

RULES OF PROCEDURE CITY COMMISSION CITY OF PANAMA CITY, FLORIDA

It is the intent of the rules of procedure to provide for the smooth and orderly functioning of the business of the Commission. The following is established as the "Rules of Procedure" for Regular, Special, Emergency, and Workshop Meetings of the City Commission until the rules are modified by the City Commission.

Regular, Special Meetings and Workshop Meetings

Regular meetings of the City Commission are held on the second and fourth Tuesdays of each month in the Bay County Commission Meeting Room located in the Bay County Government Complex, 840 West 11th Street, Panama City, Florida 32401. The City Commission meetings start at 8:00 A.M. The start times or day may be adjusted to comply with state statutes and by majority vote of the Commission.

Special City Commission meetings are called as needed. Section 2-25 of the City Code provides that the Mayor, City Manager, or three members of the City Commission can call a Special City Commission meeting with twelve hours written notice.

The purpose of a workshop meeting is to allow staff and consultants to make presentations to the City Commission. If no vote is to be taken by the City Commission, then public comment will be at the discretion of the Mayor or the presiding officer of the meeting. If a vote is to be taken, then public comment will be limited to three (3) minutes for each person speaking unless the Commission, by a unanimous vote, wishes to extend the time limit. Workshop meetings are noticed as Special Meetings and official action may be taken on any of the items discussed at the workshop meeting, and any of the noticed items of official business that requires immediate consideration and decision by the Commission.

Mayor Presiding Officer, Duties

The Mayor shall preside at all meetings of the City Commission. In the absence of the Mayor the Mayor-Pro Tempore shall preside. The presiding officer shall preserve order and decorum at all meetings of the Commission. A majority vote of the members present shall govern and conclusively determine all questions of order not otherwise covered. The Mayor can vote on all questions, the Mayor's name being called last when a roll call is requested.

Parliamentarian

The City Attorney shall act as parliamentarian and shall advise the presiding officer in matters of parliamentary law.

Agenda

There shall be an official agenda for every meeting of the City Commission, which shall determine the order of business conducted at the meeting.

A portion of the agenda may be designated as a consent agenda, and all items contained therein may be voted on with one motion; except that any Commissioner may withdraw an item from the consent agenda, and it shall be voted on individually.

Any departure from the order of business set forth in the official agenda shall be made only upon a two-thirds vote of the members of the City Commission present at the meeting.

Additions, deletions, or corrections to the agenda may be considered by the City Commission and adopted by a two-thirds vote of the members of the City Commission present at the meeting.

The agenda shall be prepared by the City Clerk.

Citizen's Input: Addressing City Commission, Manner, Time.

When a person wishing to speak to the City Commission is recognized by the Mayor, the person shall step up to the speaker's podium and shall give their name and address in an audible tone of voice for the meeting record.

All remarks shall be limited to no more than three (3) minutes unless the City Commission extends the time by a unanimous vote of the City Commissioners present at the meeting. No person, other than members of the City Commission and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the City Commission, without the unanimous consent of the members of the City Commission members present at the meeting. The City Clerk will serve as the timekeeper.

No person who has addressed the City Commission during any given Citizens Input on an agenda item shall be allowed to make additional comments on that same agenda item unless the City Commission grants unanimous consent for that Citizen to make additional comments on that item. A Citizen may make comments on any number of items on the agenda, but is limited to one three (3) minute comment per agenda item unless the City Commission, by unanimous consent grants an exception to this rule.

For those matters in which citizen's input is heard by the City Commission, the Mayor shall close the citizen's input portion of the meeting upon the conclusion of the last speaker's comments. No additional citizen's input shall be allowed, except in specific response to questions by members of the City Commission, or if an extension of time for public comment is approved by the City Commission.

Applicants and persons that are entitled to a quasi-judicial or due process hearing (such as hearings on the revocation of licenses or permits or applications for land use or zoning changes) will not be limited to the three (3) minutes above but will be allotted a reasonable time as determined by the Mayor in consultation with the City Attorney. Separate procedural rules may be adopted for quasi-judicial or due process hearings.

Rules of Civility

Displays of anger, rudeness, ridicule, impatience, lack of respect, slanderous remarks and personal attacks detract from the open exchange of ideas, prevent fair discussion of the issues, and can discourage participation in government.

Civility can assist in reaching consensus on diverse issues and allow for mutually respectful ongoing relationships. The Mayor and Commissioners of the City of Panama City call upon all residents, employees and elected officials to exercise civility toward each other.

Any person exhibiting uncivil behavior or who becomes boisterous while addressing the City Commission shall be barred from making any additional comments during the meeting by the presiding officer.

Any person who becomes disruptive or interferes with the business of the City Commission may be removed from the audience for the remainder of the meeting.

Voting

Voting. Unless otherwise provided by law, ordinance or statute, when the City Commission has finished discussion and is ready to vote a question, the presiding officer shall call for the vote and there shall be no further discussion by any member voting. Each member shall vote yea or nay, and silence shall be considered a "yea" vote. When a matter is brought up for a vote on a motion to approve it and said motion fails, the status quo ante shall be maintained, and the matter shall be considered denied. Such a vote shall not preclude a subsequent motion at the same meeting to approve with modifications to the motion.

Roll call. Upon the start of any roll call vote, there shall be no further discussion by any member of the City Commission prior to voting, and each City Commissioner shall vote yea or nay.

Rules of Debate

As to the Mayor. The Mayor may make or second any motion after relinquishing the Chair. The Mayor shall not resume the Chair until after the Commission has acted upon the matter under consideration.

Getting the floor, improper references to be avoided. Every City Commission member desiring to speak for any purpose shall address the Mayor and, upon recognition, shall confine discussion to the question under debate.

Interruption. A City Commission member once recognized shall not be interrupted when speaking unless it is to call that member to order. If a City Commission member while speaking is called to order, the member shall cease speaking until the question of order is determined by the Mayor: and, if in order, the member shall be permitted to proceed. Any City Commission member may appeal the Mayor's decision to the City Commission for a final decision on a question of order, whereupon without additional debate the Mayor shall submit the City Commission the question, "Shall the decision of the Mayor be sustained?" and the City Commission shall decide the question by a majority vote of those present at the meeting.

Privilege of closing debate. Any City Commission member may move to close debate and call the question on the motion being considered which shall be non-debatable. By request of a City Commissioner, members of the City Commission shall be polled to decide whether debate may be reopened.

Guidelines for effective Powerpoint and Video presentations. Any presentation in an electronic format must be provided via email or flash drive to the City Clerk's office 5 business days in advance of the meeting in which you wish to present at. This allows staff time to load and test the presentation. To insure a good presentation, we recommend the following:

- Presentations must be submitted in PowerPoint format (pptx or ppt).
- The file will be checked for security or content.
- Any file found to be compromised or corrupted will not be presented.
- Any content in the opinion of the City Clerk that is considered vulgar or profane will not be presented.
- The presentation is part of the 3 minutes allowed for public comment.
- Follow presentation best practices for color contrast and formatting.
- Do not include embedded internet links or videos.