

**TOWN OF LOXAHATCHEE GROVES  
RESOLUTION NO. 2024-19**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, RELATING TO PROCEDURES AND PUBLIC PARTICIPATION FOR MEETINGS OF TOWN BOARDS AND COMMITTEES; PROVIDING FOR SEVERABILITY, CONFLICT, AND AN EFFECTIVE DATE.**

**WHEREAS**, by Resolution No. 2015-18, the Town Council adopted uniform rules of order and procedure for the conduct business and public participation at Town board and committee meetings; and

**WHEREAS**, the Town Council has determined that the aforementioned rules of order and procedure should be revised to promote the orderly and efficient conduct of board and committee meetings; and

**WHEREAS**, the Town Council has determined that the rules of order and procedure adopted by Resolution No. 2015-18 should be revised and that Resolution No. 2015-18 should be repealed in its entirety and replaced with this Resolution.

**NOW, THEREFORE**, be it resolved by the Town Council of the Town of Loxahatchee Groves, Florida, as follows:

**Section 1.** The foregoing “WHEREAS” clauses are confirmed and ratified as being true and correct and are hereby made a specific part of this Resolution.

**Section 2.** All meetings of Town boards and committees shall be conducted in accordance with the following:

- A. All meetings or workshops shall be governed by the Rules of Procedure set forth herein, where applicable.
- B. Any board or committee member desiring to speak must be recognized by the Chair. If the Chair desires to participate in a discussion, he or she shall do so only when all members of the board or committee have spoken at least once (if so desired). No member of the board or committee shall

interrupt another member of the board or committee who has been recognized by the Chair and no member shall dominate the floor in excess of five (5) minutes without offering to yield to other members of the board or committee.

- C. The Chair shall not use that position to dominate debate or discussion, nor unreasonably cut short or prolong any debate, discussion or taking of any vote.
- D. Any matters not specifically addressed by this policy will be governed by Robert's Rules of Order to the extent possible.
- E. Except when abstaining from voting in accordance with Florida Statutes, each member who is present at a meeting must vote on each decision, ruling or other official act. A roll call vote may be had on any matter for which the Chair deems is appropriate; otherwise, all votes may be done by voice vote. For roll call votes, the order of each member vote will rotate after each roll call vote. The Chair shall announce the results after each vote.
- F. Public comments shall be placed on the agenda at the beginning of the meeting and at the end of the meeting. Public comments will also be entertained for each agenda item. Public Comment will be allowed prior to the vote on any item.
- G. Public comment is an opportunity for members of the public to make comment and shall not be a question/answer period conducted with the board or committee.
- H. Persons desiring to speak on an item shall submit a comment card to the board or committee clerk. Public comments made by a member of the public will be limited to one time per subject matter for a total of three minutes. Exceptions may be granted by the Chair.
- I. Public comments received in writing will be made part of the record of the meeting but shall not be read aloud.
- J. Each person addressing the board or committee shall step up to the podium and state his/her name and address in an audible tone of voice for the record. All public comments must be addressed to the board or committee as a body and not to individuals. Personal verbal attacks upon board or committee members, staff, and/or members of the public will not be tolerated.
- K. Each person addressing the board or committee should refrain from advocating the election or defeat of a candidate for public office, either

partisan or non-partisan: (1.) through the use of words, dates, signs, props and/or wearing apparel that convey a message of express advocacy for a person or group of persons; or (2) through comments that, when taken as a whole, can only be interpreted as advocating the election or defeat of one or more identified candidates.

- L. Any person making impertinent obscene, personally insulting, defamatory, or slanderous remarks, who is advocating the election or defeat of a candidate, or who becomes boisterous or disruptive while addressing the board or committee shall be barred by the Chair from speaking further, unless permission to continue or again address the board or committee is granted by a majority vote of the board or committee members present.

**Section 3.** If any clause, section, other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

**Section 4.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**Section 5.** This Resolution shall take effect upon its adoption.

Councilmember \_\_\_\_\_ offered the foregoing resolution. Councilmember \_\_\_\_\_ seconded the motion, and upon being put to a vote, the vote was as follows:

[Remainder of the page intentionally blank.]

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
ANITA KANE, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARG HERZOG, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHILLIS MANIGLIA, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAURA DANOWSKI, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERT SHORR, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THIS \_\_\_ DAY OF \_\_\_\_\_ 2024.**

TOWN OF LOXAHATCHEE GROVES,  
FLORIDA

ATTEST:

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor Anita Kane

\_\_\_\_\_  
Vice Mayor Marg Herzog

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Office of the Town Attorney

\_\_\_\_\_  
Councilmember Phillis Maniglia

\_\_\_\_\_  
Councilmember Laura Danowski

\_\_\_\_\_  
Councilmember Robert Shorr