

THE CITY OF CORAL GABLES

OFFICE OF THE CITY ATTORNEY

BIENNIAL 2015

BOARDS & COMMITTEES ETHICS SEMINAR



STANDARDS FOR BOARDS AND
COMMITTEES
CITY CODE

Friday, November 6, 2015

*CORAL GABLES WAR MEMORIAL AND YOUTH CENTER THEATRE
405 UNIVERSITY DRIVE, CORAL GABLES, FLORIDA*

I. Sec. 2-58. Application of article; definitions; standards for creation and review of boards generally.

A. *Established.* The boards and committees shown on the Boards and Committees Organizational Chart on file with the city clerk are established as they official boards and committees of the city.

B. *Application.* The provisions of this division shall apply to all appointive boards and committees of the city, except as otherwise provided in this Code.

C. *Definitions.* The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

1. *Board* means to include every agency, authority, advisory board, regulatory board, quasi judicial board, semiautonomous instrumentality, committee, council, task force or any other citizens' group created and funded in whole or in part by the city commission. The foregoing notwithstanding, this division shall not apply to citizen groups created for specific advisory purposes where such group's existence is limited to a period of less than one year, nor to the firefighters' and police officers' retirement trust. Except as otherwise provided herein, or in the city Charter, city boards and citizens' advisory groups shall only be created by action of the city commission, and only the city commission, as a body, shall appoint the members to such boards and groups.

2. *Resident* means a natural person who resides within the city for not less than six months in each calendar year.

D. *Authority to appoint.* The city commission may appoint boards to be composed of such number of citizens as the commission may deem expedient to act in an advisory capacity in conjunction with any one or more departments (see Charter section 88). The city commission may authorize the city manager to appoint a member to a board.

E. *Removal.* Board members may be removed at any time by a majority vote of the city commission.

F. *Confidentiality.* Except when exempt by state law, all information received by the city on board members is a public record. To the extent required by law, all persons having access to the home address and telephone number of board members shall be required to maintain the confidentiality of exempt information.

G. *More restrictive requirements.* That any requirements set forth in a resolution or ordinance creating an individual board which are more restrictive than the requirements herein shall remain in effect.

H. *Less restrictive requirements.* That the requirements herein shall supersede any less restrictive requirements set forth in a resolution or ordinance creating an individual board.

I. *Review to determine continuation of existing board.* The city commission may review a board to determine whether the board shall continue to exist, amend or change its purpose and requirement.

J. *Automatic trigger of review.* Failure of a board to have a quorum at two or more meetings of a board in a given quarter shall automatically trigger review by the city commission as provided under subsection (h) of this section.

II. Sec. 2-59. Qualifications and appointment of members.

A. *Manner of appointment.* Any person appointed to any board of the city shall be appointed by the city commission in the following manner:

1. The city clerk shall notify the city commission, in writing, of upcoming vacancies on the boards. The city clerk shall also post such vacancies over the city's TV station, and on the city's web page.

2. A meeting of the city commission shall be held in the month of May in odd-numbered years for the purpose of appointing members to all boards. Thereafter, during regular city commission meetings each month, appointments will be made by the city commission to fill vacancies. Members of boards shall file the questionnaire and conflict of interest form with the city clerk within 60 days of their appointment.

3. When a vacancy due to resignation, removal or death is filled, the appointment of a replacement member shall take effect on the date of appointment, except as may otherwise be provided by state law.

4. If a vacancy on any board that is subject to individual appointment by a member of the commission remains unfilled for more than 30 days, it may thereafter be filled by action of the commission as a whole.

B. Resident/nonresident members.

1. Qualified members who are not residents may be appointed to boards if it has been determined by the commission that the board is composed of such number of citizens as the commission deems expedient, pursuant to section 88 of the city Charter.

2. Unless otherwise specifically provided in the Charter or the Code, all members of city boards shall be permanent residents of the city, unless such requirement is waived by the city commission by a four-fifths vote of its membership.

C. *Member ceasing to be in compliance with eligibility requirements.* The city clerk shall inform the city commission whenever a board member has ceased to be in compliance with eligibility requirements for board membership and said board member shall be automatically removed from the board. The city clerk shall then inform the city commission in writing that the position has been declared vacant. Upon being advised by the city clerk of such circumstances, the city commission shall promptly fill the vacant position.

D. *Considerations for appointment.* In appointing board members, the city commission may consider technical, professional, financial, business or administrative expertise.

E. *Qualification as candidate for office deemed tender of resignation.* No member of any city board shall become a candidate for elective political office during his term. Should any member of a city board qualify as a candidate for elective political office, such qualification shall be deemed a tender of resignation from such board as of the date on which the member qualifies for elective political office.

F. *Membership limitation.* No board member shall serve on more than one permanent board at the same time.

G. *Compensation.* All members of boards shall serve without compensation. (See section 88 of city Charter.)

H. *Travel expenses.* Requests for travel expenses for attendance by board members at seminars, conferences and meetings shall be submitted for consideration during the budget review process. Unanticipated expenses may be approved by the city manager up to \$1,000.00.

I. *Pass policy.* Each board member shall be issued an identification card by the city clerk, which may be used at city recreation facilities during the appointed term only, as hereinafter set forth:

1. Biltmore/Granada Golf (greens fees only):
 - a) *Monday—Friday, no charge.*
 - b) *Saturday, Sunday and holidays, twilight fee before noon, no charge afternoon.*
2. Biltmore/Salvadore Tennis: Monday—Sunday including holidays, no charge
3. Venetian Pool: Monday—Sunday, no charge.

III. Sec. 2-60. Terms of members.

A. Unless otherwise specifically provided in the Charter or the Code, the terms of office of the members of each board shall be for two years or until the nominating commissioner leaves office, whichever occurs first. A board member shall serve until a successor has been selected and qualified. When the nominating commissioner leaves office, the board member's term shall expire. Vacancies on boards shall be filled by the nominating commissioner or city manager with confirmation by the city commission for the unexpired term. Upon approval of the city commission, board members shall continue to serve until their successors have been appointed and qualified.

B. No person shall serve more than eight consecutive years on any one board, and no person shall serve concurrently on more than one board unless the second board is an ad hoc board. This provision shall not apply to members of the code enforcement board, the construction regulation board or the retirement board. All board members whose terms exceed eight years shall fulfill the remainder of their term, upon approval by a four-fifths vote of the members of the city commission.

C. Except as provided above, once a person has served eight consecutive years on a board, that person shall not be eligible for reappointment to the same board for a length of time equal to one full term on the board.

D. The city commission may extend the terms of all board members whose terms exceed eight years to coincide with the remainder of the appointing commissioner's term in office, upon the approval of four-fifths vote of the members of the city commission.

IV. Sec. 2-61. Attendance by members at meetings; resignation of members.

A. *Excessive absences defined.* Except as may otherwise be provided by law, a member of any board may be removed by the city manager for excessive absences. The term "excessive absences" shall mean:

1. For a board that meets monthly on a regular basis, more than three unexcused absences in any consecutive 12-month period.

2. For a board which meets less often than monthly on a regular basis, more than three absences, excused or unexcused, in any consecutive 12-month period.

3. For a board meeting more often than monthly on a regular basis, more than five unexcused absences, in any consecutive 12-month period.

4. The provisions of this section shall not apply to those individuals who are members of city boards and who are:

a) *Reservists in the United States Armed Forces or members of the Florida National Guard, and have been ordered to active military duty for national, state, or homeland defense and due to such duty cannot attend board meetings; or*

b) *Employees of agencies whose services are considered essential for national, state, or homeland defense and due to such services cannot attend board meetings.*

B. *Automatic termination for excessive absence; exceptions.* Notwithstanding the foregoing, membership shall be automatically terminated for three absences in a two-year period, with exceptions being permitted for being out of town, due to illness, jury duty or absences approved by the board or committee ("excused absences"). The two-year period is calculated from the date when appointed by a commissioner following the city's general biennial election.

C. *Attendance records.* The staff liaison for each board shall be required to keep attendance records and to submit monthly reports within five days of each meeting to the city clerk setting forth both the excused and unexcused absences of each member of the board. The city clerk shall prepare a standard form to be used by all boards to report their member's attendance to their meetings.

D. *Resignation of members.* Members of boards may resign at any time. A member who resigns will not be eligible for appointment to the same board for a period of time equal to a full term of that board.

V. Sec. 2-62. Chairperson; bylaws.

A. *Rules of procedure.* The boards established by the city shall meet annually, but no later than August, for the purpose of electing one of their members as chairperson and vice-chairperson. Each board shall adopt rules and regulations to govern its proceedings, including rules and regulations governing attendance, and keep a record thereof. Each board shall adhere to Robert's Rules of Order, Newly Revised, to the extent that such rules do not conflict with this article, rules adopted by the board, or applicable state law.

B. *Quorum; exceptions.* Except for those boards whose creating resolution or ordinance provides otherwise, a quorum for all boards' meetings, shall consist of 50 percent plus one of the board's total membership. The decision of a majority of the board members present and voting at a meeting at which a quorum is present shall be the decision of the board.

C. *Oath requirement.* All board members shall be required to subscribe to an oath or affirmation to be filed in the office of the city clerk, swearing to support, protect and defend the Constitution and laws of the United States, and of the state, the Charter and all ordinances of the city and the county and in all respects faithfully discharge their duties.

D. *Open meetings.* All meetings by two or more members of a board shall be open to the public and conducted in accordance with the requirements of the Sunshine Law, as set forth in the Florida Statutes.

E. *Voting requirement.* No board members shall be permitted to abstain from voting, except when there is, or appears to be a possible conflict of interest, as defined in the Florida Statutes. All conflict of interest matters shall be filed and kept in the office of the city clerk.

F. *Financial disclosure requirement.* All board members shall be required to file financial disclosure, pursuant to state law and county law.

G. *Members transacting business with city.* The county Conflict of Interest and Code of Ethics Ordinance (hereinafter referred to as the "Conflict of Interest Ordinance") section 2-11.1 of the county code shall be applicable to members of commission-appointed boards and committees only and to the extent hereinafter provided. It is declared to be the intent of the commission, as expressed in this subsection, to provide that the conflict of interest ordinance shall not operate to preclude members of commission-appointed boards or committees from contracting with or serving on a commission-appointed board or committee on the basis of interests relating to the city when such interests do not conflict with the board or committee on which the affected person serves.

H. *Endorsing candidates, etc.* No city board shall endorse candidates for public office, or support a particular position on a public question scheduled to appear on an official governmental ballot, or poll candidates for public office as to their views, or engage in any other form of partisan political activity as a city board. Nothing contained in this subsection shall be deemed to prohibit any individual member of such a board from expressing a personal opinion on any candidate or issue or from participating in any political campaign during hours not serving or performing board functions, so long as such activities are not in conflict with other provisions of state, county, or city law. Should any member of any city board violate this section, in the opinion of the city commission, such violation shall be deemed a tender of resignation from the board.

I. *Fundraising; bank accounts.* No board may engage in fundraising activities or establish bank accounts without the express authority and subject to conditions as imposed by the city commission.

VI. Sec. 2-63. Staff members and other ex official members.

A. The city manager shall appoint a staff member to serve as a liaison with each of the boards established by the city commission. The city manager shall be responsible for appointing secretaries to boards and for providing other staff assistance, when necessary. It shall be the duty of the city manager to provide administrative support to the board, which shall include the services of an individual to keep minutes of meetings, maintain committee correspondence, post meetings notices, file reports and perform all other necessary support functions.

B. A board may request that the city commission approve an ex officio member of the board.

VII. Sec. 2-64. Creation of new boards.

A. Except for ad hoc or limited-term special purpose boards, all city boards created after September 1, 2003, shall be created only by ordinance. Such ordinance shall set forth the board's purpose, function, power, responsibility, jurisdiction, membership requirements and restrictions, terms and conditions of appointment to or removal from the board, and the specific staff support, if any, to be provided to the board. The ordinance shall also provide for a written report to the city commission.

B. After passage on first reading of an ordinance creating a new board and prior to the second reading of said ordinance, the city manager shall submit to the city commission a report setting forth the following information concerning the proposed new board:

1. For boards, whether the establishment of the board will create sufficient betterment to the community to justify the city commission's delegation of a portion of its authority.
2. Whether another board or agency, either public or private, which is already in existence, could serve the same purpose.
3. The costs, both direct and indirect, of establishing and maintaining the board.
4. Whether the board is necessary to enable the city to obtain state or federal grants or other financing.
5. For boards other than advisory boards, whether the board should have the final authority or whether its decision must be approved by the city commission.
6. Whether the creation of a new board is the best method of achieving the benefit desired.

C. The second reading shall be held no earlier than 15 days after passage on first reading of the ordinance creating said board.

VIII. Sec. 2-65. Notice to city clerk of board meetings.

All city boards shall provide the city clerk written notice of their meetings at least seven days prior to such meetings, except in the case of emergency meetings.

IX. Sec. 2-66. Annual report.

Commencing with the year 2004, each city board and committee shall report in the following manner: By October 1, 2005, and thereafter by October 1 of each subsequent year, its chairperson shall submit a report, approved by the board, to the city manager setting forth the following information concerning the board:

1. Whether the board is serving the purpose for which it was created.
2. A list of the board's major accomplishments.
3. Whether the ordinance creating the board should be amended to better enable the board to serve the purpose for which it was created.
4. Whether the board's membership requirements should be modified.
5. The cost, both direct and indirect, of maintaining the board.
6. A report on authorized fundraising, bank accounts and grant applications and approvals.

X. Section 2-67. Rules of Procedure

- These rules shall apply to the city commission, all boards and committees of the city.

A. Governing rules

- Methods of organization and the conduct of business of the commission shall be governed by Robert's Rule of Order.

- B. Open to the public
 - o Meetings are open to the public in accordance to Sunshine Law.
 - C. Exempt meetings
 - o Exception for meetings:
 - 1) Executive collective bargaining sessions (F.S. § 447.605(1))
 - 2) Meetings regarding risk management claims (F.S. § 768.28(15))
 - 3) Litigation meetings pursuant (F.S. § 286.011(8))
 - D. Seating capacity
 - o Limited seating in commission chambers to comply with fire code.
 - E. Accessibility
 - o All meetings will be conducted in a publicly accessible building.
 - F. Signs, placards, banners
 - o No signs or placards mounted on anything shall be allowed in city commission meetings.
 - G. Quorum
 - o Majority of the commission shall constitute a quorum.
 - o No ordinance, resolution, policy, or motion shall be adopted by the commission without the affirmative vote.
 - H. Conflict of interest
 - o Any member of the commission who announces a conflict of interest and decides to refrain from voting or participating in the proceedings shall be deemed present for the purpose of constituting a quorum.
 - I. Loss of quorum
 - o If a commissioner departs a commission meeting prior to adjournment, no further official action may be taken unless there is a quorum.
 - J. No quorum
 - o Once a quorum is lost the chair, vice-chair or the senior commissioner shall adjourn the meeting. Any action that was taken when there was a quorum shall be recorded by the clerk.
- XI. Section 2-68. Chairperson
- A. Chairperson is the mayor who presides at all meetings
 - 1. Chairperson's responsibilities include, but not solely limited to:
 - 1) Open the meeting at the appointed time ascertained that a quorum is present.
 - 2) Announce the business to come before the commission.
 - 3) Recognize all commissioners, city manager, city attorney and the city clerk who seek the floor under correct procedure. All questions and comments are to be directed and restated by the chairperson, as well as declaring all votes. The chairperson shall repeat every motion, state every question and announce the decision of the commission on all matters.

- 4) Preserve decorum and order. Any disruptive individual may be removed.
- 5) Call to order any member of the commission who violates any of these procedures and subject to a majority vote on a motion to appeal.
- 6) Expedite business in every way compatible with the rights of the members.
- 7) Remain objective. For the chairperson to make a motion, the gavel must be relinquished. The gavel shall be relinquished in the following order:
 - a. To the vice-mayor
 - b. To the other commissioners based upon seniority

The “Rule Against Chairperson’s Participation in Debate” states that the chairperson who relinquishes the gavel should not return to the chair until the pending main question has been disposed of.

- B. Vice-chairperson
- In the absence of the chairperson, the vice-chairperson shall perform the duties and functions of the chairperson until the chairperson’s return to the city.

XII. Section 2-69. Order of business

- A. Official agenda
- There shall be an official agenda for every meeting of the commission.
- B. Agenda form; availability; support information
- The agenda shall be prepared by the city manager. City manager shall make a copy of the agenda before the meeting. Absent an emergency, agenda items shall be available no later than three calendar days before the regular meeting. If support information is not available, the agenda item shall be removed from the agenda and considered at a later meeting. Consistent with the timeframe requirements the following shall be posted on the intranet with its distribution:
 - 1) The supplemental agenda
 - 2) City clerk’s report and annotation to the agenda immediately after its release by the city clerk, subsequent to the city commission meeting to which it applies.
- C. Agenda format for regular meeting
- The agenda format shall be in the form as set below:
 1. Call to Order, Invocation and Pledge of Allegiance
 2. Presentations and proclamations
 3. Approval of minutes
 4. Consent agenda
 5. Personal appearances
 6. Scheduled public hearings
 7. City commission items
 8. Boards and committee items
 9. City manager items

10. City attorney items
 11. City clerk items
 12. General discussion – commissioners
 13. Adjournment
- D. Consent agenda
- On the portion of the agenda designated as “Consent”, all items may be voted on with one motion. However, anyone may withdraw an item if approved by the chairperson and it will be voted on individually.
- E. Personal appearances
- 1) Any citizen shall be scheduled on the agenda of a meeting for presentation to be considered by the commission, following the city manager’s investigation and review of the citizen’s issue.
 - 2) No citizen shall be entitled as a matter of right to address the city commission on any matter appearing on the agenda, which is not scheduled as a personal appearance.
- F. Scheduled public hearing
- Public hearing shall be held as required to receive public comments on matters of special importance. Public hearings shall be heard no earlier than 9:00 am. Time designation is intended that an item will not be addressed prior to the listed time. Individual speakers adhere to a three-minute time limit when speaking. The chairperson had the discretion to either extend or reduce time limits.
- G. Discussion items by commissioners
- Assignments shall be given to the city manager, city attorney or city clerk with the express approval of the majority of the commission. Commission shall take no policy action without an agenda item unless such is accomplished by a unanimous vote.
- H. Departure from order of business
- Any departure from the order of business shall be made only upon determination of the chairperson or a majority vote of the members present at the meeting.
- I. Placing items on agenda
- Any member of the commission, the city manager, the city attorney, or the city clerk may place an item on the agenda.
- J. Additions, deletions, or corrections to agenda
- Deletions or corrections to the agenda is considered by the commission and adopted by the passage of a single motion.
 - Non-agenda matters are confined to items that are informational only.
 - “Add On’ agenda items should be considered by the commission
 - The city manager and city attorney should be consulted in advance
 - If approved by the city manager agenda item shall be placed on the agenda and should be modified and reprinted for redistribution.

- City website should be updated to reflect new agenda
- For extreme emergency, special meeting may be called.

K. Announcing agenda items

- Chairperson shall announce each item on the agenda

XIII. Section 2-70. Parliamentarian

- 1) City attorney shall act as parliamentarian and shall advise and assist the chairperson in matters of parliamentary law. In the absence of a rule of procedure the parliamentarian shall refer to Robert's Rules of Order, Revised, on all rulings.

XIV. Section 2-71. Rules of debate

A. Decorum

- 1) Every commissioner desiring to speak should address the chairperson, upon recognition should confine discussion to the question under debate.
- 2) Member once recognized should not be interrupted when speaking unless said member is being called to order. Member should then cease speaking.
- 3) Member shall be deemed to have yielded the floor when finished speaking.

B. Motions

- 1) A motion and a second to the motion are to precede any action on an agenda unless there are speakers to be heard.
- 2) All motions shall be made and seconded before debate.
- 3) When motion is presented and seconded, it is under consideration and on other motion shall be received thereafter, except to:
 - Adjourn
 - To lay on the table
 - To postpone
 - To substitute
 - To amend until the question is decided
- 4) Any commissioner may move to close debate which shall be non-debatable. A successful vote on the motion to close debate will end discussion of the item. Commissioner moving the adoption shall have the privilege of closing the debate.
- 5) If the chairperson wishes to put forth or second a motion, the chairperson shall relinquish the gavel to the vice-chairperson until the main motion has been disposed.
- 6) Following motions are not debatable:
 - To adjourn
 - To lay on the table
 - To take from the table
 - To call the question

C. Motions to amend

- Amendment to a motion must be germane. An Amendment may not introduce an independent question or may not serve as the equivalent of rejecting the original motion. A commissioner may amend the main motion in the following ways:
 - 1) By consent of the members
 - 2) Formal amendment

XV. Section 2-72. Voting

A. Roll call vote

- All votes shall be taken by voice.
 - 1) Roll call vote
 - Method of voting where clerk calls each commissioner's name in alphabetical order.
 - 2) Unanimous consent vote
 - The opposition feels that discussing or voting on the issue is useless and therefore decides to keep silent and accepting the results.
 - 3) Voice vote
 - All the vote are the same. Majority adopts the main motion.
 - 4) Tie vote
 - Occurs when 50 percent votes in favor and 50 percent votes against. The parliamentary effect is said that the motion is lost. If tie vote, the ordinance will be carried over to the next meeting.

B. Tabulating the Vote

- The chairperson shall tabulate the votes and announce the results.

C. Voting

- Every member of the commission who was in the chambers when the question was put must give a vote, unless the member publicly stated that they are abstaining from voting. If a commissioner declines to vote, the silence shall be counted as a "yea" vote.

D. Absent for vote; changing vote

- Any commissioner momentarily absent for vote on a particular item may record a vote and any commissioner may change a vote before the next item is called.

E. Reconsideration of vote previously taken

- A motion to reconsider can be made by any member on the prevailing side, at anytime during the commission meeting, and as late as the following commission meeting.

F. Voting Conflict

- No commissioner shall vote on a matter when the commissioner has a voting conflict of interest.

- A commissioner abstaining from voting due to a conflict shall announce the conflict prior to discussion on the matter.
 - Within 15 days the commissioner shall file with the clerk a form 8B, which describes the nature of the interest in the matter.
- G. Majority vote; extraordinary majority vote; tie vote
- Any motion, policy, ordinance or resolution shall require the affirmative vote of at least the majority of the members of the commission who are present and eligible to vote.
 - If an extraordinary majority vote is required this shall require the affirmative vote of an extraordinary majority of the members of the commission who are eligible to vote.
 - In the case of a tie in votes on any proposal, the proposal fails.
- XVI. Section 2-73. Citizen input: Addressing the city commission
- A. Citizen input
- The commission protects the right of all citizens to express opinions on the operation of city government and encourage citizen participation in the local government process
- B. Citizen input on a matter pending before the commission
- Any person who addresses the commission on an agenda item pending before the commission may complete a citizen's input card if requested by the chairperson, and submit it to the receptionist or to the chairperson.
- C. Public input at workshops
- Time shall be allotted at the beginning of commission workshops for public comments.
 - Each person who addresses the commission shall complete a citizen's input card.
 - The remarks of each speaker shall be limited to no more than three minutes.
- D. Addressing the commission
- Prior to addressing the commission, the person shall complete the request to speak reference card and place same back into cardholder whereupon, following the closure of said commission meeting, the city clerk shall collect all cards.
 - a) When the person's is called, the person shall step up to the speaker's lectern and give the following information in an audible tone of voice for the minutes:
 1. Name
 2. Place of residence or business address
 3. The person shall state whether they speak for a group or a third party, if they represent an organization, whether their view expressed represents a policy or position approved by the organization, and whether they are being compensated as well.

- b) All remarks shall be addressed to the commission as a body and not to a member
- c) No person, other than a member of the commission, and the person who has the floor, may enter into discussion without permission of the chairperson.
- d) Speakers should make comments concise and to the point, and present any data or evidence for consideration to the city commission. No person may speak more than once on the same subject unless granted by the chairperson.

E. Decorum

1) Order must be preserved

- o No person shall delay or interrupt the proceedings or the peace of the commission, or disturb anyone who has the floor.
- o No person shall refuse to obey the orders of the chairperson or the commission.
- o Any person making irrelevant, impertinent, or slanderous remarks while addressing the commission shall not be considered orderly.
- o Any person who becomes disorderly shall be cautioned by the chairperson and given the opportunity to conclude remarks on the subject in a decorous manner.
- o Any person failing to comply as cautioned shall be barred from making any additional comments during the meeting by the chairperson, unless permission to continue is granted by the majority of the commission members present.

2) If the chairperson or the commission declares an individual out of order they will be requested to relinquish the podium

- o If they do not do so, the individual is subject to removal from the commission chambers or other meeting rooms and may be arrested.

3) Any person who becomes disruptive or interferes with the orderly business of the commission may be removed from the commission chambers.

XVII. Section 2-74. Adjournment

- No meeting of the city commission should be permitted to continue beyond 9:00pm without the approval of the majority of the commission
 - o New time limit must be established before taking a commission vote to extend meeting
- If meeting has not been closed or continued by commission vote prior to 10:00p,
 - o Motion shall be made that the items not acted on are to be continued at 9:00am the following day

- Unless state law requires hearing at a different time or the commission determines other wise
- The parliamentary effect of the continuous verses a deferral shall result in no additional advertising needed.