.

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Any member of the Commission may move to reconsider any action of the Commission provided that new relevant information is presented to the Commission and the motion be made by the next regular Commission meeting. No motion to reconsider shall be made more than once on any subject or matter.

RULE 9 COMMISSION MINUTES

Copies of the minutes of the regular meetings shall be furnished, when possible, at least seven days prior to the next regular meeting. Such minutes shall stand confirmed at the regular meeting of the Commission without the reading thereof in open meeting unless some inaccuracy or error is pointed out by some member of the Commission present, and in such event, an appropriate correction shall be made. Upon request, the City Manager will cause the City Clerk to provide any Commissioner with copies of tapes or transcribed excerpts of tapes of City Commission meetings. No member shall

suggest to the City Clerk any revision in minutes of meetings before the same shall have been submitted to the full Commission for approval, unless specifically requested by the Clerk to make clarification.

**RULE 10
ADOPTION OF ROBERT'S RULES OF ORDER**

Robert's Rules of Order, Newly Revised, are adopted as the rules of procedure of the City Commission, but such Rules shall not take precedence over any provision of Florida law, the City Charter, an ordinance or resolution of the City, or these rules, which shall govern in the event of conflict. A failure to comply with Robert's Rules of Order or these rules shall not affect the validity of any action taken by the City Commission.

**RULE 11
AMENDMENT OR WAIVER OF RULES**

These rules of procedure may be amended or waived by a majority vote, provided that no such amendment shall conflict with any applicable provision of Florida law, the City Charter, or an ordinance of the City.

**RULE 12
AGENDA PROCEDURES**

- (1) Agenda submittal deadline: The deadline for submitting items for inclusion on an agenda shall be no later than 12:00 PM on Friday, 11 days prior to a regularly scheduled Commission meeting.
- (2) Agenda distribution deadline: The deadline for distributing a final agenda with supporting documents shall be no later than Thursday, the week prior to a regularly scheduled City Commission meeting.

For all special or workshop City Commission meetings, the agendas with supporting documents will be distributed consistent with the timeframe referenced above.

- (3) Amendment to agenda: There shall be no changes, revisions or alterations (add-ons) to a distributed City Commission agenda unless the matter is deemed to be an emergency.

In the case of an emergency, any person or City Commissioner requesting a change, revision or alteration (add-on) to the City Commission agenda must do so in writing, provide written justification for the emergency within the narrative of an agenda memorandum, and include supporting backup material to the City Manager no later than 5:00 PM the Friday before a regularly scheduled Commission meeting.

The name of the person or City Commissioner requesting the change, revision or alteration (add-on) shall be placed with the agenda item to be presented. The written justification and supporting backup material shall be submitted to the City Commission prior to a regularly scheduled Commission meeting.

At the beginning of the City Commission meeting, the City Commission shall review the emergency and, in its discretion, will determine whether it will accept, review and take action on the matter requested.

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PRESERVE ORDER**

City Commission members shall not accept receipt of, read or place e-mails, text messages, notes, or phone calls during public meetings and executive sessions of the City Commission.

**RULE 14
DECORUM FOR CITIZEN PARTICIPATION**

- (a) In support of and respect for an open, fair and informed decision-making process, the City Commission and Administration recognize that:
- (1) Civil, respectful and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision making; and
 - (2) Un-civil discourse and/or discourteous and inappropriate behavior have a negative impact on the character and productivity of the decision-making process.
- (b) In an effort to preserve the intent of open government and maintain a positive environment for citizen input and Commission decision-making, the following Rules of Decorum for Citizen Participation have been established.

Compliance with these rules is expected and appreciated. The Rules of Decorum for Citizen Participation will be included in the agenda and will be referenced at the beginning of each Commission meeting and Commission Work Session by the Chair. A written list of the Rules of Decorum for Citizen Participation will also be printed and mounted upon the walls of the Commission Chamber and Conference Room and upon the speaker's podium in the Commission Chamber.

- (1) Speakers will conduct themselves in a civil and respectful manner at all times.
 - (2) Speakers will address the Chair.
 - (3) Questions to Commission members or City staff will be facilitated by the Chair.
 - (4) Speakers will refrain from the use of obscene language, "fighting words" likely to incite violence from the individuals(s) to whom the words are addressed, or other language which is disruptive to the orderly and fair progress of discussion at the meeting.
 - (5) Speakers will refrain from making comments of a personal nature regarding others.
 - (6) Name-calling and/or obscenity is forbidden.
 - (7) Shouting, yelling or screaming is forbidden.
 - (8) Commission Work Session or Public Hearing attendees (audience) will refrain from commenting, shouting, booing, clapping, stomping feet or other inappropriate and/or disruptive behavior. Brief clapping is permissible at the end of a speaker's comments.
- (c) It is the intent of Commission to maintain order and enforce the Rules of Decorum for Citizen Participation for its meetings. Disregard of these rules will be met with the following consequences:
- (1) The Chair will identify out loud the out-of-compliance behavior and request for the behavior to stop;
 - (2) The Chair will ask the speaker to have a seat if he/she continues to disrupt the meeting;
 - (3) If the speaker refuses to have a seat, the Chair will recess the meeting; and
 - (4) Will instruct a law enforcement officer to instruct the speaker to stop the disruptive conduct and escort the speaker out of the meeting venue.

RESOLUTION NO. 56-2013 OF THE CITY OF LAKE WORTH, FLORIDA, ADOPTING RULES AND PROCEDURES FOR THE CITY COMMISSION; REPEALING RESOLUTION NO. 09-2013 AND ANY OTHER RESOLUTION IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Florida Legislature passed Chapter 2013-227, Laws of Florida, (codified at section 286.0114, Florida Statutes), which requires members of the public to be given a reasonable opportunity to be heard on a "proposition" before the City Commission (effective October 1, 2013); and,

WHEREAS, the City Commission already has rules and procedures adopted for its meetings which govern public participation; and,

WHEREAS, based on 2013-227, Laws of Florida, the City is updating its rules and procedures for public participation at City Commission meetings; and,

WHEREAS the City's rules and procedures for public participation at City Commission meetings is necessary to preserve the professional-nature, orderly conduct and proper decorum of all such meetings and serves a valid public purpose.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE WORTH, FLORIDA, that:

Section 1. The foregoing recitals are hereby incorporated into this Resolution as true and correct statements.

Section 2: Resolution No. 09-2013 adopted the Rules and Procedures for the Lake Worth City Commission. Said Rules and Procedures are hereby amended as follows (amended language is underlined):

Rule 5, entitled "Order of Business" of the City Commission's Rules and Procedures is amended to read as follows:

RULE 5
ORDER OF BUSINESS

- (1) The order of business for a regular meeting shall ordinarily be:
1. Roll Call
 2. Invocation
 3. Pledge of Allegiance
 4. Agenda-Additions/Deletions/Reordering
 5. Presentations
 6. Commission Liaison Reports and Comments
 7. Public Participation on Non-Agendaed Items and Consent Agenda
 8. Approval of Minutes
 9. Consent Agenda
 10. Public Hearings

11. Unfinished Business
12. New Business
13. Lake Worth Electric Utility
14. City Attorney's Report
15. City Manager's Report
16. Adjournment

* * *

Rule 6, "Debate of Motions; Voting" of the City Commission's Rules and Procedures is amended to read as follows:

RULE 6
DEBATE OF MOTIONS; VOTING

- (3) Members of the audience are permitted to speak upon opening of the floor for public comment by the Chair on all issues of Public Hearing, Unfinished Business, and New Business. Members of the audience are permitted to speak on all issues of Consent Agenda, not removed for discussion, during Public Participation of Non-Agendaed Items. When the floor is open for public comment, the time shall be limited to two minutes per speaker. During a public hearing, the applicant shall have ten minutes to make his or her presentation but the time may be extended to permit questioning of the applicant or the applicant's witnesses.

* * *

Section 3. The above amendments shall be included in the Rules and Procedures of the Lake Worth City Commission as set forth in Exhibit "A", which is attached hereto and is hereby adopted.

Section 4. Resolution 09-2013 and any other resolution in conflict herewith are hereby repealed.

Section 6. This Resolution shall become effective upon its adoption.

The passage of this Resolution was moved by Vice Mayor Maxwell seconded by Commissioner Amoroso, and upon being put to a vote, the vote was as follows:

Mayor Pam Triolo	AYE
Vice Mayor Scott Maxwell	AYE
Commissioner Christopher McVoy	ABSENT
Commissioner Andy Amoroso	AYE
Commissioner John Szerdi	ABSENT

The Mayor thereupon declared this Resolution duly passed and adopted on this 15th day of October 2013.

LAKE WORTH CITY COMMISSION

By: 
Pam Triolo, Mayor

ATTEST:

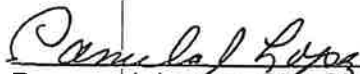

Pamela J. Lopez, City Clerk



Exhibit A

RULES OF PROCEDURE
LAKE WORTH CITY COMMISSION

RULE 1
SCHEDULING OF MEETINGS AND WORK SESSIONS

- (1) Regular meetings of the City Commission shall be held on the first and third Tuesday of each month, in the Commission Chambers, at City Hall, 7 North Dixie Highway, Lake Worth, Florida, beginning at 6:00 P.M.

If a regular meeting date falls on a holiday, the meeting shall be held in the Commission Chambers, at City Hall on the next day immediately following the holiday, beginning at 6:00 P.M.

The City Commission may cancel not more than one regular meeting in any month.

- (2) A special meeting of the City Commission to canvass ballots shall be held as required by the City Charter. Other special meetings may be called by a majority of the members of the City Commission or by the Mayor. Notice of special meetings shall be given to each Commissioner¹ and to the public at least twenty-four (24) hours in advance except for emergency meetings. If the Mayor or a member of the Commission is absent from the City or otherwise beyond reach of actual notice, failure to give such notice shall not prevent the convening of the special meeting. The City Commission may act on any matter presented at the special meeting unless prohibited by the City Charter or by rules established by the City Commission. Special meetings shall be held in the Commission Meeting Room at City Hall, 7 North Dixie Highway, Lake Worth, Florida, or at such other location within the City as may be designated in the notice of the special meeting, beginning at a time to be specified in the notice of the special meeting.
- (3) Work Sessions of the City Commission may be called by a majority of the members of the City Commission or by the Mayor, and any matter may be discussed or studied at a work session. Any matter that appears likely to take more than thirty (30) minutes shall be discussed or studied at a work session prior to official action of the City Commission, unless this requirement is waived by a majority vote. No official action of the City Commission shall be taken at a work session. All work sessions shall end at 10:00 P.M. At 10:00 P.M. the City Commission shall cease further discussion on the business on the table and, upon a majority consensus of the City Commission present, determine whether or not to (1) adjourn the meeting; or (2) extend the meeting and continue to conduct the meeting until 11:00 PM. Thereafter, the meeting shall end, unless extended one hour, upon a majority consensus of the City Commission present. All meetings shall adjourn automatically at 12:00 AM.
- (4) "District Public Forums" may be held by the City Commission on a quarterly basis, one to be held in each district of the City on a rotating basis. Notice of such meetings shall be posted no less than 14 days before each meeting. No official action shall be taken at these meetings.

¹ As used in these rules, "Commissioner" means any City Commissioner or the Mayor unless the context clearly indicates otherwise.

- (5) All regular and special meetings shall end at 10:00 P.M. At 10:00 P.M. the City Commission shall cease further discussion on the business on the table and, upon a majority vote of the City Commission present, determine whether or not to (1) adjourn the meeting; or (2) extend the meeting and continue to conduct the meeting until 11:00 PM. Thereafter, the meeting shall end, unless extended one hour, upon a majority vote of the City Commission present. All meetings shall adjourn automatically at 12:00 AM.

Rule 1 is exempt from the provisions of Rule 11 Amendment or Waiver of Rules and shall not be waived, except where such waiver is expressly permitted in paragraph (3) of Rule 1, and shall only be amended by Resolution.

RULE 2 QUORUM

A majority of the City Commission shall constitute a quorum; a smaller number may adjourn a meeting or recess a meeting to a time certain. No ordinance, resolution, or motion shall be adopted except by the affirmative vote of at least three members of the City Commission.

RULE 3 ABSENT MEMBER PARTICIPATION BY TELEPHONE CONFERENCE

A member of the City Commission who is absent due to extraordinary circumstances may participate and vote by telephone conference in a Commission meeting where there is a physical quorum present at the physical meeting site, with such extraordinary circumstances being the following:

1. Serious illness;
1. Receiving medical treatment; or
2. Unable to attend due to being physically disabled.

provided that no more than one (1) member of the City Commission may so participate in any City Commission meeting.

RULE 4 DUTIES AND RESPONSIBILITIES OF THE "CHAIR"

- (1) The Mayor shall be the presiding officer of the City Commission, and shall be referred to as the "Chair" when sitting in that capacity. In case of the absence or the disability of the Mayor, the Vice Mayor shall assume the responsibilities of the presiding officer, and if both are absent or disabled, the Vice Mayor Pro Tem shall preside.
- (2) The Chair shall preserve order. The Chair may call to order any member of the Commission and any member of the public who shall violate any of these rules or otherwise disrupt the orderly proceeding of the meeting. The Chair shall decide all questions of order subject to a majority vote on an appeal of the decision.
- (3) The Chair shall recognize all Commissioners who seek the floor while entitled to do so.
- (4) The Chair shall not make or second a motion.

RULE 5
ORDER OF BUSINESS

- (1) The order of business for a regular meeting shall ordinarily be:
 6. Roll Call
 7. Invocation
 8. Pledge of Allegiance
 9. Agenda-Additions/Deletions/Reordering
 10. Presentations
 6. Commission Liaison Reports and Comments
 7. Public Participation on Non-Agendaed Items and Consent Agenda
 8. Approval of Minutes
 9. Consent Agenda
 10. Public Hearings
 11. Unfinished Business
 12. New Business
 13. Lake Worth Electric Utility
 14. City Attorney's Report
 15. City Manager's Report
 16. Adjournment
- (2) The order of business may be revised by a majority vote.
- (3) Matters may be placed on the agenda by any Commissioner, the City Manager, or the City Attorney.
- (4) Except for matters advertised for public hearing, any matter may be removed from an agenda by the person who placed it on the agenda or by a majority vote.
- (5) When a matter comes before the Commission which directly affects one election district, the Commissioner from that district shall have the privilege of both expressing his or her views and making a motion on that matter first.
- (6) Matters may be placed under Presentations by any Commissioner or the City Manager.

RULE 6
DEBATE OF MOTIONS; VOTING

- (1) When debating or discussing a motion, a Commissioner shall address the Chair and await recognition before speaking. The Commissioner making a motion is entitled to the floor first for debate. No Commissioner is entitled to the floor a second time on the same motion as long as any other Commissioner who has not spoken on the issue desires the floor.
- (2) Motions and amendments can be withdrawn or modified by the maker at any time prior to the Chair's stating the question on the motion; after that time, the permission of the Commission majority must be obtained. The Chair cannot close debate as long as any member who has not exhausted his right to debate desires the floor.

- (3) Members of the audience are permitted to speak upon opening of the floor for public comment by the Chair on all issues of Public Hearing, Unfinished Business, and New Business. Members of the audience are permitted to speak on all issues of Consent Agenda, not removed for discussion, during Public Participation of Non-Agendaed Items. When the floor is open for public comment, the time shall be limited to two minutes per speaker. During a public hearing, the applicant shall have ten minutes to make his or her presentation but the time may be extended to permit questioning of the applicant or the applicant's witnesses.
- (4) A member of the audience who speaks to the City Commissioner may be questioned for additional information, but Commissioners shall not engage in debate with a member of the audience. Members of the audience may ask questions but may not compel a Commissioner, the City Manager, or the City Attorney to answer questions during a meeting.
- (5) The Chair shall restate all motions before the vote is taken.
- (6) A tie vote shall constitute a continuance of the item to the next regular meeting, but upon a tie vote on the same item at the next meeting, the item shall not be rescheduled except upon the request of the City Manager, the City Attorney, or a Commissioner.
- (7) The failure of a motion stated in the negative shall not be deemed an affirmative action. For example, the failure of a motion to deny shall not constitute an approval.
- (8) During a presentation, the presenter shall have ten minutes to make his or her presentation but the time may be extended to permit questioning of the presenter.

RULE 7 NON-DEBATABLE MOTIONS

The following motions are not debatable:

To adjourn;
To lay on the table;
To take from the table;
To divide a question;
To close or re-open nominations;
To take a recess;
A point of information;
An appeal of a decision of the Chair;
The previous question.

RULE 8 RECONSIDERATION

Any member of the Commission may move to reconsider any action of the Commission provided that new relevant information is presented to the Commission and the motion be made by the next regular Commission meeting. No motion to reconsider shall be made more than once on any subject or matter.

RULE 9
COMMISSION MINUTES

Copies of the minutes of the regular meetings shall be furnished, when possible, at least seven days prior to the next regular meeting. Such minutes shall stand confirmed at the regular meeting of the Commission without the reading thereof in open meeting unless some inaccuracy or error is pointed out by some member of the Commission present, and in such event, an appropriate correction shall be made. Upon request, the City Manager will cause the City Clerk to provide any Commissioner with copies of tapes or transcribed excerpts of tapes of City Commission meetings. No member shall suggest to the City Clerk any revision in minutes of meetings before the same shall have been submitted to the full Commission for approval, unless specifically requested by the Clerk to make clarification.

RULE 10
ADOPTION OF ROBERT'S RULES OF ORDER

Robert's Rules of Order, Newly Revised, are adopted as the rules of procedure of the City Commission, but such Rules shall not take precedence over any provision of Florida law, the City Charter, an ordinance or resolution of the City, or these rules, which shall govern in the event of conflict. A failure to comply with Robert's Rules of Order or these rules shall not affect the validity of any action taken by the City Commission.

RULE 11
AMENDMENT OR WAIVER OF RULES

These rules of procedure may be amended or waived by a majority vote, provided that no such amendment shall conflict with any applicable provision of Florida law, the City Charter, or an ordinance of the City.

RULE 12
AGENDA PROCEDURES

- (1) Agenda submittal deadline: The deadline for submitting items for inclusion on an agenda shall be no later than 12:00 PM on Friday, 11 days prior to a regularly scheduled Commission meeting.
- (2) Agenda distribution deadline: The deadline for distributing a final agenda with supporting documents shall be no later than Thursday, the week prior to a regularly scheduled City Commission meeting.

For all special or workshop City Commission meetings, the agendas with supporting documents will be distributed consistent with the timeframe referenced above.

- (3) Amendment to agenda: There shall be no changes, revisions or alterations (add-ons) to a distributed City Commission agenda unless the matter is deemed to be an emergency.

In the case of an emergency, any person or City Commissioner requesting a change, revision or alteration (add-on) to the City Commission agenda must do so in writing, provide written justification for the emergency within the narrative of an agenda memorandum, and include supporting backup material to the City Manager no later than 5:00 PM the Friday before a regularly scheduled Commission meeting.

The name of the person or City Commissioner requesting the change, revision or alteration (add-on) shall be placed with the agenda item to be presented. The written justification and supporting backup material shall be submitted to the City Commission prior to a regularly scheduled Commission meeting.

At the beginning of the City Commission meeting, the City Commission shall review the emergency and, in its discretion, will determine whether it will accept, review and take action on the matter requested.

RULE 13
PRESERVE ORDER

City Commission members shall not accept receipt of, read or place e-mails, text messages, notes, or phone calls during public meetings and executive sessions of the City Commission.

RULE 14
DECORUM FOR CITIZEN PARTICIPATION

- (a) In support of and respect for an open, fair and informed decision-making process, the City Commission and Administration recognize that:
- (1) Civil, respectful and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision making; and
 - (2) Un-civil discourse and/or discourteous and inappropriate behavior have a negative impact on the character and productivity of the decision-making process.
- (b) In an effort to preserve the intent of open government and maintain a positive environment for citizen input and Commission decision-making, the following Rules of Decorum for Citizen Participation have been established.

Compliance with these rules is expected and appreciated. The Rules of Decorum for Citizen Participation will be included in the agenda and will be referenced at the beginning of each Commission meeting and Commission Work Session by the Chair. A written list of the Rules of Decorum for Citizen Participation will also be printed and mounted upon the walls of the Commission Chamber and Conference Room and upon the speaker's podium in the Commission Chamber.

- (1) Speakers will conduct themselves in a civil and respectful manner at all times.
- (2) Speakers will address the Chair.
- (3) Questions to Commission members or City staff will be facilitated by the Chair.
- (4) Speakers will refrain from the use of obscene language, "fighting words" likely to incite violence from the individuals(s) to whom the words are addressed, or other language which is disruptive to the orderly and fair progress of discussion at the meeting.
- (5) Speakers will refrain from making comments of a personal nature regarding others.
- (6) Name-calling and/or obscenity is forbidden.
- (7) Shouting, yelling or screaming is forbidden.

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- (8) Commission Work Session or Public Hearing attendees (audience) will refrain from commenting, shouting, booing, clapping, stomping feet or other inappropriate and/or disruptive behavior. Brief clapping is permissible at the end of a speaker's comments.
- (c) It is the intent of Commission to maintain order and enforce the Rules of Decorum for Citizen Participation for its meetings. Disregard of these rules will be met with the following consequences:
 - (1) The Chair will identify out loud the out-of-compliance behavior and request for the behavior to stop;
 - (2) The Chair will ask the speaker to have a seat if he/she continues to disrupt the meeting;
 - (3) If the speaker refuses to have a seat, the Chair will recess the meeting; and
 - (4) Will instruct a law enforcement officer to instruct the speaker to stop the disruptive conduct and escort the speaker out of the meeting venue.

RESOLUTION NO. 09-2013 OF THE CITY OF LAKE WORTH, FLORIDA, ADOPTING RULES AND PROCEDURES FOR THE CITY COMMISSION; REPEALING RESOLUTION NO. 17-2012 AND ANY OTHER RESOLUTION IN CONFLICT HERewith; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE WORTH, FLORIDA, that:

Section 1. Resolution No. 17-2012 adopted the rules and procedures for the Lake Worth City Commission.

Section 2. Rule 5, "Order of Business" of the City Commission's Rules and Procedures is amended to read as follows:

RULE 5
ORDER OF BUSINESS

(1) The order of business for a regular meeting shall ordinarily be:

1. Roll Call
2. Invocation
3. Pledge of Allegiance
4. Agenda-Additions/Deletions/Reordering
5. Presentations
6. Commission Liaison Reports and Comments
7. Public Participation on Non-Agendaed Items
8. Approval of Minutes
9. Consent Agenda
10. Public Hearings
11. Unfinished Business
12. New Business
13. Lake Worth Electric Utility
- ~~13-14.~~ City Attorney's Report
- ~~14-15.~~ City Manager's Report
- ~~15-16.~~ Adjournment

* * *

Section 3. These changes shall be included in the Rules and Procedures of the Lake Worth City Commission as set forth in Exhibit A, which is attached hereto and is hereby adopted.

Section 4. Resolution 17-2012 and any other resolution in conflict herewith are hereby repealed.

Section 5. This Resolution shall become effective upon its adoption.

The passage of this Resolution was moved by Commissioner McVoy seconded by Commissioner Amoroso, and upon being put to a vote, the vote was as follows:

Mayor Pam Triolo	AYE
Vice Mayor Scott Maxwell	AYE
Commissioner Christopher McVoy	AYE
Commissioner Andy Amoroso	AYE
Commissioner John Szerdi	AYE

The Mayor thereupon declared this Resolution duly passed and adopted on this 5th day of February 2013.

LAKE WORTH CITY COMMISSION

By: _____

Pam Triolo, Mayor

ATTEST:

Pamela J. Lopez
Pamela J. Lopez, City Clerk



Exhibit A

RULES OF PROCEDURE
LAKE WORTH CITY COMMISSION

RULE 1
SCHEDULING OF MEETINGS AND WORK SESSIONS

- (1) Regular meetings of the City Commission shall be held on the first and third Tuesday of each month, in the Commission Chambers, at City Hall, 7 North Dixie Highway, Lake Worth, Florida, beginning at 6:00 P.M.

If a regular meeting date falls on a holiday, the meeting shall be held in the Commission Chambers, at City Hall on the next day immediately following the holiday, beginning at 6:00 P.M.

The City Commission may cancel not more than one regular meeting in any month.

- (2) A special meeting of the City Commission to canvass ballots shall be held as required by the City Charter. Other special meetings may be called by a majority of the members of the City Commission or by the Mayor. Notice of special meetings shall be given to each Commissioner¹ and to the public at least twenty-four (24) hours in advance except for emergency meetings. If the Mayor or a member of the Commission is absent from the City or otherwise beyond reach of actual notice, failure to give such notice shall not prevent the convening of the special meeting. The City Commission may act on any matter presented at the special meeting unless prohibited by the City Charter or by rules established by the City Commission. Special meetings shall be held in the Commission Meeting Room at City Hall, 7 North Dixie Highway, Lake Worth, Florida, or at such other location within the City as may be designated in the notice of the special meeting, beginning at a time to be specified in the notice of the special meeting.
- (3) Work Sessions of the City Commission may be called by a majority of the members of the City Commission or by the Mayor, and any matter may be discussed or studied at a work session. Any matter that appears likely to take more than thirty (30) minutes shall be discussed or studied at a work session prior to official action of the City Commission, unless this requirement is waived by a majority vote. No official action of the City Commission shall be taken at a work session. All work sessions shall end at 10:00 P.M. At 10:00 P.M. the City Commission shall cease further discussion on the business on the table and, upon a majority consensus of the City Commission present, determine whether or not to (1) adjourn the meeting; or (2) extend the meeting and continue to conduct the meeting until 11:00 PM. Thereafter, the meeting shall end, unless extended one hour, upon a majority consensus of the City Commission present. All meetings shall adjourn automatically at 12:00 AM.
- (4) "District Public Forums" may be held by the City Commission on a quarterly basis, one to be held in each district of the City on a rotating basis. Notice of such meetings shall be posted no less than 14 days before each meeting. No official action shall be taken at these meetings.

¹ As used in these rules, "Commissioner" means any City Commissioner or the Mayor unless the context clearly indicates otherwise.

- (5) All regular and special meetings shall end at 10:00 P.M. At 10:00 P.M. the City Commission shall cease further discussion on the business on the table and, upon a majority vote of the City Commission present, determine whether or not to (1) adjourn the meeting; or (2) extend the meeting and continue to conduct the meeting until 11:00 PM. Thereafter, the meeting shall end, unless extended one hour, upon a majority vote of the City Commission present. All meetings shall adjourn automatically at 12:00 AM.

Rule 1 is exempt from the provisions of Rule 11 Amendment or Waiver of Rules and shall not be waived, except where such waiver is expressly permitted in paragraph (3) of Rule 1, and shall only be amended by Resolution.

RULE 2 QUORUM

A majority of the City Commission shall constitute a quorum; a smaller number may adjourn a meeting or recess a meeting to a time certain. No ordinance, resolution, or motion shall be adopted except by the affirmative vote of at least three members of the City Commission.

RULE 3 ABSENT MEMBER PARTICIPATION BY TELEPHONE CONFERENCE

A member of the City Commission who is absent due to extraordinary circumstances may participate and vote by telephone conference in a Commission meeting where there is a physical quorum present at the physical meeting site, with such extraordinary circumstances being the following:

1. Serious illness;
1. Receiving medical treatment; or
2. Unable to attend due to being physically disabled.

provided that no more than one (1) member of the City Commission may so participate in any City Commission meeting.

RULE 4 DUTIES AND RESPONSIBILITIES OF THE "CHAIR"

- (1) The Mayor shall be the presiding officer of the City Commission, and shall be referred to as the "Chair" when sitting in that capacity. In case of the absence or the disability of the Mayor, the Vice Mayor shall assume the responsibilities of the presiding officer, and if both are absent or disabled, the Vice Mayor Pro Tem shall preside.
- (2) The Chair shall preserve order. The Chair may call to order any member of the Commission and any member of the public who shall violate any of these rules or otherwise disrupt the orderly proceeding of the meeting. The Chair shall decide all questions of order subject to a majority vote on an appeal of the decision.
- (3) The Chair shall recognize all Commissioners who seek the floor while entitled to do so.
- (4) The Chair shall not make or second a motion.

RULE 5
ORDER OF BUSINESS

- (1) The order of business for a regular meeting shall ordinarily be:
 1. Roll Call
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 - ~~13.~~14. City Attorney's Report
 - ~~14.~~15. City Manager's Report
 - ~~15.~~16. Adjournment
- (2) The order of business may be revised by a majority vote.
- (3) Matters may be placed on the agenda by any Commissioner, the City Manager, or the City Attorney.
- (4) Except for matters advertised for public hearing, any matter may be removed from an agenda by the person who placed it on the agenda or by a majority vote.
- (5) When a matter comes before the Commission which directly affects one election district, the Commissioner from that district shall have the privilege of both expressing his or her views and making a motion on that matter first.
- (6) Matters may be placed under Presentations by any Commissioner or the City Manager.

RULE 6
DEBATE OF MOTIONS; VOTING

- (1) When debating or discussing a motion, a Commissioner shall address the Chair and await recognition before speaking. The Commissioner making a motion is entitled to the floor first for debate. No Commissioner is entitled to the floor a second time on the same motion as long as any other Commissioner who has not spoken on the issue desires the floor.
- (2) Motions and amendments can be withdrawn or modified by the maker at any time prior to the Chair's stating the question on the motion; after that time, the permission of the Commission majority must be obtained. The Chair cannot close debate as long as any member who has not exhausted his right to debate desires the floor.
- (3) Members of the audience are permitted to speak upon opening of the floor for public comment by the Chair on all issues of Public Hearing, Unfinished Business, and New Business. When the floor is open for public comment, the time shall be limited to two minutes per speaker. During a public hearing, the applicant shall have ten minutes to make his or her presentation but the time may be extended to permit questioning of the applicant or the applicant's witnesses.

- (4) A member of the audience who speaks to the City Commissioner may be questioned for additional information, but Commissioners shall not engage in debate with a member of the audience. Members of the audience may ask questions but may not compel a Commissioner, the City Manager, or the City Attorney to answer questions during a meeting.
- (5) The Chair shall restate all motions before the vote is taken.
- (6) A tie vote shall constitute a continuance of the item to the next regular meeting, but upon a tie vote on the same item at the next meeting, the item shall not be rescheduled except upon the request of the City Manager, the City Attorney, or a Commissioner.
- (7) The failure of a motion stated in the negative shall not be deemed an affirmative action. For example, the failure of a motion to deny shall not constitute an approval.
- (8) During a presentation, the presenter shall have ten minutes to make his or her presentation but the time may be extended to permit questioning of the presenter.

RULE 7 NON-DEBATABLE MOTIONS

The following motions are not debatable:

To adjourn;
To lay on the table;
To take from the table;
To divide a question;
To close or re-open nominations;
To take a recess;
A point of information;
An appeal of a decision of the Chair;
The previous question.

RULE 8 RECONSIDERATION

Any member of the Commission may move to reconsider any action of the Commission provided that new relevant information is presented to the Commission and the motion be made by the next regular Commission meeting. No motion to reconsider shall be made more than once on any subject or matter.

RULE 9 COMMISSION MINUTES

Copies of the minutes of the regular meetings shall be furnished, when possible, at least seven days prior to the next regular meeting. Such minutes shall stand confirmed at the regular meeting of the Commission without the reading thereof in open meeting unless some inaccuracy or error is pointed out by some member of the Commission present, and in such event, an appropriate correction shall be made. Upon request, the City Manager will cause the City Clerk to provide any Commissioner with copies of tapes or transcribed excerpts of tapes of City Commission meetings. No member shall suggest to the City Clerk any revision in minutes of meetings before the same shall have been submitted to the full Commission for approval, unless specifically requested by the Clerk to make clarification.

RULE 10
ADOPTION OF ROBERT'S RULES OF ORDER

Robert's Rules of Order, Newly Revised, are adopted as the rules of procedure of the City Commission, but such Rules shall not take precedence over any provision of Florida law, the City Charter, an ordinance or resolution of the City, or these rules, which shall govern in the event of conflict. A failure to comply with Robert's Rules of Order or these rules shall not affect the validity of any action taken by the City Commission.

RULE 11
AMENDMENT OR WAIVER OF RULES

These rules of procedure may be amended or waived by a majority vote, provided that no such amendment shall conflict with any applicable provision of Florida law, the City Charter, or an ordinance of the City.

RULE 12
AGENDA PROCEDURES

- (1) Agenda submittal deadline: The deadline for submitting items for inclusion on an agenda shall be no later than 12:00 PM on Friday, 11 days prior to a regularly scheduled Commission meeting.
- (2) Agenda distribution deadline: The deadline for distributing a final agenda with supporting documents shall be no later than Thursday, the week prior to a regularly scheduled City Commission meeting.

For all special or workshop City Commission meetings, the agendas with supporting documents will be distributed consistent with the timeframe referenced above.

- (3) Amendment to agenda: There shall be no changes, revisions or alterations (add-ons) to a distributed City Commission agenda unless the matter is deemed to be an emergency.

In the case of an emergency, any person or City Commissioner requesting a change, revision or alteration (add-on) to the City Commission agenda must do so in writing, provide written justification for the emergency within the narrative of an agenda memorandum, and include supporting backup material to the City Manager no later than 5:00 PM the Friday before a regularly scheduled Commission meeting.

The name of the person or City Commissioner requesting the change, revision or alteration (add-on) shall be placed with the agenda item to be presented. The written justification and supporting backup material shall be submitted to the City Commission prior to a regularly scheduled Commission meeting.

At the beginning of the City Commission meeting, the City Commission shall review the emergency and, in its discretion, will determine whether it will accept, review and take action on the matter requested.

RULE 13
PRESERVE ORDER

City Commission members shall not accept receipt of, read or place e-mails, text messages, notes, or phone calls during public meetings and executive sessions of the City Commission.

RULE 14
DECORUM FOR CITIZEN PARTICIPATION

- (a) In support of and respect for an open, fair and informed decision-making process, the City Commission and Administration recognize that:
 - (1) Civil, respectful and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision making; and
 - (2) Un-civil discourse and/or discourteous and inappropriate behavior have a negative impact on the character and productivity of the decision-making process.
- (b) In an effort to preserve the intent of open government and maintain a positive environment for citizen input and Commission decision-making, the following Rules of Decorum for Citizen Participation have been established.

Compliance with these rules is expected and appreciated. The Rules of Decorum for Citizen Participation will be included in the agenda and will be referenced at the beginning of each Commission meeting and Commission Work Session by the Chair. A written list of the Rules of Decorum for Citizen Participation will also be printed and mounted upon the walls of the Commission Chamber and Conference Room and upon the speaker's podium in the Commission Chamber.

- (1) Speakers will conduct themselves in a civil and respectful manner at all times.
 - (2) Speakers will address the Chair.
 - (3) Questions to Commission members or City staff will be facilitated by the Chair.
 - (4) Speakers will refrain from the use of obscene language, "fighting words" likely to incite violence from the individuals(s) to whom the words are addressed, or other language which is disruptive to the orderly and fair progress of discussion at the meeting.
 - (5) Speakers will refrain from making comments of a personal nature regarding others.
 - (6) Name-calling and/or obscenity is forbidden.
 - (7) Shouting, yelling or screaming is forbidden.
 - (8) Commission Work Session or Public Hearing attendees (audience) will refrain from commenting, shouting, booing, clapping, stomping feet or other inappropriate and/or disruptive behavior. Brief clapping is permissible at the end of a speaker's comments.
- (c) It is the intent of Commission to maintain order and enforce the Rules of Decorum for Citizen Participation for its meetings. Disregard of these rules will be met with the following consequences:
 - (1) The Chair will identify out loud the out-of-compliance behavior and request for the behavior to stop;
 - (2) The Chair will ask the speaker to have a seat if he/she continues to disrupt the meeting;
 - (3) If the speaker refuses to have a seat, the Chair will recess the meeting; and
 - (4) Will instruct a law enforcement officer to instruct the speaker to stop the disruptive conduct and escort the speaker out of the meeting venue.

RESOLUTION NO. 17-2012 OF THE CITY OF LAKE WORTH, FLORIDA, ADOPTING RULES AND PROCEDURES FOR THE CITY COMMISSION; REPEALING RESOLUTION NO. 05-2012 AND ANY OTHER RESOLUTION IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE WORTH, FLORIDA, that:

Section 1. Resolution No. 05-2012 adopted the rules and procedures for the Lake Worth City Commission.

Section 2. Rule 5, "Order of Business" of the City Commission's Rules and Procedures is amended to read as follows:

RULE 5
ORDER OF BUSINESS

(1) The order of business for a regular meeting shall ordinarily be:

1. Roll Call
2. Invocation
3. Pledge of Allegiance
4. Agenda-Additions/Deletions/Reordering
5. Presentations
6. Commission Liaison Reports and Comments
- ~~6.7.~~ Public Participation on Non-Agendaed Items
- ~~7.8.~~ Approval of Minutes
- ~~8.9.~~ Consent Agenda
- ~~9.10.~~ Public Hearings
- ~~10.11.~~ Unfinished Business
- ~~11.12.~~ New Business
- ~~12.13.~~ City Attorney's Report
- ~~13.14.~~ City Manager's Report
14. ~~Commission Liaison Reports and Comments~~
15. Adjournment

* * *

Section 3. These changes shall be included in the Rules and Procedures of the Lake Worth City Commission as set forth in Exhibit A, which is attached hereto and is hereby adopted.

Section 4. Resolution 05-2012 and any other resolution in conflict herewith are hereby repealed.


Section 5. This Resolution shall become effective upon its adoption.

The passage of this Resolution was moved by Commissioner Amoroso seconded by Commissioner McVoy, and upon being put to a vote, the vote was as follows:

Mayor Pam Triolo	AYE
Vice Mayor Scott Maxwell	AYE
Commissioner Christopher McVoy	AYE
Commissioner Andy Amoroso	AYE
Commissioner Suzanne Mulvehill	AYE

The Mayor thereupon declared this Resolution duly passed and adopted on this 1st day of May 2012.

LAKE WORTH CITY COMMISSION


Pam Triolo, Mayor

ATTEST:



Pamela J. Lopez, City Clerk



Exhibit A

RULES OF PROCEDURE
LAKE WORTH CITY COMMISSION

RULE 1
SCHEDULING OF MEETINGS AND WORK SESSIONS

- (1) Regular meetings of the City Commission shall be held on the first and third Tuesday of each month, in the Commission Chambers, at City Hall, 7 North Dixie Highway, Lake Worth, Florida, beginning at 6:00 P.M.

If a regular meeting date falls on a holiday, the meeting shall be held in the Commission Chambers, at City Hall on the next day immediately following the holiday, beginning at 6:00 P.M.

The City Commission may cancel not more than one regular meeting in any month.

Duplicate
If a regular meeting date falls on a holiday, the meeting shall be held in the Commission Chambers, at City Hall on the next day immediately following the holiday, beginning at 6:00 P.M.

The City Commission may cancel not more than one regular meeting in any month.

- (2) A special meeting of the City Commission to canvass ballots shall be held as required by the City Charter. Other special meetings may be called by a majority of the members of the City Commission or by the Mayor. Notice of special meetings shall be given to each Commissioner¹ and to the public at least twenty-four (24) hours in advance except for emergency meetings. If the Mayor or a member of the Commission is absent from the City or otherwise beyond reach of actual notice, failure to give such notice shall not prevent the convening of the special meeting. The City Commission may act on any matter presented at the special meeting unless prohibited by the City Charter or by rules established by the City Commission. Special meetings shall be held in the Commission Meeting Room at City Hall, 7 North Dixie Highway, Lake Worth, Florida, or at such other location within the City as may be designated in the notice of the special meeting, beginning at a time to be specified in the notice of the special meeting.
- (3) Work Sessions of the City Commission may be called by a majority of the members of the City Commission or by the Mayor, and any matter may be discussed or studied at a work session. Any matter that appears likely to take more than thirty (30) minutes shall be discussed or studied at a work session prior to official action of the City Commission, unless this requirement is waived by a majority vote. No official action of the City Commission shall be taken at a work session. All work sessions shall end at 10:00 P.M. At 10:00 P.M. the City Commission shall cease further discussion on the business on the table and, upon a majority consensus of the City Commission present, determine whether or not to (1) adjourn the meeting; or (2) extend the meeting and continue to conduct the meeting until 11:00 P.M. Thereafter, the meeting shall end, unless extended one hour, upon a majority consensus of the City Commission present. All meetings shall adjourn automatically at 12:00 AM.
- (4) "District Public Forums" may be held by the City Commission on a quarterly basis, one to be held in each district of the City on a rotating basis. Notice of such meetings shall be posted no less than 14 days before each meeting. No official action shall be taken at these meetings.

¹ As used in these rules, "Commissioner" means any City Commissioner or the Mayor unless the context clearly indicates otherwise.

- (5) All regular and special meetings shall end at 10:00 P.M. At 10:00 P.M. the City Commission shall cease further discussion on the business on the table and, upon a majority vote of the City Commission present, determine whether or not to (1) adjourn the meeting; or (2) extend the meeting and continue to conduct the meeting until 11:00 PM. Thereafter, the meeting shall end, unless extended one hour, upon a majority vote of the City Commission present. All meetings shall adjourn automatically at 12:00 AM.

Rule 1 is exempt from the provisions of Rule 11 Amendment or Waiver of Rules and shall not be waived, except where such waiver is expressly permitted in paragraph (3) of Rule 1, and shall only be amended by Resolution.

RULE 2 QUORUM

A majority of the City Commission shall constitute a quorum; a smaller number may adjourn a meeting or recess a meeting to a time certain. No ordinance, resolution, or motion shall be adopted except by the affirmative vote of at least three members of the City Commission.

RULE 3 ABSENT MEMBER PARTICIPATION BY TELEPHONE CONFERENCE

A member of the City Commission who is absent due to extraordinary circumstances may participate and vote by telephone conference in a Commission meeting where there is a physical quorum present at the physical meeting site, with such extraordinary circumstances being the following:

1. Serious illness;
1. Receiving medical treatment; or
2. Unable to attend due to being physically disabled.

provided that no more than one (1) member of the City Commission may so participate in any City Commission meeting.

RULE 4 DUTIES AND RESPONSIBILITIES OF THE "CHAIR"

- (1) The Mayor shall be the presiding officer of the City Commission, and shall be referred to as the "Chair" when sitting in that capacity. In case of the absence or the disability of the Mayor, the Vice Mayor shall assume the responsibilities of the presiding officer, and if both are absent or disabled, the Vice Mayor Pro Tem shall preside.
- (2) The Chair shall preserve order. The Chair may call to order any member of the Commission and any member of the public who shall violate any of these rules or otherwise disrupt the orderly proceeding of the meeting. The Chair shall decide all questions of order subject to a majority vote on an appeal of the decision.
- (3) The Chair shall recognize all Commissioners who seek the floor while entitled to do so.
- (4) The Chair shall not make or second a motion.

RULE 5
ORDER OF BUSINESS

- (1) The order of business for a regular meeting shall ordinarily be:

1. Roll Call
2. Invocation
3. Pledge of Allegiance
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- 6.7. Public Participation on Non-Agendaed Items
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- 9.10. Public Hearings
- 10.11. Unfinished Business
- 11.12. New Business
- 12.13. City Attorney's Report
- 13.14. City Manager's Report
14. ~~Commission Liaison Reports and Comments~~
15. Adjournment

- (2) The order of business may be revised by a majority vote.
- (3) Matters may be placed on the agenda by any Commissioner, the City Manager, or the City Attorney.
- (4) Except for matters advertised for public hearing, any matter may be removed from an agenda by the person who placed it on the agenda or by a majority vote.
- (5) When a matter comes before the Commission which directly affects one election district, the Commissioner from that district shall have the privilege of both expressing his or her views and making a motion on that matter first.
- (6) Matters may be placed under Presentations by any Commissioner or the City Manager.

RULE 6
DEBATE OF MOTIONS; VOTING

- (1) When debating or discussing a motion, a Commissioner shall address the Chair and await recognition before speaking. The Commissioner making a motion is entitled to the floor first for debate. No Commissioner is entitled to the floor a second time on the same motion as long as any other Commissioner who has not spoken on the issue desires the floor.
- (2) Motions and amendments can be withdrawn or modified by the maker at any time prior to the Chair's stating the question on the motion; after that time, the permission of the Commission majority must be obtained. The Chair cannot close debate as long as any member who has not exhausted his right to debate desires the floor.
- (3) Members of the audience are permitted to speak upon opening of the floor for public comment by the Chair on all issues of Public Hearing, Unfinished Business, and New Business. When the floor is open for public comment, the time shall be limited to two minutes per speaker. During a public hearing, the applicant shall have ten minutes to make his or her presentation but the time may be extended to permit questioning of the applicant or the applicant's witnesses.

- (4) A member of the audience who speaks to the City Commissioner may be questioned for additional information, but Commissioners shall not engage in debate with a member of the audience. Members of the audience may ask questions but may not compel a Commissioner, the City Manager, or the City Attorney to answer questions during a meeting.
- (5) The Chair shall restate all motions before the vote is taken.
- (6) A tie vote shall constitute a continuance of the item to the next regular meeting, but upon a tie vote on the same item at the next meeting, the item shall not be rescheduled except upon the request of the City Manager, the City Attorney, or a Commissioner.
- (7) The failure of a motion stated in the negative shall not be deemed an affirmative action. For example, the failure of a motion to deny shall not constitute an approval.
- (8) During a presentation, the presenter shall have ten minutes to make his or her presentation but the time may be extended to permit questioning of the presenter.

RULE 7 NON-DEBATABLE MOTIONS

The following motions are not debatable:

To adjourn;
To lay on the table;
To take from the table;
To divide a question;
To close or re-open nominations;
To take a recess;
A point of information;
An appeal of a decision of the Chair;
The previous question.

RULE 8 RECONSIDERATION

Any member of the Commission may move to reconsider any action of the Commission provided that new relevant information is presented to the Commission and the motion be made by the next regular Commission meeting. No motion to reconsider shall be made more than once on any subject or matter.

RULE 9 COMMISSION MINUTES

Copies of the minutes of the regular meetings shall be furnished, when possible, at least seven days prior to the next regular meeting. Such minutes shall stand confirmed at the regular meeting of the Commission without the reading thereof in open meeting unless some inaccuracy or error is pointed out by some member of the Commission present, and in such event, an appropriate correction shall be made. Upon request, the City Manager will cause the City Clerk to provide any Commissioner with copies of tapes or transcribed excerpts of tapes of City Commission meetings. No member shall suggest to the City Clerk any revision in minutes of meetings before the same shall have been submitted to the full Commission for approval, unless specifically requested by the Clerk to make clarification.

RULE 10
ADOPTION OF ROBERT'S RULES OF ORDER

Robert's Rules of Order, Newly Revised, are adopted as the rules of procedure of the City Commission, but such Rules shall not take precedence over any provision of Florida law, the City Charter, an ordinance or resolution of the City, or these rules, which shall govern in the event of conflict. A failure to comply with Robert's Rules of Order or these rules shall not affect the validity of any action taken by the City Commission.

RULE 11
AMENDMENT OR WAIVER OF RULES

These rules of procedure may be amended or waived by a majority vote, provided that no such amendment shall conflict with any applicable provision of Florida law, the City Charter, or an ordinance of the City.

RULE 12
AGENDA PROCEDURES

- (1) Agenda submittal deadline: The deadline for submitting items for inclusion on an agenda shall be no later than 12:00 PM on Friday, 11 days prior to a regularly scheduled Commission meeting.
- (2) Agenda distribution deadline: The deadline for distributing a final agenda with supporting documents shall be no later than Thursday, the week prior to a regularly scheduled City Commission meeting.

For all special or workshop City Commission meetings, the agendas with supporting documents will be distributed consistent with the timeframe referenced above.

- (3) Amendment to agenda: There shall be no changes, revisions or alterations (add-ons) to a distributed City Commission agenda unless the matter is deemed to be an emergency.

In the case of an emergency, any person or City Commissioner requesting a change, revision or alteration (add-on) to the City Commission agenda must do so in writing, provide written justification for the emergency within the narrative of an agenda memorandum, and include supporting backup material to the City Manager no later than 5:00 PM the Friday before a regularly scheduled Commission meeting.

The name of the person or City Commissioner requesting the change, revision or alteration (add-on) shall be placed with the agenda item to be presented. The written justification and supporting backup material shall be submitted to the City Commission prior to a regularly scheduled Commission meeting.

At the beginning of the City Commission meeting, the City Commission shall review the emergency and, in its discretion, will determine whether it will accept, review and take action on the matter requested.

RULE 13
PRESERVE ORDER

City Commission members shall not accept receipt of, read or place e-mails, text messages, notes, or phone calls during public meetings and executive sessions of the City Commission.

RULE 14
DECORUM FOR CITIZEN PARTICIPATION

- (a) In support of and respect for an open, fair and informed decision-making process, the City Commission and Administration recognize that:
 - (1) Civil, respectful and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision making; and
 - (2) Un-civil discourse and/or discourteous and inappropriate behavior have a negative impact on the character and productivity of the decision-making process.
- (b) In an effort to preserve the intent of open government and maintain a positive environment for citizen input and Commission decision-making, the following Rules of Decorum for Citizen Participation have been established.

Compliance with these rules is expected and appreciated. The Rules of Decorum for Citizen Participation will be included in the agenda and will be referenced at the beginning of each Commission meeting and Commission Work Session by the Chair. A written list of the Rules of Decorum for Citizen Participation will also be printed and mounted upon the walls of the Commission Chamber and Conference Room and upon the speaker's podium in the Commission Chamber.

- (1) Speakers will conduct themselves in a civil and respectful manner at all times.
 - (2) Speakers will address the Chair.
 - (3) Questions to Commission members or City staff will be facilitated by the Chair.
 - (4) Speakers will refrain from the use of obscene language, "fighting words" likely to incite violence from the individuals(s) to whom the words are addressed, or other language which is disruptive to the orderly and fair progress of discussion at the meeting.
 - (5) Speakers will refrain from making comments of a personal nature regarding others.
 - (6) Name-calling and/or obscenity is forbidden.
 - (7) Shouting, yelling or screaming is forbidden.
 - (8) Commission Work Session or Public Hearing attendees (audience) will refrain from commenting, shouting, booing, clapping, stomping feet or other inappropriate and/or disruptive behavior. Brief clapping is permissible at the end of a speaker's comments.
- (c) It is the intent of Commission to maintain order and enforce the Rules of Decorum for Citizen Participation for its meetings. Disregard of these rules will be met with the following consequences:
 - (1) The Chair will identify out loud the out-of-compliance behavior and request for the behavior to stop;
 - (2) The Chair will ask the speaker to have a seat if he/she continues to disrupt the meeting;
 - (3) If the speaker refuses to have a seat, the Chair will recess the meeting; and
 - (4) Will instruct a law enforcement officer to instruct the speaker to stop the disruptive conduct and escort the speaker out of the meeting venue.

RESOLUTION NO. 05-2012 OF THE CITY OF LAKE WORTH, FLORIDA, AMENDING THE CITY COMMISSION'S RULES AND PROCEDURES, RULE 1, "SCHEDULING OF MEETINGS AND WORKSHOPS;" REPEALING CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE WORTH, FLORIDA, that:

Section 1. Resolution No. 14-2011 adopted the rules and procedures for the Lake Worth City Commission.

Section 2. Rule 1, "Scheduling of Meetings and Workshops" of the City Commissions Rules and Procedures is amended to read as follows:

RULE 1
SCHEDULING OF MEETINGS AND ~~WORKSHOPS~~ WORK SESSIONS

- (1) Regular meetings of the City Commission shall be held on the first and third Tuesday of each month, in the Commission ~~Chambers Meeting Room~~, at City Hall, 7 North Dixie Highway, Lake Worth, Florida, beginning at 6:00 o'clock P.M.

If a regular meeting date falls on a holiday, the meeting shall be held in the Commission ~~Chambers Meeting Room~~, at City Hall on the next day immediately following the holiday, beginning at 6:00 P.M.

The City Commission may cancel not more than one regular meeting in any month.

* * *

- (3) ~~Workshops~~ Work Sessions of the City Commission may be called by a majority of the members of the City Commission or by the Mayor, and any matter may be discussed or studied at a ~~workshop work session~~. Any matter that appears likely to take more than thirty (30) minutes shall be discussed or studied at a ~~workshop work session~~ prior to official action of the City Commission, unless this requirement is waived by a majority vote. No official action of the City Commission shall be taken at a ~~workshop work session~~. All work sessions shall end at 10:00 P.M. At 10:00 P.M. the City Commission shall cease further discussion on the business on the table and, upon a majority consensus of the City Commission present, determine whether or not to (1) adjourn the meeting; or (2) extend the meeting and continue to conduct the meeting until 11:00 PM. Thereafter, the meeting shall end, unless extended one hour, upon a majority consensus of the City Commission present. All meetings shall adjourn automatically at 12:00 AM.

* * *

- (5) All regular and special meetings shall end at 10:00 P.M. At 10:00 P.M. the City Commission shall cease further discussion on the business on the table and, upon a majority vote of the City Commission present, determine whether or not to (1) adjourn the meeting; or (2) extend the meeting and continue to conduct the

meeting until 11:00 PM. Thereafter, the meeting shall end, unless extended one hour, upon a majority vote of the City Commission present. All meetings shall adjourn automatically at 12:00 AM.

Rule 1 is exempt from the provisions of Rule 11 Amendment or Waiver of Rules and shall not be waived, except where such waiver is expressly permitted in paragraph (3) of Rule 1, and shall only be amended by Resolution.

Section 3. These changes shall be included in the Rules and Procedures of the Lake Worth City Commission as set forth in Exhibit A, which is attached hereto and is hereby adopted.

Section 4. Resolution 14-2011 and any other resolution in conflict herewith are hereby repealed.


Section 5. This Resolution shall become effective upon its adoption.

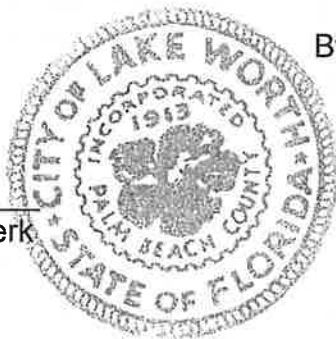
The passage of this Resolution was moved by Commissioner McVoy seconded by Commissioner Amoroso, and upon being put to a vote, the vote was as follows:

Mayor Pam Triolo	AYE
Vice Mayor Scott Maxwell	AYE
Commissioner Christopher McVoy	AYE
Commissioner Andy Amoroso	AYE
Commissioner Suzanne Mulvehill	AYE

The Mayor thereupon declared this Resolution duly passed and adopted on this 7th day of February 2012.

ATTEST:


Pamela J. Lopez, City Clerk



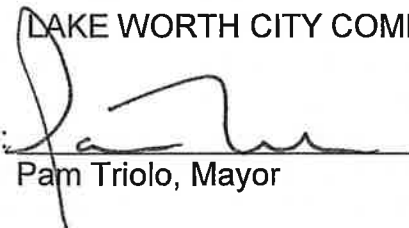
LAKE WORTH CITY COMMISSION
By: 
Pam Triolo, Mayor

Exhibit A

RULES OF PROCEDURE
LAKE WORTH CITY COMMISSION

RULE 1
SCHEDULING OF MEETINGS AND ~~WORKSHOPS~~ WORK SESSIONS

- (1) Regular meetings of the City Commission shall be held on the first and third Tuesday of each month, in the Commission ~~Chambers Meeting Room~~, at City Hall, 7 North Dixie Highway, Lake Worth, Florida, beginning at 6:00 o'clock P.M.

If a regular meeting date falls on a holiday, the meeting shall be held in the Commission ~~Chambers Meeting Room~~, at City Hall on the next day immediately following the holiday, beginning at 6:00 P.M.

The City Commission may cancel not more than one regular meeting in any month.

If a regular meeting date falls on a holiday, the meeting shall be held in the Commission ~~Chambers Meeting Room~~, at City Hall on the next day immediately following the holiday, beginning at 6:00 P.M.

The City Commission may cancel not more than one regular meeting in any month.

- (2) A special meeting of the City Commission to canvass ballots shall be held as required by the City Charter. Other special meetings may be called by a majority of the members of the City Commission or by the Mayor. Notice of special meetings shall be given to each Commissioner ¹ and to the public at least twenty-four (24) hours in advance except for emergency meetings. If the Mayor or a member of the Commission is absent from the City or otherwise beyond reach of actual notice, failure to give such notice shall not prevent the convening of the special meeting. The City Commission may act on any matter presented at the special meeting unless prohibited by the City Charter or by rules established by the City Commission. Special meetings shall be held in the Commission Meeting Room at City Hall, 7 North Dixie Highway, Lake Worth, Florida, or at such other location within the City as may be designated in the notice of the special meeting, beginning at a time to be specified in the notice of the special meeting.
- (3) ~~Workshops~~ Work Sessions of the City Commission may be called by a majority of the members of the City Commission or by the Mayor, and any matter may be discussed or studied at a ~~workshop~~ work session. Any matter that appears likely to take more than thirty (30) minutes shall be discussed or studied at a ~~workshop~~ work session prior to official action of the City Commission, unless this requirement is waived by a majority vote. No official action of the City Commission shall be taken at a ~~workshop~~ work session. All work sessions shall end at 10:00 P.M. At 10:00 P.M. the City Commission shall cease further discussion on the business on the table and, upon a majority consensus of the City Commission present, determine whether or not to (1) adjourn the meeting; or (2) extend the meeting and continue to conduct the meeting until 11:00 PM. Thereafter, the meeting shall end, unless extended one hour, upon a majority consensus of the City Commission present. All meetings shall adjourn automatically at 12:00 AM.
- (4) "District Public Forums" may be held by the City Commission on a quarterly basis, one to be held in each district of the City on a rotating basis. Notice of such meetings shall be posted no less than 14 days before each meeting. No official action shall be taken at these meetings.

¹ As used in these rules, "Commissioner" means any City Commissioner or the Mayor unless the context clearly indicates otherwise.

- (5) All regular and special meetings shall end a 10:00 P.M. At 10:00 P.M. the City Commission shall cease further discussion on the business on the table and, upon a majority vote of the City Commission present, determine whether or not to (1) adjourn the meeting; or (2) extend the meeting and continue to conduct the meeting until 11:00 PM. Thereafter, the meeting shall end, unless extended one hour, upon a majority vote of the City Commission present. All meetings shall adjourn automatically at 12:00 AM.

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A majority of the City Commission shall constitute a quorum; a smaller number may adjourn a meeting or recess a meeting to a time certain. No ordinance, resolution, or motion shall be adopted except by the affirmative vote of at least three members of the City Commission.

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A member of the City Commission who is absent due to extraordinary circumstances may participate and vote by telephone conference in a Commission meeting where there is a physical quorum present at the physical meeting site, with such extraordinary circumstances being the following:

1. Serious illness;
1. Receiving medical treatment; or
2. Unable to attend due to being physically disabled.

provided that no more than one (1) member of the City Commission may so participate in any City Commission meeting.

RULE 4 DUTIES AND RESPONSIBILITIES OF THE "CHAIR"

- (1) The Mayor shall be the presiding officer of the City Commission, and shall be referred to as the "Chair" when sitting in that capacity. In case of the absence or the disability of the Mayor, the Vice Mayor shall assume the responsibilities of the presiding officer, and if both are absent or disabled, the Vice Mayor Pro Tem shall preside.
- (2) The Chair shall preserve order. The Chair may call to order any member of the Commission and any member of the public who shall violate any of these rules or otherwise disrupt the orderly proceeding of the meeting. The Chair shall decide all questions of order subject to a majority vote on an appeal of the decision.
- (3) The Chair shall recognize all Commissioners who seek the floor while entitled to do so.
- (4) The Chair shall not make or second a motion.

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- (1) The order of business for a regular meeting shall ordinarily be:
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 15. Adjournment
- (2) The order of business may be revised by a majority vote.
- (3) Matters may be placed on the agenda by any Commissioner, the City Manager, or the City Attorney.
- (4) Except for matters advertised for public hearing, any matter may be removed from an agenda by the person who placed it on the agenda or by a majority vote.
- (5) When a matter comes before the Commission which directly affects one election district, the Commissioner from that district shall have the privilege of both expressing his or her views and making a motion on that matter first.
- (6) Matters may be placed under Presentations by any Commissioner or the City Manager.

RULE 6
DEBATE OF MOTIONS; VOTING

- (1) When debating or discussing a motion, a Commissioner shall address the Chair and await recognition before speaking. The Commissioner making a motion is entitled to the floor first for debate. No Commissioner is entitled to the floor a second time on the same motion as long as any other Commissioner who has not spoken on the issue desires the floor.
- (2) Motions and amendments can be withdrawn or modified by the maker at any time prior to the Chair's stating the question on the motion; after that time, the permission of the Commission majority must be obtained. The Chair cannot close debate as long as any member who has not exhausted his right to debate desires the floor.
- (3) Members of the audience are permitted to speak upon opening of the floor for public comment by the Chair on all issues of Public Hearing, Unfinished Business, and New Business. When the floor is open for public comment, the time shall be limited to two minutes per speaker. During a public hearing, the applicant shall have ten minutes to make his or her presentation but the time may be extended to permit questioning of the applicant or the applicant's witnesses.

- (4) A member of the audience who speaks to the City Commissioner may be questioned for additional information, but Commissioners shall not engage in debate with a member of the audience. Members of the audience may ask questions but may not compel a Commissioner, the City Manager, or the City Attorney to answer questions during a meeting.
- (5) The Chair shall restate all motions before the vote is taken.
- (6) A tie vote shall constitute a continuance of the item to the next regular meeting, but upon a tie vote on the same item at the next meeting, the item shall not be rescheduled except upon the request of the City Manager, the City Attorney, or a Commissioner.
- (7) The failure of a motion stated in the negative shall not be deemed an affirmative action. For example, the failure of a motion to deny shall not constitute an approval.
- (8) During a presentation, the presenter shall have ten minutes to make his or her presentation but the time may be extended to permit questioning of the presenter.

RULE 7 NON-DEBATABLE MOTIONS

The following motions are not debatable:

To adjourn;
To lay on the table;
To take from the table;
To divide a question;
To close or re-open nominations;
To take a recess;
A point of information;
An appeal of a decision of the Chair;
The previous question.

RULE 8 RECONSIDERATION

Any member of the Commission may move to reconsider any action of the Commission provided that new relevant information is presented to the Commission and the motion be made by the next regular Commission meeting. No motion to reconsider shall be made more than once on any subject or matter.

RULE 9 COMMISSION MINUTES

Copies of the minutes of the regular meetings shall be furnished, when possible, at least seven days prior to the next regular meeting. Such minutes shall stand confirmed at the regular meeting of the Commission without the reading thereof in open meeting unless some inaccuracy or error is pointed out by some member of the Commission present, and in such event, an appropriate correction shall be made. Upon request, the City Manager will cause the City Clerk to provide any Commissioner with copies of tapes or transcribed excerpts of tapes of City Commission meetings. No member shall suggest to the City Clerk any revision in minutes of meetings before the same shall have been submitted to the full Commission for approval, unless specifically requested by the Clerk to make clarification.

RULE 10
ADOPTION OF ROBERT'S RULES OF ORDER

Robert's Rules of Order, Newly Revised, are adopted as the rules of procedure of the City Commission, but such Rules shall not take precedence over any provision of Florida law, the City Charter, an ordinance or resolution of the City, or these rules, which shall govern in the event of conflict. A failure to comply with Robert's Rules of Order or these rules shall not affect the validity of any action taken by the City Commission.

RULE 11
AMENDMENT OR WAIVER OF RULES

These rules of procedure may be amended or waived by a majority vote, provided that no such amendment shall conflict with any applicable provision of Florida law, the City Charter, or an ordinance of the City.

RULE 12
AGENDA PROCEDURES

- (1) Agenda submittal deadline: The deadline for submitting items for inclusion on an agenda shall be no later than 12:00 PM on Friday, 11 days prior to a regularly scheduled Commission meeting.
- (2) Agenda distribution deadline: The deadline for distributing a final agenda with supporting documents shall be no later than Thursday, the week prior to a regularly scheduled City Commission meeting.

For all special or workshop City Commission meetings, the agendas with supporting documents will be distributed consistent with the timeframe referenced above.

- (3) Amendment to agenda: There shall be no changes, revisions or alterations (add-ons) to a distributed City Commission agenda unless the matter is deemed to be an emergency.

In the case of an emergency, any person or City Commissioner requesting a change, revision or alteration (add-on) to the City Commission agenda must do so in writing, provide written justification for the emergency within the narrative of an agenda memorandum, and include supporting backup material to the City Manager no later than 5:00 PM the Friday before a regularly scheduled Commission meeting.

The name of the person or City Commissioner requesting the change, revision or alteration (add-on) shall be placed with the agenda item to be presented. The written justification and supporting backup material shall be submitted to the City Commission prior to a regularly scheduled Commission meeting.

At the beginning of the City Commission meeting, the City Commission shall review the emergency and, in its discretion, will determine whether it will accept, review and take action on the matter requested.

RULE 13
PRESERVE ORDER

City Commission members shall not accept receipt of, read or place e-mails, text messages, notes, or phone calls during public meetings and executive sessions of the City Commission.

RULE 14
DECORUM FOR CITIZEN PARTICIPATION

- (a) In support of and respect for an open, fair and informed decision-making process, the City Commission and Administration recognize that:
 - (1) Civil, respectful and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision making; and
 - (2) Un-civil discourse and/or discourteous and inappropriate behavior have a negative impact on the character and productivity of the decision-making process.
- (b) In an effort to preserve the intent of open government and maintain a positive environment for citizen input and Commission decision-making, the following Rules of Decorum for Citizen Participation have been established.

Compliance with these rules is expected and appreciated. The Rules of Decorum for Citizen Participation will be included in the agenda and will be referenced at the beginning of each Commission meeting and Commission Work Session by the Chair. A written list of the Rules of Decorum for Citizen Participation will also be printed and mounted upon the walls of the Commission Chamber and Conference Room and upon the speaker's podium in the Commission Chamber.

- (1) Speakers will conduct themselves in a civil and respectful manner at all times.
 - (2) Speakers will address the Chair.
 - (3) Questions to Commission members or City staff will be facilitated by the Chair.
 - (4) Speakers will refrain from the use of obscene language, "fighting words" likely to incite violence from the individuals(s) to whom the words are addressed, or other language which is disruptive to the orderly and fair progress of discussion at the meeting.
 - (5) Speakers will refrain from making comments of a personal nature regarding others.
 - (6) Name-calling and/or obscenity is forbidden.
 - (7) Shouting, yelling or screaming is forbidden.
 - (8) Commission Work Session or Public Hearing attendees (audience) will refrain from commenting, shouting, booing, clapping, stomping feet or other inappropriate and/or disruptive behavior. Brief clapping is permissible at the end of a speaker's comments.
- (c) It is the intent of Commission to maintain order and enforce the Rules of Decorum for Citizen Participation for its meetings. Disregard of these rules will be met with the following consequences:
 - (1) The Chair will identify out loud the out-of-compliance behavior and request for the behavior to stop;
 - (2) The Chair will ask the speaker to have a seat if he/she continues to disrupt the meeting;
 - (3) If the speaker refuses to have a seat, the Chair will recess the meeting; and
 - (4) Will instruct a law enforcement officer to instruct the speaker to stop the disruptive conduct and escort the speaker out of the meeting venue.

RESOLUTION NO. 14-2011 OF THE CITY OF LAKE WORTH, FLORIDA, ADOPTING RULES AND PROCEDURES FOR THE CITY COMMISSION; REPEALING RESOLUTION NO. 04-2011 AND ANY OTHER RESOLUTION IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission has adopted rules and procedures for the City Commission by resolution, the most recent being Resolution No. 04-2011; and

WHEREAS, it is well-established that a municipal commission must have a physical quorum present at the meeting in order to conduct a meeting in which the City Commission takes action; and

WHEREAS, the Florida Attorney General's Office has issued numerous formal and informal opinions that a member of a local government commission or board who is absent due to serious illness or a physical disability may participate at a public meeting where there was a physical quorum present at the public meeting site; and

WHEREAS, the Florida Attorney General's Office has stated that it is up to the good judgment of the Commission to make the determination of whether or not the participation of a commission member who is absent due to a scheduling conflict can participate by telephone conference in a meeting where there is a quorum physically present at the meeting site; and

WHEREAS, the City Commission desires to make a determination of what circumstance constitute extraordinary circumstances wherein an absent commission member may participate by telephone conference in a commission meeting where there is a physical quorum of the City Commission at the meeting site.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE WORTH, FLORIDA, that

Section 1. The foregoing recitals are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this specific part of this Resolution.

Section 2. The City Commission of Lake Worth finds that those extraordinary circumstances in which a member of the City Commission who is absent may participate and vote by telephone conference where there is a physical quorum present at the meeting site are those circumstances that the Florida Attorney General's Office has specifically opined upon and defined as extraordinary circumstances and are as follows:

1. Serious illness;
2. Receiving medical treatment; or
3. Unable to attend due to being physically disabled,

provided that no more than one (1) member of the City Commission may so participate in any City Commission meeting.

Section 3. These extraordinary circumstances shall be included in the rules of procedure for the Lake Worth City Commission as set forth in Exhibit A, which are attached hereto, and are hereby adopted.

Section 4. Resolution No. 04-2011 and any other resolutions in conflict herewith are hereby repealed.

Section 5. This resolution shall become effective upon its adoption

The passage of this Resolution was moved by Vice Mayor Mulvehill and seconded by Commissioner Golden, and upon being put to a vote, the vote was as follows:

Mayor Rachel Waterman	AYE
Vice Mayor Suzanne Mulvehill	AYE
Commissioner Scott Maxwell	AYE
Commissioner Christopher McVoy	ABSENT
Commissioner Jo-Ann Golden	AYE

The Mayor thereupon declared this Resolution duly passed and adopted this 2nd day of August 2011.

LAKE WORTH CITY COMMISSION

By: 
Rachel B. Waterman, Mayor

ATTEST:

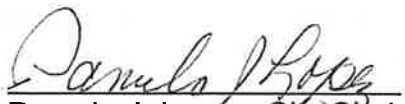

Pamela J. Lopez, City Clerk



Exhibit A

RULES OF PROCEDURE
LAKE WORTH CITY COMMISSION

RULE 1
SCHEDULING OF MEETINGS AND WORKSHOPS

- (1) Regular meetings of the City Commission shall be held on the first and third Tuesday of each month, in the Commission Meeting Room at City Hall, 7 North Dixie Highway, Lake Worth, Florida, beginning at 6:00 o'clock P.M.

If a regular meeting date falls on a holiday, the meeting shall be held in the Commission Meeting Room at City Hall on the next day immediately following the holiday, beginning at 6:00 P.M.

The City Commission may cancel not more than one regular meeting in any month.

- (2) A special meeting of the City Commission to canvass ballots shall be held as required by the City Charter. Other special meetings may be called by a majority of the members of the City Commission or by the Mayor. Notice of special meetings shall be given to each Commissioner ¹ and to the public at least twenty-four (24) hours in advance except for emergency meetings. If the Mayor or a member of the Commission is absent from the City or otherwise beyond reach of actual notice, failure to give such notice shall not prevent the convening of the special meeting. The City Commission may act on any matter presented at the special meeting unless prohibited by the City Charter or by rules established by the City Commission. Special meetings shall be held in the Commission Meeting Room at City Hall, 7 North Dixie Highway, Lake Worth, Florida, or at such other location within the City as may be designated in the notice of the special meeting, beginning at a time to be specified in the notice of the special meeting.
- (3) Workshops of the City Commission may be called by a majority of the members of the City Commission or by the Mayor, and any matter may be discussed or studied at a workshop. Any matter that appears likely to take more than thirty (30) minutes shall be discussed or studied at a workshop prior to official action of the City Commission, unless this requirement is waived by a majority vote. No official action of the City Commission shall be taken at a workshop.

¹ As used in these rules, "Commissioner" means any City Commissioner or the Mayor unless the context clearly indicates otherwise.

- (4) "District Public Forums" may be held by the City Commission on a quarterly basis, one to be held in each district of the City on a rotating basis. Notice of such meetings shall be posted no less than 14 days before each meeting. No official action shall be taken at these meetings.

RULE 2 QUORUM

A majority of the City Commission shall constitute a quorum; a smaller number may adjourn a meeting or recess a meeting to a time certain. No ordinance, resolution, or motion shall be adopted except by the affirmative vote of at least three members of the City Commission.

RULE 3 ABSENT MEMBER PARTICIPATION BY TELEPHONE CONFERENCE

A member of the City Commission who is absent due to extraordinary circumstances may participate and vote by telephone conference in a Commission meeting where there is a physical quorum present at the meeting site, with such extraordinary circumstances being those circumstances that the Florida Attorney General's Office has specifically opined upon and defined as extraordinary circumstances, and are as follows:

1. Serious illness;
4. Receiving medical treatment; or
5. Unable to attend due to being physically disabled.

provided that no more than one (1) member of the City Commission may so participate in any City Commission meeting.

RULE 4 DUTIES AND RESPONSIBILITIES OF THE "CHAIR"

- (1) The Mayor shall be the presiding officer of the City Commission, and shall be referred to as the "Chair" when sitting in that capacity. In case of the absence or the disability of the Mayor, the Vice Mayor shall assume the responsibilities of the presiding officer, and if both are absent or disabled, the Vice Mayor Pro Tem shall preside.
- (2) The Chair shall preserve order. The Chair may call to order any member of the Commission and any member of the public who shall violate any of these

rules or otherwise disrupt the orderly proceeding of the meeting. The Chair shall decide all questions of order subject to a majority vote on an appeal of the decision.

- (3) The Chair shall recognize all Commissioners who seek the floor while entitled to do so.
- (4) The Chair shall not make or second a motion.

RULE 5 ORDER OF BUSINESS

- (1) The order of business for a regular meeting shall ordinarily be:
 - 1. Roll Call
 - 2. Invocation
 - 3. Pledge of Allegiance
 - 4. Agenda-Additions/Deletions/Reordering
 - 5. Presentations
 - 6. Public Participation on Non-Agendaed Items
 - 7. Approval of Minutes
 - 8. Consent Agenda
 - 9. Public Hearings
 - 10. Unfinished Business
 - 11. New Business
 - 12. City Attorney's Report
 - 13. City Manager's Report
 - 14. Commission Liaison Reports and Comments
 - 15. Adjournment
- (2) The order of business may be revised by a majority vote.
- (3) Matters may be placed on the agenda by any Commissioner, the City Manager, or the City Attorney.
- (4) Except for matters advertised for public hearing, any matter may be removed from an agenda by the person who placed it on the agenda or by a majority vote.
- (5) When a matter comes before the Commission which directly affects one election district, the Commissioner from that district shall have the privilege of both expressing his or her views and making a motion on that matter first.
- (6) Matters may be placed under Presentations by any Commissioner or the City Manager.

RULE 6
DEBATE OF MOTIONS; VOTING

- (1) When debating or discussing a motion, a Commissioner shall address the Chair and await recognition before speaking. The Commissioner making a motion is entitled to the floor first for debate. No Commissioner is entitled to the floor a second time on the same motion as long as any other Commissioner who has not spoken on the issue desires the floor.
- (2) Motions and amendments can be withdrawn or modified by the maker at any time prior to the Chair's stating the question on the motion; after that time, the permission of the Commission majority must be obtained. The Chair cannot close debate as long as any member who has not exhausted his right to debate desires the floor.
- (3) Members of the audience are permitted to speak upon opening of the floor for public comment by the Chair on all issues of Public Hearing, Unfinished Business, and New Business. When the floor is open for public comment, the time shall be limited to two minutes per speaker. During a public hearing, the applicant shall have ten minutes to make his or her presentation but the time may be extended to permit questioning of the applicant or the applicant's witnesses.
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To take from the table;
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To take a recess;
A point of information;
An appeal of a decision of the Chair;
The previous question.

RULE 8
RECONSIDERATION

Any member of the Commission may move to reconsider any action of the Commission provided that new relevant information is presented to the Commission and the motion be made by the next regular Commission meeting. No motion to reconsider shall be made more than once on any subject or matter.

RULE 9
COMMISSION MINUTES

Copies of the minutes of the regular meetings shall be furnished, when possible, at least seven days prior to the next regular meeting. Such minutes shall stand confirmed at the regular meeting of the Commission without the reading thereof in open meeting unless some inaccuracy or error is pointed out by some member of the Commission present, and in such event, an appropriate correction shall be made. Upon request, the City Manager will cause the City Clerk to provide any Commissioner with copies of tapes or transcribed excerpts of tapes of City Commission meetings. No member shall suggest to the City Clerk any revision in minutes of meetings before the same shall have been submitted to the full Commission for approval, unless specifically requested by the Clerk to make clarification.

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Robert's Rules of Order, Newly Revised, are adopted as the rules of procedure of the City Commission, but such Rules shall not take precedence over any provision of Florida law, the City Charter, an ordinance or resolution of the City, or these rules, which shall govern in the event of conflict. A failure to comply with Robert's Rules of Order or these rules shall not affect the validity of any action taken by the City Commission.

RULE 11
AMENDMENT OR WAIVER OF RULES

These rules of procedure may be amended or waived by a majority vote, provided that no such amendment shall conflict with any applicable provision of Florida law, the City Charter, or an ordinance of the City.

RULE 12
AGENDA PROCEDURES

- (1) Agenda submittal deadline: The deadline for submitting items for inclusion on an agenda shall be no later than 12:00 PM on Friday, 11 days prior to a regularly scheduled Commission meeting.
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- (a) In support of and respect for an open, fair and informed decision-making process, the City Commission and Administration recognize that:
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Compliance with these rules is expected and appreciated. The Rules of Decorum for Citizen Participation will be included in the agenda and will be referenced at the beginning of each Commission meeting and Commission Work Session by the Chair. A written list of the Rules of Decorum for Citizen Participation will also be printed and mounted upon the walls of the Commission Chamber and Conference Room and upon the speaker's podium in the Commission Chamber.

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- (c) It is the intent of Commission to maintain order and enforce the Rules of Decorum for Citizen Participation for its meetings. Disregard of these rules will be met with the following consequences:
- (1) The Chair will identify out loud the out-of-compliance behavior and request for the behavior to stop;
 - (2) The Chair will ask the speaker to have a seat if he/she continues to disrupt the meeting;
 - (3) If the speaker refuses to have a seat, the Chair will recess the meeting; and
 - (4) Will instruct a law enforcement officer to instruct the speaker to stop the disruptive conduct and escort the speaker out of the meeting venue.

04-2011

RESOLUTION NO. 04-2011 OF THE CITY OF LAKE WORTH, FLORIDA, ADOPTING RULES AND PROCEDURES FOR THE CITY COMMISSION; RESCINDING RESOLUTION NOS. 06-2009 AND 33-2009 AND ANY OTHER RESOLUTION IN CONFLICT HEREWITH; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE WORTH, FLORIDA, that

Section 1. The rules of procedure for the Lake Worth City Commission, set forth in Exhibit A attached hereto, are hereby adopted.

Section 2. Resolution Nos. 06-2009 and 33-2009 and any other resolutions in conflict herewith are hereby repealed.

Section 3. This resolution shall become effective upon its adoption

The passage of this Resolution was moved by Vice Mayor Mulvehill seconded by Commissioner Golden, and upon being put to a vote, the vote was as follows:

Mayor René A. Varela	AYE
Vice Mayor Suzanne Mulvehill	AYE
Commissioner Scott Maxwell	ABSENT
Commissioner Christopher McVoy	AYE
Commissioner Jo-Ann Golden	AYE

The Mayor thereupon declared this Resolution duly passed and adopted this 15th day of March 2011.

LAKE WORTH CITY COMMISSION

By: _____

René A. Varela, Mayor

ATTEST:



Pamela J. Lopez, City Clerk



Exhibit A

**RULES OF PROCEDURE
LAKE WORTH CITY COMMISSION**

**RULE 1
SCHEDULING OF MEETINGS AND WORKSHOPS**

- (1) Regular meetings of the City Commission shall be held on the first and third Tuesday of each month, in the Commission Meeting Room at City Hall, 7 North Dixie Highway, Lake Worth, Florida, beginning at 6:00 o'clock P.M.

If a regular meeting date falls on a holiday, the meeting shall be held in the Commission Meeting Room at City Hall on the next day immediately following the holiday, beginning at 6:00 P.M.

The City Commission may cancel not more than one regular meeting in any month.

- (2) A special meeting of the City Commission to canvass ballots shall be held as required by the City Charter. Other special meetings may be called by a majority of the members of the City Commission or by the Mayor. Notice of special meetings shall be given to each Commissioner ¹ and to the public at least twenty-four (24) hours in advance except for emergency meetings. If the Mayor or a member of the Commission is absent from the City or otherwise beyond reach of actual notice, failure to give such notice shall not prevent the convening of the special meeting. The City Commission may act on any matter presented at the special meeting unless prohibited by the City Charter or by rules established by the City Commission. Special meetings shall be held in the Commission Meeting Room at City Hall, 7 North Dixie Highway, Lake Worth, Florida, or at such other location within the City as may be designated in the notice of the special meeting, beginning at a time to be specified in the notice of the special meeting.
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¹ As used in these rules, "Commissioner" means any City Commissioner or the Mayor unless the context clearly indicates otherwise.

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RULE 3 DUTIES AND RESPONSIBILITIES OF THE "CHAIR"

- (1) The Mayor shall be the presiding officer of the City Commission, and shall be referred to as the "Chair" when sitting in that capacity. In case of the absence or the disability of the Mayor, the Vice Mayor shall assume the responsibilities of the presiding officer, and if both are absent or disabled, the Vice Mayor Pro Tem shall preside.
- (2) The Chair shall preserve order. The Chair may call to order any member of the Commission and any member of the public who shall violate any of these rules or otherwise disrupt the orderly proceeding of the meeting. The Chair shall decide all questions of order subject to a majority vote on an appeal of the decision.
- (3) The Chair shall recognize all Commissioners who seek the floor while entitled to do so.
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RULE 4 ORDER OF BUSINESS

- (1) The order of business for a regular meeting shall ordinarily be:
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RULE 6 NON-DEBATABLE MOTIONS

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To take from the table;
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RULE 7 RECONSIDERATION

Any member of the Commission may move to reconsider any action of the Commission provided that new relevant information is presented to the Commission and the motion be made by the next regular Commission meeting. No motion to reconsider shall be made more than once on any subject or matter.

RULE 8 COMMISSION MINUTES

Copies of the minutes of the regular meetings shall be furnished, when possible, at least seven days prior to the next regular meeting. Such minutes shall stand confirmed at the regular meeting of the Commission without the reading thereof in open meeting unless some inaccuracy or error is pointed out by some member of the Commission present, and in such event, an appropriate correction shall be made. Upon request, the City Manager will cause the City Clerk to provide any Commissioner with copies of tapes or transcribed excerpts of tapes of City Commission meetings. No member shall suggest to the City Clerk any revision in minutes of meetings before the same shall have been submitted to the full Commission for approval, unless specifically requested by the Clerk to make clarification.

RULE 9 ADOPTION OF ROBERT'S RULES OF ORDER

Robert's Rules of Order, Newly Revised, are adopted as the rules of procedure of the City Commission, but such Rules shall not take precedence over any provision of Florida law, the City Charter, an ordinance or resolution of the City, or these rules, which shall govern in the event of conflict. A failure to comply with Robert's Rules of Order or these rules shall not affect the validity of any action taken by the City Commission.

RULE 10 AMENDMENT OR WAIVER OF RULES

These rules of procedure may be amended or waived by a majority vote, provided that no such amendment shall conflict with any applicable provision of Florida law, the City Charter, or an ordinance of the City.

RULE 11 AGENDA PROCEDURES

- (1) Agenda submittal deadline: The deadline for submitting items for inclusion on an agenda shall be no later than 12:00 PM on Friday, 11 days prior to a regularly scheduled Commission meeting.
- (2) Agenda distribution deadline: The deadline for distributing a final agenda with supporting documents shall be no later than Thursday, the week prior to a regularly scheduled City Commission meeting.

For all special or workshop City Commission meetings, the agendas with supporting documents will be distributed consistent with the timeframe referenced above.

- (3) Amendment to agenda: There shall be no changes, revisions or alterations (add-ons) to a distributed City Commission agenda unless the matter is deemed to be an emergency.

In the case of an emergency, any person or City Commissioner requesting a change, revision or alteration (add-on) to the City Commission agenda must do so in writing, provide written justification for the emergency within the narrative of an agenda memorandum, and include supporting backup material to the City Manager no later than 5:00 PM the Friday before a regularly scheduled Commission meeting.

The name of the person or City Commissioner requesting the change, revision or alteration (add-on) shall be placed with the agenda item to be presented. The written justification and supporting backup material shall be submitted to the City Commission prior to a regularly scheduled Commission meeting.

At the beginning of the City Commission meeting, the City Commission shall review the emergency and, in its discretion, will determine whether it will accept, review and take action on the matter requested.

RULE 12 PRESERVE ORDER

City Commission members shall not accept receipt of, read or place e-mails, text messages, notes, or phone calls during public meetings and executive sessions of the City Commission.

RULE 13 DECORUM FOR CITIZEN PARTICIPATION

- (a) In support of and respect for an open, fair and informed decision-making process, the City Commission and Administration recognize that:
- (1) Civil, respectful and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision making; and
 - (2) Un-civil discourse and/or discourteous and inappropriate behavior have a negative impact on the character and productivity of the decision-making process.
- (b) In an effort to preserve the intent of open government and maintain a positive environment for citizen input and Commission decision-making, the following Rules of Decorum for Citizen Participation have been established.

Compliance with these rules is expected and appreciated. The Rules of Decorum for Citizen Participation will be included in the agenda and will be referenced at the beginning of each Commission meeting and Commission Work Session by the Chair. A written list of the Rules of Decorum for Citizen Participation will also be printed and mounted upon the walls of the Commission Chamber and Conference Room and upon the speaker's podium in the Commission Chamber.

- (1) Speakers will conduct themselves in a civil and respectful manner at all times.
 - (2) Speakers will address the Chair.
 - (3) Questions to Commission members or City staff will be facilitated by the Chair.
 - (4) Speakers will refrain from the use of obscene language, "fighting words" likely to incite violence from the individuals(s) to whom the words are addressed, or other language which is disruptive to the orderly and fair progress of discussion at the meeting.
 - (5) Speakers will refrain from making comments of a personal nature regarding others.
 - (6) Name-calling and/or obscenity is forbidden.
 - (7) Shouting, yelling or screaming is forbidden.
 - (8) Commission Work Session or Public Hearing attendees (audience) will refrain from commenting, shouting, booing, clapping, stomping feet or other inappropriate and/or disruptive behavior. Brief clapping is permissible at the end of a speaker's comments.
- (c) It is the intent of Commission to maintain order and enforce the Rules of Decorum for Citizen Participation for its meetings. Disregard of these rules will be met with the following consequences:
- (1) The Chair will identify out loud the out-of-compliance behavior and request for the behavior to stop;
 - (2) The Chair will ask the speaker to have a seat if he/she continues to disrupt the meeting;
 - (3) If the speaker refuses to have a seat, the Chair will recess the meeting; and
 - (4) Will instruct a law enforcement officer to instruct the speaker to stop the disruptive conduct and escort the speaker out of the meeting venue.

RESOLUTION NO. 33-2009 OF THE CITY OF LAKE WORTH, FLORIDA, AMENDING RULES AND PROCEDURES OF THE CITY COMMISSION (RESOLUTION NO. 06-2009) BY AMENDING RULE 4(1), ORDER OF BUSINESS; AMENDING RULE 11(1) AGENDA PROCEDURES; CREATING RULE 12 PRESERVE ORDER; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE WORTH, FLORIDA, that:

Section 1. The City Commission adopted Resolution No. 06-2009 establishing the rules and procedures for the Lake Worth City Commission on March 3, 2009, and desires to amend their rules and procedures as set out in Sections 2, 3, and 4 below.

Section 2. Rule 4(1), Order of Business is amended to read as follows:

RULE 4
ORDER OF BUSINESS

(1) The order of business for a regular meeting shall ordinarily be:

- I. Roll Call
- II. Invocation
- III. Pledge of Allegiance
- IV. Agenda-Additions/Deletions/Reordering
- V. Presentations
- ~~VI. Commission Liaison Reports and Comments~~
- ~~VII. VI. Public Participation on Non-Agendaed Items~~
- VII. Approval of Minutes
- VIII. Consent Agenda
- IX. Public Hearings
- X. Unfinished Business
- XI. New Business
- XII. City Attorney's Report
- XIII. City Manager's Report
- XIV. Commission Liaison Reports and Comments
- XV. Adjournment

Section 3. Rule 11(1), Agenda Procedures is amended to read as follows:

RULE 11
AGENDA PROCEDURES

- (1) Agenda submittal deadline: The deadline for submitting items for inclusion on an agenda shall be no later than ~~5:00 PM~~ 12:00 PM on Friday, 11 days prior to a regularly scheduled Commission meeting.

Section 4. Create Rule 12, Preserve Order to read as follows:

RULE 12
PRESERVE ORDER

City Commission members shall not accept receipt of, read or place e-mails, text messages, notes, or phone calls during public meetings and executive sessions of the City Commission.

The passage of this Resolution was moved by Commissioner Jennings, seconded by Vice Mayor Golden, and upon being put to a vote, the vote was as follows:

Mayor Jeff Clemens	AYE
Vice Mayor Jo-Ann Golden	AYE
Commissioner Retha Lowe	AYE
Commissioner Cara Jennings	AYE
Commissioner Suzanne Mulvehill	AYE


The Mayor thereupon declared this Resolution duly passed and adopted on this 21st day of July 2009.

LAKE WORTH CITY COMMISSION

ATTEST:


Pamela J. Lopez, City Clerk




Jeff Clemens, Mayor

06-2009

RESOLUTION NO. 06-2009 OF THE CITY OF LAKE WORTH, FLORIDA, ADOPTING RULES AND PROCEDURES FOR THE CITY COMMISSION; RESCINDING RESOLUTION NOS. 54-99, 05-2004, 26-2006, 48-2007, 49-2007, 32-2008, AND ANY OTHER RESOLUTION IN CONFLICT HEREWITH; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE WORTH, FLORIDA, that

Section 1. The rules of procedure for the Lake Worth City Commission, set forth in Exhibit A attached hereto, are hereby adopted.

Section 2. Resolution Nos. 54-99, 05-2004, 26-2006, 48-2007, 49-2007, 32-2008, and any other resolutions in conflict herewith are hereby rescinded.

Section 3. This resolution shall become effective upon its adoption


The passage of this Resolution was moved by Commissioner Jennings, seconded by Vice Mayor Golden, and upon being put to a vote, the vote was as follows:

Mayor Jeff Clemens	NAY
Vice Mayor Jo-Ann Golden	AYE
Commissioner Retha Lowe	NAY
Commissioner Cara Jennings	AYE
Commissioner Suzanne Mulvehill	AYE

The Mayor thereupon declared this Resolution duly passed and adopted this 3rd day of March 2009.

LAKE WORTH CITY COMMISSION

By


Jeff Clemens, Mayor

ATTEST:

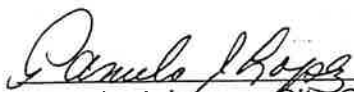

Pamela J. Lopez, City Clerk



Exhibit A

RULES OF PROCEDURE
LAKE WORTH CITY COMMISSION

RULE 1
SCHEDULING OF MEETINGS AND WORKSHOPS

- (1) Regular meetings of the City Commission shall be held on the first and third Tuesday of each month, in the Commission Meeting Room at City Hall, 7 North Dixie Highway, Lake Worth, Florida, beginning at 6:00 o'clock P.M.

If a regular meeting date falls on a holiday, the meeting shall be held in the Commission Meeting Room at City Hall on the next day immediately following the holiday, beginning at 6:00 P.M.

The City Commission may cancel not more than one regular meeting in any month.

- (2) A special meeting of the City Commission to canvass ballots shall be held as required by the City Charter. Other special meetings may be called by a majority of the members of the City Commission or by the Mayor. Notice of special meetings shall be given to each Commissioner¹ and to the public at least twenty-four (24) hours in advance except for emergency meetings. If the Mayor or a member of the Commission is absent from the City or otherwise beyond reach of actual notice, failure to give such notice shall not prevent the convening of the special meeting. The City Commission may act on any matter presented at the special meeting unless prohibited by the City Charter or by rules established by the City Commission. Special meetings shall be held in the Commission Meeting Room at City Hall, 7 North Dixie Highway, Lake Worth, Florida, or at such other location within the City as may be designated in the notice of the special meeting, beginning at a time to be specified in the notice of the special meeting.
- (3) Workshops of the City Commission may be called by a majority of the members of the City Commission or by the Mayor, and any matter may be discussed or studied at a workshop. Any matter that appears likely to take more than thirty (30) minutes shall be discussed or studied at a workshop prior to official action of the City Commission, unless this requirement is waived by a majority vote. No official action of the City Commission shall be taken at a workshop.

¹ As used in these rules, "Commissioner" means any City Commissioner or the Mayor unless the context clearly indicates otherwise.

- (4) "District Public Forums" may be held by the City Commission on a quarterly basis, one to be held in each district of the City on a rotating basis. Notice of such meetings shall be posted no less than 14 days before each meeting. No official action shall be taken at these meetings.

RULE 2 QUORUM

A majority of the City Commission shall constitute a quorum; a smaller number may adjourn a meeting or recess a meeting to a time certain. No ordinance, resolution, or motion shall be adopted except by the affirmative vote of at least three members of the City Commission.

RULE 3 DUTIES AND RESPONSIBILITIES OF THE "CHAIR"

- (1) The Mayor shall be the presiding officer of the City Commission, and shall be referred to as the "Chair" when sitting in that capacity. In case of the absence or the disability of the Mayor, the Vice Mayor shall assume the responsibilities of the presiding officer, and if both are absent or disabled, the Vice Mayor Pro Tem shall preside.
- (2) The Chair shall preserve order. The Chair may call to order any member of the Commission and any member of the public who shall violate any of these rules or otherwise disrupt the orderly proceeding of the meeting. The Chair shall decide all questions of order subject to a majority vote on an appeal of the decision.
- (3) The Chair shall recognize all Commissioners who seek the floor while entitled to do so.
- (4) The Chair shall not make or second a motion.

RULE 4 ORDER OF BUSINESS

- (1) The order of business for a regular meeting shall ordinarily be:
 - I. Roll Call
 - II. Invocation
 - III. Pledge of Allegiance
 - IV. Agenda-Additions/Deletions/Reordering
 - V. Presentations
 - VI. Commission Liaison Reports and Comments
 - VII. Public Participation on Non-Agendaed Items

- VIII. Consent Agenda
- IX. Public Hearings
- X. Unfinished Business
- XI. New Business
- XII. City Attorney's Report
- XIII. City Manager's Report
- XIV. Adjournment

- (2) The order of business may be revised by a majority vote.
- (3) Matters may be placed on the agenda by any Commissioner, the City Manager, or the City Attorney.
- (4) Except for matters advertised for public hearing, any matter may be removed from an agenda by the person who placed it on the agenda or by a majority vote.
- (5) When a matter comes before the Commission which directly affects one election district, the Commissioner from that district shall have the privilege of both expressing his or her views and making a motion on that matter first.
- (6) Matters may be placed under Presentations by any Commissioner or the City Manager.

RULE 5 DEBATE OF MOTIONS; VOTING

- (1) When debating or discussing a motion, a Commissioner shall address the Chair and await recognition before speaking. The Commissioner making a motion is entitled to the floor first for debate. No Commissioner is entitled to the floor a second time on the same motion as long as any other Commissioner who has not spoken on the issue desires the floor.
- (2) Motions and amendments can be withdrawn or modified by the maker at any time prior to the Chair's stating the question on the motion; after that time, the permission of the Commission majority must be obtained. The Chair cannot close debate as long as any member who has not exhausted his right to debate desires the floor.
- (3) ~~Except for matters for which a public hearing is being conducted, m~~Members of the audience ~~may not participate in the debate on a motion as a matter of right, but may be~~ are permitted to speak upon opening of the floor for public comment by the Chair on all issues of Public Hearing, Unfinished Business, and New Business. When the floor is open for public comment, the time shall be limited to ~~three~~ two minutes per speaker. During a public hearing, the applicant shall have ten minutes to make his or her presentation but the time

may be extended to permit questioning of the applicant or the applicant's witnesses.

- (4) A member of the audience who speaks to the City Commissioner may be questioned for additional information, but Commissioners shall not engage in debate with a member of the audience. Members of the audience may ask questions but may not compel a Commissioner, the City Manager, or the City Attorney to answer questions during a meeting.
- (5) The Chair shall restate all motions before the vote is taken.
- (6) A tie vote shall constitute a continuance of the item to the next regular meeting, but upon a tie vote on the same item at the next meeting, the item shall not be rescheduled except upon the request of the City Manager, the City Attorney, or a Commissioner.
- (7) The failure of a motion stated in the negative shall not be deemed an affirmative action. For example, the failure of a motion to deny shall not constitute an approval.
- (8) During a presentation, the presenter shall have ten minutes to make his or her presentation but the time may be extended to permit questioning of the presenter.

RULE 6 NON-DEBATABLE MOTIONS

The following motions are not debatable:

To adjourn;
To lay on the table;
To take from the table;
To divide a question;
To close or re-open nominations;
To take a recess;
A point of information;
An appeal of a decision of the Chair;
The previous question.

RULE 7 RECONSIDERATION

Any member of the Commission ~~who voted with the prevailing side~~ may move to reconsider any action of the Commission provided that new relevant information is presented to the Commission and the motion be made by the next regular

Commission meeting. No motion to reconsider shall be made more than once on any subject or matter.

RULE 8 COMMISSION MINUTES

Copies of the minutes of the regular meetings shall be furnished, when possible, at least seven days prior to the next regular meeting. Such minutes shall stand confirmed at the regular meeting of the Commission without the reading thereof in open meeting unless some inaccuracy or error is pointed out by some member of the Commission present, and in such event, an appropriate correction shall be made. Upon request, the City Manager will cause the City Clerk to provide any Commissioner with copies of tapes or transcribed excerpts of tapes of City Commission meetings. No member shall suggest to the City Clerk any revision in minutes of meetings before the same shall have been submitted to the full Commission for approval, unless specifically requested by the Clerk to make clarification.

RULE 9 ADOPTION OF ROBERT'S RULES OF ORDER

Robert's Rules of Order, Newly Revised, are adopted as the rules of procedure of the City Commission, but such Rules shall not take precedence over any provision of Florida law, the City Charter, an ordinance or resolution of the City, or these rules, which shall govern in the event of conflict. A failure to comply with Robert's Rules of Order or these rules shall not affect the validity of any action taken by the City Commission.

RULE 10 AMENDMENT OR WAIVER OF RULES

These rules of procedure may be amended or waived by a majority vote, provided that no such amendment shall conflict with any applicable provision of Florida law, the City Charter, or an ordinance of the City.

RULE 11 AGENDA PROCEDURES

- (1) Agenda submittal deadline: The deadline for submitting items for inclusion on an agenda shall be no later than 5:00 PM on Friday, 11 days prior to a regularly scheduled Commission meeting.
- (2) Agenda distribution deadline: The deadline for distributing a final agenda with supporting documents shall be no later than Thursday, the week prior to a regularly scheduled City Commission meeting.

For all special or workshop City Commission meetings, the agendas with supporting documents will be distributed consistent with the timeframe referenced above.

- (3) Amendment to agenda: There shall be no changes, revisions or alterations (add-ons) to a distributed City Commission agenda unless the matter is deemed to be an emergency.

In the case of an emergency, any person or City Commissioner requesting a change, revision or alteration (add-on) to the City Commission agenda must do so in writing, provide written justification for the emergency within the narrative of an agenda memorandum, and include supporting backup material to the City Manager no later than 5:00 PM the Friday before a regularly scheduled Commission meeting.

The name of the person or City Commissioner requesting the change, revision or alteration (add-on) shall be placed with the agenda item to be presented. The written justification and supporting backup material shall be submitted to the City Commission prior to a regularly scheduled Commission meeting.

At the beginning of the City Commission meeting, the City Commission shall review the emergency and, in its discretion, will determine whether it will accept, review and take action on the matter requested.

RESOLUTION NO. 32-2008 OF THE CITY OF LAKE WORTH, FLORIDA, AMENDING RESOLUTION NO. 54-99 RULES AND PROCEDURES TO AMEND RULE 4, ORDER OF BUSINESS, RULE 5 DEBATE OF MOTIONS; VOTING, AND RULE 7, RECONSIDERATION FOR THE CITY COMMISSION; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE WORTH, FLORIDA, that:

Section 1. Resolution No. 54-99 adopted the rules and procedures for the Lake Worth City Commission.

Section 2. Rule 4, Order of Business is amended to add section 6:

(6) Matters may be placed under Presentations by any Commissioner or the City Manager.

Section 3. Rule 5, Debate of Motions; Voting is amended to add section 8:

(8) During a presentation, the presenter shall have ten minutes to make his or her presentation but the time may be extended to permit questioning of the presenter.

Section 4. Rule 7, Reconsideration is amended to read as follow:

Any member of the Commission who voted with the prevailing side may move to reconsider any action of the Commission provided that the motion be made ~~at the same meeting at which the action was taken~~ by the next regular Commission meeting. ~~If the action is one for which a public hearing is required, a motion to reconsider the action shall be in order prior to taking up the next item of business and shall be untimely if the motion is made later in the meeting.~~ No motion to reconsider shall be made more than once on any subject or matter ~~at the same meeting.~~

The passage of this Resolution was moved by Commissioner Vespo seconded by Vice Mayor Lowe, and upon being put to a vote, the vote was as follows:

Mayor Jeff Clemens	AYE
Vice Mayor Retha Lowe	AYE
Commissioner Cara Jennings	NAY
Commissioner Jo-Ann Golden	NAY
Commissioner Dave Vespo	AYE


Pg. 2, Reso. 32-2008

The Mayor thereupon declared this Resolution duly passed and adopted on this 15th day of July 2008.

LAKE WORTH CITY COMMISSION

By: 
Jeff Clemens, Mayor

ATTEST:


Pamela J. Lopez, City Clerk



RESOLUTION NO. 49-2007 OF THE CITY OF LAKE WORTH, FLORIDA, AMENDING RESOLUTION NO. 54-99 RULES AND PROCEDURES TO AMEND IN ITS ENTIRETY RULE 4, ORDER OF BUSINESS FOR THE CITY COMMISSION; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE WORTH, FLORIDA, that:

Section 1. Resolution No. 54-99 adopted the rules and procedures for the Lake Worth City Commission.

Section 2. Rule 4, Order of Business is amended in its entirety to read as follow:

RULE 4
ORDER OF BUSINESS

- I. Roll Call.
- II. Invocation.
- III. Pledge of Allegiance.
- IV. Agenda – Additions/Deletions/Reordering.
- V. Presentations.
- VI. Public Participation on Non-Agendaed Items.
- VII. Consent Agenda.
- VIII. Public Hearings.
- IX. Unfinished Business.
- X. New Business.
- XI. City Attorney's Report.
- XII. City Manager's Report.
- XIII. Commission Liaison Reports and Comments.
- XIV. Adjournment.

The passage of this Resolution was moved by Commissioner Jennings, seconded by Commissioner Golden, and upon being put to a vote, the vote was as follows:

Mayor Jeff Clemens	NAY
Vice Mayor Retha Lowe	NAY
Commissioner Cara Jennings	AYE
Commissioner Jo-Ann Golden	AYE
Commissioner Dave Vespo	AYE

Pg. 2, Reso. 49-2007

The Mayor thereupon declared this Resolution duly passed and adopted on this 2nd day of October 2007.

LAKE WORTH CITY COMMISSION

By: 
Jeff Clemens, Mayor

ATTEST:


Pamela J. Lopez, City Clerk



RESOLUTION NO. 48-2007 OF THE CITY OF LAKE WORTH, FLORIDA, AMENDING RESOLUTION NO. 54-99 RULES AND PROCEDURES TO CREATE RULE 11, AGENDA PROCEDURES FOR THE CITY COMMISSION; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE WORTH, FLORIDA, that:

Section 1. Resolution No. 54-99 adopted the rules and procedures for the Lake Worth City Commission.

Section 2. Rule 11, Agenda Procedures is hereby created to read as follow:

RULE 11
AGENDA PROCEDURES

- (1) Agenda submittal deadline: The deadline for submitting items for inclusion on an agenda shall be no later than 5:00 PM on Friday, 11 days prior to a regularly scheduled Commission meeting.
- (2) Agenda distribution deadline: The deadline for distributing a final agenda with supporting documents shall be no later than Thursday, the week prior to a regularly scheduled City Commission meeting.

For all special or workshop City Commission meetings, the agendas with supporting documents will be distributed consistent with the timeframe referenced above.

- (3) Amendment to agenda: There shall be no changes, revisions or alterations (add-ons) to a distributed City Commission agenda unless the matter is deemed to be an emergency.

In the case of an emergency, any person or City Commissioner requesting a change, revision or alteration (add-on) to the City Commission agenda must do so in writing, provide written justification for the emergency within the narrative of an agenda memorandum, and include supporting backup material to the City Manager no later than 5:00 PM the Friday before a regularly scheduled Commission meeting.

The name of the person or City Commissioner requesting the change, revision or alteration (add-on) shall be placed with the agenda item to be presented. The written justification and supporting backup material shall be submitted to the City Commission prior to a regularly scheduled Commission meeting.

At the beginning of the City Commission meeting, the City Commission shall review the emergency and, in its discretion, will determine whether it will accept, review and take action on the matter requested.

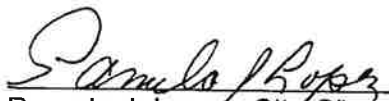
The passage of this Resolution was moved by Commission Golden, seconded by Vice Mayor Lowe, and upon being put to a vote, the vote was as follows:

Mayor Jeff Clemens	AYE
Vice Mayor Retha Lowe	AYE
Commissioner Cara Jennings	AYE
Commissioner Jo-Ann Golden	AYE
Commissioner Dave Vespo	AYE

The Mayor thereupon declared this Resolution duly passed and adopted on this 2nd day of October, 2007.

LAKE WORTH CITY COMMISSION

ATTEST:


Pamela J. Lopez, City Clerk



By: 

Jeff Clemens, Mayor

RESOLUTION NO. 26-2006 OF THE CITY OF LAKE WORTH, FLORIDA, AMENDING RESOLUTION NO. 54-99 RULES AND PROCEDURES TO AMEND IN ITS ENTIRETY RULE 4, ORDER OF BUSINESS FOR THE CITY COMMISSION; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE WORTH, FLORIDA, that:

Section 1. Resolution No. 54-99 adopted the rules and procedures for the Lake Worth City Commission.

Section 2. Rule 4, Order of Business is amended in its entirety to read as follow:

RULE 4
ORDER OF BUSINESS

- I. Roll Call.
- II. Invocation.
- III. Pledge of Allegiance.
- IV. Agenda – Additions/Deletions/Reordering.
- V. Presentations.
- VI. Consent Agenda.
- VII. Public Hearings.
- VIII. Unfinished Business.
- IX. New Business.
- X. City Attorney's Report.
- XI. City Manager's Report.
- XII. Public Participation on Non-Agendaed Items.
- XIII. Commission Liaison Reports and Comments.
- XIV. Adjournment.

The passage of this Resolution was moved by Vice Mayor Lowe, seconded by Commissioner Burns, and upon being put to a vote, the vote was as follows:

Mayor Marc J. Drautz	AYE
Vice Mayor Retha Lowe	AYE
Commissioner Cara Jennings	AYE
Commissioner Nadine Burns	AYE
Commissioner Dave Vespo	AYE

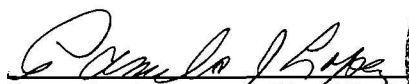
Pg. 2, Reso. 26-2006

The Mayor thereupon declared this Resolution duly passed and adopted on this 6th day of June, 2006.

LAKE WORTH CITY COMMISSION

By: 
Marc J. Drautz, Mayor

ATTEST:


Pamela J. Lopez, City Clerk



05-2004

RESOLUTION NO. 05-2004 OF THE CITY OF LAKE WORTH, FLORIDA, AMENDING RESOLUTION NO. 54-99 RULES AND PROCEDURES TO AMEND IN ITS ENTIRETY RULE 4, ORDER OF BUSINESS FOR THE CITY COMMISSION; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE WORTH, FLORIDA, that:

Section 1. Resolution No. 54-99 adopted the rules and procedures for the Lake Worth City Commission.

Section 2. Rule 4, Order of Business is amended in its entirety to read as follow:

RULE 4
ORDER OF BUSINESS

- I. Roll Call.
- II. Invocation.
- III. Pledge of Allegiance.
- IV. Agenda – Additions/Deletions/Reordering.
- V. Presentations.
- VI. Consent Agenda.
- VII. Public Participation on non-agendaed items.
- VIII. Commission Liaison Reports and Comments.
- IX. Public Hearings.
- X. Unfinished Business.
- XI. New Business.
- XII. City Attorney's Report.
- XIII. City Manager's Report.
- XIV. Adjournment.

The passage of this Resolution was moved by Commissioner Burns, seconded by Vice Mayor McKinnon, and upon being put to a vote, the vote was as follows:

Mayor Rodney G. Romano	AYE
Vice Mayor Colburn H. McKinnon	AYE
Commissioner Retha Lowe	AYE
Commissioner Nadine Burns	AYE
Commissioner Joe Egly	AYE

Pg. 2, Reso. 05-2004

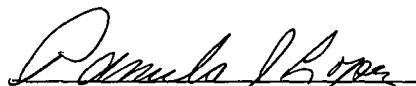
The Mayor thereupon declared this Resolution duly passed and adopted on this 3rd day of February, 2004.

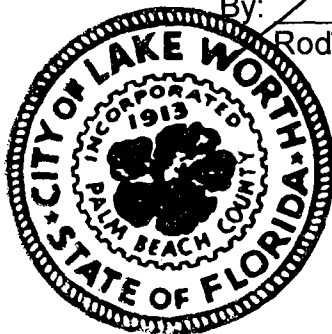
LAKE WORTH CITY COMMISSION

By: 

Rodney G. Romano, Mayor

ATTEST:


Pamela J. Lopez, City Clerk



RESOLUTION NO. 54-99 OF THE CITY OF LAKE WORTH, FLORIDA, ADOPTING RULES AND PROCEDURES FOR THE CITY COMMISSION; RESCINDING RESOLUTION NO. 40-96, RESOLUTION NO. 12-94, AND ANY OTHER RESOLUTION IN CONFLICT HEREWITH; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE WORTH, FLORIDA, that:

Section 1. The rules of procedure for the Lake Worth City Commission, set forth in Exhibit A attached hereto, are hereby adopted.

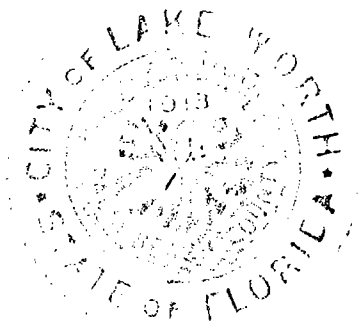
Section 2. Resolution No. 40-96, Resolution No. 12-94, and all other resolutions in conflict herewith are hereby rescinded.

Section 3. This Resolution shall take effect immediately upon its adoption.

The passage of this Resolution was moved by Commissioner Lowe, seconded by Commissioner McKinnon, and upon being put to a vote, the vote was as follows:

Mayor Tom Ramiccio	AYE
Commissioner Retha Lowe	AYE
Commissioner Colburn H. McKinnon	AYE
Commissioner Gary Bo Allen	ABSENT
Commissioner Lloyd A. Clager	ABSENT

The Mayor there upon declared this Resolution duly passed and adopted on this 3rd day of August, 1999.



ATTEST:


Barbara A. Forsythe, City Clerk

LAKE WORTH CITY COMMISSION

By: 

Retha Lowe, Vice Mayor

Submitted: August 3, 1999

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RULES OF PROCEDURE
LAKE WORTH CITY COMMISSION

RULE 1
SCHEDULING OF MEETINGS AND WORKSHOPS

(1) Regular meetings of the City Commission shall be held on the first and third Tuesday of each month, in the Commission Meeting Room at City Hall, 7 North Dixie Highway, Lake Worth, Florida, beginning at 6:00 o'clock P.M.

If a regular meeting date falls on a holiday, the meeting shall be held in the Commission Meeting Room at City Hall on the next day immediately following the holiday, beginning at 6:00 P.M.

The City Commission may cancel not more than one regular meeting in any month.

(2) A special meeting of the City Commission to canvass ballots shall be held as required by the City Charter. Other special meetings may be called by a majority of the members of the City Commission or by the Mayor. Notice of special meetings shall be given to each Commissioner¹ and to the public at least twenty-four (24) hours in advance except for emergency meetings. If the Mayor or a member of the Commission is absent from the City or otherwise beyond reach of actual notice, failure to give such notice shall not prevent the convening of the special meeting. The City Commission may act on any matter presented at the special meeting unless prohibited by the City Charter or by rules established by the City Commission. Special meetings shall be held in the Commission Meeting Room at City Hall, 7 North Dixie Highway, Lake Worth, Florida, or at such other location within the City as may be designated in the notice of the special meeting, beginning at a time to be specified in the notice of the special meeting.

(3) Workshops of the City Commission may be called by a majority of the members of the City Commission or by the Mayor, and any matter may be discussed or studied at a workshop. Any matter that appears likely to take more than thirty (30) minutes shall be discussed or studied at a workshop prior to official action of the City Commission, unless this requirement is waived by a majority vote. No official action of the City Commission shall be taken at a workshop.

(4) "District Public Forums" may be held by the City Commission on a quarterly basis, one to be held in each district of the City on a rotating basis. Notice of such meetings shall be posted no less than 14 days before each meeting. No official action shall be taken at these meetings.

RULE 2
QUORUM

A majority of the City Commission shall constitute a quorum; a smaller number may adjourn a meeting or recess a meeting to a time certain. No ordinance, resolution, or motion shall be adopted except by the affirmative vote of at least three members of the City Commission.

RULE 3
DUTIES AND RESPONSIBILITIES OF THE "CHAIR"

(1) The Mayor shall be the presiding officer of the City Commission, and shall be referred to as the "Chair" when sitting in that capacity. In case of the absence or the disability of the Mayor, the Vice Mayor shall assume the responsibilities of the presiding officer, and if both are absent or disabled, the Vice Mayor Pro Tem shall preside.

¹As used in these rules, "Commissioner" means any City Commissioner or the Mayor unless the context clearly indicates otherwise.

(2) The Chair shall preserve order. The Chair may call to order any member of the Commission and any member of the public who shall violate any of these rules or otherwise disrupt the orderly proceeding of the meeting. The Chair shall decide all questions of order subject to a majority vote on an appeal of the decision.

(3) The Chair shall recognize all Commissioners who seek the floor while entitled to do so.

(4) The Chair shall not make or second a motion.

RULE 4 ORDER OF BUSINESS

(1) The order of business for a regular meeting shall ordinarily be:

- A. Roll Call.
- B. Invocation.
- C. Pledge of Allegiance.
- D. Agenda — Additions/Deletions/Reordering.
- E. Presentations.
- F. Project Manager's Report.
- G. Unfinished Business.
- H. New Business.
- I. Consent Agenda.
- J. City Attorney's Report.
- K. City Manager's Report.
- L. Public Participation.
- M. Commission Liaison Reports and Comments.
- N. Adjournment.

(2) The order of business may be revised by a majority vote.

(3) Matters may be placed on the agenda by any Commissioner, the City Manager, or the City Attorney.

(4) Except for matters advertised for public hearing, any matter may be removed from an agenda by the person who placed it on the agenda or by a majority vote.

(5) When a matter comes before the Commission which directly affects one election district, the Commissioner from that district shall have the privilege of both expressing his or her views and making a motion on that matter first.

RULE 5 DEBATE OF MOTIONS; VOTING

(1) When debating or discussing a motion, a Commissioner shall address the Chair and await recognition before speaking. The Commissioner making a motion is entitled to the floor first for debate. No Commissioner is entitled to the floor a second time on the same motion as long as any other Commissioner who has not spoken on the issue desires the floor.

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(2) Motions and amendments can be withdrawn or modified by the maker at any time prior to the Chair's stating the question on the motion; after that time, the permission of the Commission majority must be obtained. The Chair cannot close debate as long as any member who has not exhausted his right to debate desires the floor.

(3) Except for matters for which a public hearing is being conducted, members of the audience may not participate in the debate on a motion as a matter of right, but may be permitted to speak upon opening of the floor for public comment by the Chair. When the floor is open for public comment, the time shall be limited to three minutes per speaker. During a public hearing, the applicant shall have ten minutes to make his or her presentation but the time may be extended to permit questioning of the applicant or the applicant's witnesses.

(4) A member of the audience who speaks to the City Commissioner may be questioned for additional information, but Commissioners shall not engage in debate with a member of the audience. Members of the audience may ask questions but may not compel a Commissioner, the City Manager, or the City Attorney to answer questions during a meeting.

(5) The Chair shall restate all motions before the vote is taken.

(6) A tie vote shall constitute a continuance of the item to the next regular meeting, but upon a tie vote on the same item at the next meeting, the item shall not be rescheduled except upon the request of the City Manager, the City Attorney, or a Commissioner.

(7) The failure of a motion stated in the negative shall not be deemed an affirmative action. For example, the failure of a motion to deny shall not constitute an approval.

RULE 6 NON-DEBATABLE MOTIONS

The following motions are not debatable:

To adjourn;
To lay on the table;
To take from the table;
To divide a question;
To close or re-open nominations;
To take a recess;
A point of information;
An appeal of a decision of the Chair;
The previous question.

RULE 7 RECONSIDERATION

Any member of the Commission who voted with the prevailing side may move to reconsider any action of the Commission provided that the motion be made at the same meeting at which the action was taken. If the action is one for which a public hearing is required, a motion to reconsider the action shall be in order prior to taking up the next item of business and shall be untimely if the motion is made later in the meeting. No motion to reconsider shall be made more than once on any subject or matter at the same meeting.

RULE 8 COMMISSION MINUTES

Copies of the minutes of the regular meetings shall be furnished, when possible, at least seven days prior to the next regular meeting. Such minutes shall stand confirmed at the regular meeting of the Commission without the reading thereof in open meeting unless some inaccuracy or error is pointed out by some member of the Commission present, and in such event, an appropriate correction shall be made. Upon request, the City Manager will cause the City Clerk to provide any Commissioner with copies of tapes or transcribed

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excerpts of tapes of City Commission meetings. No member shall suggest to the City Clerk any revision in minutes of meetings before the same shall have been submitted to the full Commission for approval, unless specifically requested by the Clerk to make clarification.

**RULE 9
ADOPTION OF ROBERT'S RULES OF ORDER**

Robert's Rules of Order, Newly Revised, are adopted as the rules of procedure of the City Commission, but such Rules shall not take precedence over any provision of Florida law, the City Charter, an ordinance or resolution of the City, or these rules, which shall govern in the event of conflict. A failure to comply with Robert's Rules of Order or these rules shall not affect the validity of any action taken by the City Commission.

**RULE 10
AMENDMENT OR WAIVER OF RULES**

These rules of procedure may be amended or waived by a majority vote, provided that no such amendment shall conflict with any applicable provision of Florida law, the City Charter, or an ordinance of the City.

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RESOLUTION NO. 16-88 OF THE CITY OF LAKE WORTH, FLORIDA, ESTABLISHING THE TIME AND PLACE FOR THE REGULAR CITY COMMISSION MEETINGS; ESTABLISHING RULES FOR THE CALLING OF SPECIAL MEETINGS AND WORKSHOPS OF THE CITY COMMISSION; CONFLICTING RESOLUTIONS REPEALED; EFFECTIVE DATE.

BE IT RESOLVED BY THE COMMISSION OF THE CITY OF LAKE WORTH, FLORIDA, that:

Section 1. Regular meetings of the City Commission shall be held on the first and third Monday of each month, in the Commission Meeting Room at City Hall, 7 North Dixie Highway, Lake Worth, Florida, at 5:00 o'clock P.M.

If a regular meeting date shall fall on a holiday, the meeting shall be held at the appropriate time in the Commission Meeting Room at City Hall on Tuesday immediately following the holiday.

Section 2. Special meetings of the City Commission may be fixed by the City Commission or may be called by the Mayor. Notice of special meetings shall be given to each Commissioner at least twenty-four (24) hours in advance whenever possible. If the Mayor or a member of the Commission is absent from the City or beyond reach of actual notice, such notice shall not be required and a special meeting may be convened. The Commission may act on any matter presented at the special meeting unless prohibited by the City Charter or by rules established by the City Commission. Special meetings shall be held in the Commission Meeting Room at City Hall, 7 North Dixie Highway, Lake Worth, Florida.

Section 3. Workshops of the City Commission may be fixed by the City Commission or called by the Mayor, and any matter may be discussed or studied at a workshop. Any matter that appears likely to take more than thirty (30) minutes shall be discussed or studied at a workshop prior to official action of the City Commission, unless this requirement is waived by majority vote. No official action of the City Commission shall be taken at a workshop.

Section 4. All resolutions in conflict herewith are hereby repealed.

Section 5. This Resolution shall take effect immediately upon its passage.

The passage of this Resolution was moved by Commissioner Coonerty, seconded by Commissioner Jones, and upon being put to a vote, the vote was as follows:

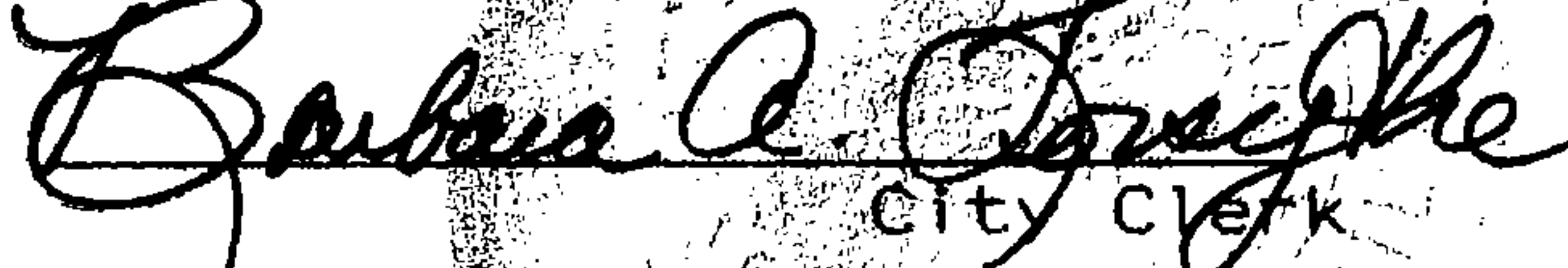
Mayor Ralph F. Schenck	<u>AYE</u>
Vice Mayor Charles Wright	<u>AYE</u>
Commissioner Jim Jones	<u>AYE</u>
Commissioner Michael Coonerty	<u>AYE</u>
Commissioner Roy D. Strohacker	<u>NAY</u>

The Mayor thereupon declared this Resolution duly passed and adopted this 4th day of April, 1988.

LAKE WORTH CITY COMMISSION

By:  Mayor

ATTEST:


City Clerk



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