

## **RESOLUTION NO. 19-27**

A RESOLUTION OF THE CITY OF CLEARWATER,  
FLORIDA, AMENDING COUNCIL RULES; PROVIDING AN  
EFFECTIVE DATE.

WHEREAS, the Council desires to amend the rules to revise Order of Business  
and Rules of Conduct; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
OF CLEARWATER, FLORIDA:

Section 1. Rule 6, Council Rules is amended as follows:

### **ORDER OF BUSINESS**

(1) The order of business for a regular meeting shall ordinarily be:

A. Invocation

B. Pledge

C. Special recognitions and presentations (Proclamations, service awards, or  
other special recognitions. Presentations by government agencies or groups  
providing formal updates to Council will be limited to ten minutes.)

D. Minutes of previous meetings

E. Citizens to be heard regarding items not on agenda. Each person who  
wishes to address the Council shall complete a comment card and submit the card to  
the City Clerk (right-hand side of dais) before the speaker will be permitted to speak (if  
the speaker has just arrived or decided to speak, the Chair may allow the card to be  
filled out after speaking). Individuals will limit their comments to a maximum of three  
minutes. The speaker's microphone may be turned off after that time.

F. Consent Agenda

G. Public hearings (not before 6:00 p.m.)

Legislative and administrative matters:

1. Presentation of issues by City staff.
2. Statement of case by applicant or representative (5 minutes).
3. Council questions.
4. Comments in support and comments in opposition. See  
subsection (3) below regarding time limitations for speakers.
5. Council questions.
6. Final rebuttal by applicant or representative (5 minutes).
7. Council motion to determine disposition.

Quasi-judicial Hearings:

1. Staff states its recommendation and briefly summarizes its reasons for the recommendation and submits record (minutes, staff report, and application) adduced before the Community Development Board (2 minutes).
2. Applicant presents case, including its testimony and exhibits. (15 minutes).
3. Staff presents further evidence. (10 minutes).
4. Public comment. See subsection (3) below regarding time limitations for speakers.
5. City Council discussion.
6. Applicant may call witnesses in rebuttal (5 minutes).
7. Conclusion by applicant (3 minutes).
8. Decision.

Second Reading of Ordinances

1. Public comment. See subsection (3) below regarding time limitations for speakers.

All time limits may be extended upon request, and upon approval of request by majority of City Council.

- H. City Manager reports.
- I. City Attorney reports.
- J. Council Discussion Items (work session only)
- K. Other Council action (if agendaed from work session)
- L. Closing comments by Councilmembers (limited to 3 minutes)
- M. Closing comments by Mayor.

The order of business for a worksession meeting shall ordinarily be:

- a. Presentations
- b. Departmental Review of upcoming Council Agenda items
- c. City Manager Verbal Reports
- d. City Attorney Verbal Reports
- e. Council Discussion Items (agenda via City Manager)
- f. New business (items not on the agenda may be brought up asking they be scheduled for subsequent meetings or work sessions in accordance with Rule 1 Paragraph (2))

(2) **Motion process for agenda items with Ordinances or Resolutions:** agenda items will be presented by staff followed by questions by Council, public input, a motion

and second on the agenda item, discussion/comments by Council, vote, a motion and second on the ordinance or resolution, discussion/comments by Council, and vote.

**Motion process for other agenda items:** agenda items will be presented by staff, questions by Council, public input, a motion and second on the agenda item, discussion/comments by Council, and vote.

(3) Public comments in support or opposition of items before the Council shall be limited to a total of 60 minutes, which can be extended upon Council approval. ~~Unless otherwise specified, p~~Persons speaking before the City Council shall submit a completed comment card before the speaker will be permitted to speak (if the speaker has just arrived or decided to speak, the Chair may allow the card to be filled out after speaking) and be limited to three minutes per speaker. The speaker's microphone may be turned off after that time. Representatives of a group may speak for three minutes plus an additional minute for each person in the audience that waives their right to speak, up to a maximum of ten minutes. A comment card will be provided to document the request for additional time and those agreeing to waive their right to speak. No person shall speak more than once on the same subject at the same meeting unless granted permission by the City Council. When time limits are set for speakers, unused time cannot be passed from one speaker to another. Extensions of time limits can be given if approved by the Chair.

Section 2. Rule 15, Council Rules is amended as follows:

## **RULES OF CONDUCT**

At all times, the Council, staff and public shall conduct themselves in a respectful and civil manner. The Chair shall rule out of order any person whose actions, in the Chair's determination, disrupts the meeting. Examples of disruptive actions include, but are not limited to: 1) repeatedly interrupting a speaker or Council member when not recognized; 2) shouting and talking in a manner that prevents a speaker or Council member from being heard or that otherwise hinders the progress of the meeting; 3) refusing to leave the podium once the allotted time to speak has expired; 4) blocking paths for emergency exit from the meeting room, engaging in any conduct that prevents a member of the audience from seeing or hearing Council members during a meeting, standing on chairs or tables within the meeting room; 5) exhibition of signs or graphic displays of any kind, except in connection with a presentation made to the Council by a speaker at the podium; 6) approaching the dais without permission; 7) threats of violence; or 8) engaging in conduct that is a criminal offense. ~~is making obscene, profane, impertinent, irrelevant, immaterial, inflammatory statements or inciting violence or fighting.~~ The determination of the Chair or a majority of the Council shall be final on such matters. ~~No member of the audience shall, during a Council Meeting, make or cause to be made any audible or disruptive sound or noise. Signs or graphic displays of any kind shall not be displayed in Council chambers, except in connection with a presentation made to the Council by a speaker at the podium.~~ All persons shall at all times conduct themselves in accordance with these rules and failing such shall be removed from the Council Chambers. In the event of such removal such person shall

not thereafter be readmitted to the Council Chambers during the same meeting. The Chair may recess the meeting, if deemed necessary, in order to restore order.

Section 3. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
George N. Cretekos  
Mayor

Approved as to form:

Attest:

\_\_\_\_\_  
Pamela K. Akin  
City Attorney

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Rosemarie Call  
City Clerk