



## MEMORANDUM

TO: Hon. Mayor and Board of Commissioners  
VIA: Robin Gomez, City Manager  
FROM: Clara VanBlargan, City Clerk  
DATE: May 2, 2023  
RE: **Resolution 2023-05 – BOC Policy Handbook**

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### **Background:**

The Board of Commissioners discussed the BOC Policy Handbook and made changes at the April 26, 2023 BOC Workshop. The city attorney made the changes and prepared the document and resolution for adoption at the May 10, 2023 BOC Regular Meeting. Before adoption at the meeting, the Board is allowed to make additional changes to its handbook.

In accordance with the City Charter, Section 4.5, Rules of procedure; meetings, the Board of Commissioners must determine its own rules and order of business within 90 days following each election. Each commission member is asked to review the current BOC Policy Handbook, decide what changes you want made, and be prepared to discuss those changes at the BOC Workshop Meeting on April 26. The final document is scheduled for adoption by resolution at the BOC Regular Meeting on May 10.

Suppose the Board should change the meeting date for its regular and workshop meetings. In that case, the agenda packet publishing deadline will be changed to accommodate the new meeting date (publish at least 6 or 7 days before the scheduled meeting or sooner). The publishing deadline allows sufficient time for the Board of Commissioners to receive their agenda packet, review the packet materials, and to obtain additional information on the agenda items from the City Manager, City Clerk, City staff, or other entities, if necessary, to be more knowledgeable in preparation of the meeting and for voting purposes. In the past, the regular meeting was held at 6:00 p.m. on the second Tuesday of each month, and the workshop meeting was held at 2:00 p.m. on the fourth Tuesday of each month. More people seemed to attend a workshop meeting held earlier in the day. They were able to stay longer at the meeting to make comment on items important to them.

All changes to the BOC policy handbook are for the Board to make.

**City Charter, Section 4.5 Rules of procedure; quorum; meetings.**

- (A) *Meetings.* The Board of Commissioners shall meet regularly at such times and places as determined by the Board of Commissioners. The Board of Commissioners may schedule other regular meetings as it deems necessary in accordance with its established rules of procedure. Special meetings may be held at the call of the Mayor, by a majority of the Commission members, with no less than twenty-four (24) hours' notice in writing to each member and the public. Any such notice shall state the subject to be considered at the special meeting which shall be restricted to the items specified in the notice.
- (B) *Rules.* The Board of Commissioners shall determine its own rules and order of business, within 90 days following each election.
- (C) *Voting.* Unless otherwise expressly provided by this Charter, Ordinances, Resolutions, and other actions requiring a vote of the Board of Commissioners shall require three (3) affirmative votes for passage, and shall be by roll call vote upon request of any member of the Board of Commissioners. A super-majority vote of four members of the Board of Commissioners for any Planned Development Rezoning or Special Area Plan shall be required for approval. The City Clerk shall record all votes of all Commission members in the journal. A simple majority of the Board of Commissioners shall constitute a quorum, and a quorum shall be necessary to conduct the business of the Board of Commissioners.

(Ord. No. 1003, 12-9-03; Ord. No. 2018-09 , § 1, 8-20-2018; Ord. No. 2018-16 , § 1, 1-8-2019)

**Attachment(s):**

Resolution 2023-05

Exhibit A – BOC Policy Handbook

City Attorney Memorandum