



155 F Road Loxahatchee Groves, FL 33470

TO: Town Council of Town of Loxahatchee Groves

FROM: Town Attorney's Office

VIA: Francine L. Ramaglia, Town Manager

DATE: April 16, 2024

SUBJECT: Discussion and Direction on Rules of Procedure for Council Meetings and Boards and Committee Meetings

Background:

At its regular meeting on March 5, 2024, Town Council directed staff to bring back proposed changes to its Rules of Procedure. The Town's adopted Rules of Procedure are in Sections 2-22 and 2-23 of the Town's Code of Ordinances (adopted in 2008) and supplemented by the Town Council Rules of Order and Procedure that were adopted by Resolution No. 2019-65. Town Council also adopted Resolution No. 2015-18, which sets out the Rules of Procedure for Advisory Boards.

The proposed revisions to Sections 2-22 and 2-23 of the Code are presented in Ordinance format and include:

- Moving language related to special meetings from Section 2-23(l) to Section 2-22(c)
- Modifying Section 2-23(b) to acknowledge rules of procedure adopted by Resolution of Town Council
- Modifying Section 2-23(e) to allow the time of Town Council meetings to be set by Resolution of Town Council
- Modifying Section 2-23(g) to change "citizen requests" to "public comment" and provide for the rules related to public comment to be adopted by Resolution of Town Council
- Modifying Section 2-23(k) to clarify how the Code applies to advisory boards

The proposed revisions to Town Council's Rules of Order and Procedure are presented using strikethrough and underline where the struck-through language is proposed for deletion and the underlined language is proposed for addition and include:

- Modifying Rule 2 regarding the time of meetings, correcting the time meetings start, deleting inconsistent language regarding continuation of meetings, and adding language deleted from Section 2-23(e) of the Code regarding items not considered during a meeting due to time constraints



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- Modifying Rule 7 regarding public comment, requiring a comment card be submitted, stating that written comments will not be read into the record, adding a prohibition on politicking, a portion of paragraph 7.5 was moved to 7.7 to accommodate this addition
- Modifying Rule 16 regarding Council Member comments, allowing for official action to be taken upon consent of Council, adding a prohibition on politicking

The Rules of Procedure for Advisory Boards are amended to add a prohibition on politicking.

Recommendation:

Move that Town Council review the proposed revisions and give staff direction.