

RESOLUTION NO. 06-13

**A RESOLUTION OF THE CITY COMMISSION OF
THE CITY OF WINTER GARDEN, FLORIDA,
ADOPTING POLICY NO. 06-01 PROVIDING FOR
PROCEDURES RELATING TO PUBLIC INPUT AND
ADDRESSING THE CITY COMMISSION.**

WHEREAS, the City Commission recognizes the importance of protecting the right of its citizens and taxpayers to express their opinions on the operation of City government and encourages their participation in the local government process; and

WHEREAS, the City Commission also recognizes that there is a significant governmental interest in conducting orderly, efficient meetings of public bodies; and

WHEREAS, written rules of procedures providing for public participation best assure an atmosphere conducive to said efficiency; now, therefore,

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WINTER GARDEN, FLORIDA, that Policy No. 06-01 attached hereto as Exhibit "A" is hereby adopted by the City of Winter Garden, Florida.

PASSED AND RESOLVED this 8th day of June, 2006, by the City Commission of the City of Winter Garden, Florida.

APPROVED:

/S/
Jack Quesinberry, Mayor/Commissioner

ATTEST:

/S/
KATHY GOLDEN, City Clerk

EXHIBIT "A"

CITY OF WINTER GARDEN, FLORIDA POLICY NO. 06-01

It shall be the policy of the City Commission of the City of Winter Garden, Florida, that the procedures herein shall govern all official meetings of the City Commission and that the members of the City Commission, City staff, and the public shall adhere to these rules, to wit:

Section 1. PUBLIC INPUT.

- a. **Citizen Input.** The City Commission recognizes the importance of protecting the right of its citizens and taxpayers to express their opinions on the operation of City government and encourage citizen participation in the local government process. The City Commission also recognizes the necessity for conducting orderly and efficient meetings in order to complete City business in a timely and proper manner.
- b. **Presiding Officer.** The presiding officer of the City Commission shall be the Mayor, or in the Mayor's absence, the Mayor Pro Tem. The presiding officer shall preserve order and decorum at all regular and special meetings of the City Commission and shall have the authority to regulate irrelevant debate, repetitious discussion and disruptive behavior at a public meeting. The presiding officer shall decide all questions of order and decorum, subject, however, to an appeal of said decision forthwith by a member of the City Commission, in which event a majority vote of the City Commission shall govern and conclusively determine such question of order or decorum.
- c. **Disruptions.** It shall be prohibited for any person to disturb or interrupt any meeting of the City Commission or otherwise fail to comport with the rules of decorum herein. The use of obscene or profane language, physical violence or the threat thereof, or other loud and boisterous behavior which the presiding officer or a majority of the City Commission shall determine is intended as a disruption of the meeting and a failure to comply with any lawful decision or order of the presiding officer or of a majority of the City Commission shall constitute a disturbance.
- d. **Decorum.** In order to conduct orderly and efficient meetings of the City Commission order must be preserved. Out of respect for all speakers, no unruly behavior such as applause, audible conversations, booing, harassing remarks or other audience participation during or at the conclusion of anyone's presentation will be tolerated. The City Commission is not allowed to consider such material and it intimidates and takes time away from other speakers. No person shall, by speech or

otherwise, delay or interrupt the proceedings or the peace of the City Commission, or disturb any person having the floor. Persons making irrelevant, impertinent, or slanderous remarks or who becomes boisterous while addressing the City Commission shall not be considered orderly or decorous and be subject to removal. Any person who becomes disorderly, disruptive, interferes with the orderly business of the City Commission, is out of order, or who fails to confine remarks to the identified subject or business at hand may be cautioned by the presiding officer and (if such person is at the lectern) given the opportunity to conclude remarks on the subject in a decorous manner and within the designated time limit. Any person failing to comply as cautioned may be required to relinquish the podium, barred from making any additional comments during the meeting or ordered to be removed from the meeting room by the presiding officer.

Section 2. ADDRESSING THE CITY COMMISSION

a. Generally.

- i. Each person desiring to address the City Commission on a public hearing agenda item pending before the City Commission shall legibly complete a citizen's input form and submit the form to the City Clerk or designee.
- ii. When the person's name is called or the person is recognized by the presiding officer, the person shall step up to the speaker's lectern and shall give their name and place of residence or business address in an audible tone of voice for the minutes.
- iii. All remarks shall be addressed to the City Commission as a body and not to any one member thereof.
- iv. No person, other than a member of the City Commission, and the person having the floor, may be permitted to enter into any discussion, either directly, or through a member of the City Commission, without the permission of the presiding officer. No question shall be asked a City Commissioner except through the presiding officer.
- v. Speakers should make their comments concise and to the point, and present any data or evidence they wish the City Commission to consider. Any written information to be distributed should be submitted in not less than eight (8) copies. No person may speak more than once on the same subject unless specifically granted permission by the presiding officer.
- vi. Each person shall limit his address to three (3) minutes, unless such time is enlarged or contracted by the presiding officer or by majority vote of the City Commission.

b. Non-Agenda Inquiries

- i. At regularly scheduled City Commission meetings, the City Commission shall provide a comment period for citizens and taxpayers of the City to speak on non-agenda items. This public comment period is denoted on the agenda as “Matters From Citizens.” The remarks of each speaker shall be limited to three (3) minutes, unless such time is enlarged or contracted by the presiding officer or by majority vote of the City Commission.
- ii. The purpose of the public comment portion of the meeting is to receive citizen input pertaining to matters over which the City Commission has jurisdiction or control. This period of time is for comments and not for questions directed to the City Commission or staff for immediate answer. Questions directed to the City Commission may be referred to staff to be answered within a reasonable period of time following the date of the meeting.