



155 F Road Loxahatchee Groves, FL 33470

**TO:** Town Council of Town of Loxahatchee Groves

**FROM:** Francine L. Ramaglia, Town Manager

**DATE:** July 2, 2024

**SUBJECT:** Approval on *Resolution No. 2024-20* adopting revisions to the Town Council Rules of Order and Procedure

---

**Background:**

At several meetings and general discussion on the matter, the Town Council directed staff to amend the Rules of Procedure (Exhibit A) specifically section 7.3 as follows:

Persons desiring to speak on a topic shall submit a comment card to the Town Clerk. In the alternative, Public Comments may be sent in writing to the Town Clerk. Written Public Comments received by the Town Clerk by noon the day of the meeting will be made part of the record of the meeting. Written Public Comments received by the Town Clerk will not be read aloud during the meeting. Written Public Comments may be read aloud by another member of the public provided that any individual may only read written Public Comments for one (1) other person and the written Public Comments must be provided to the Town Clerk at the meeting to become part of the record of the meeting.

**Recommendation:**

Motion to approve *Resolution No. 2024-20* adopting revisions to the Town Council Rules of Order and Procedure.