



City of North Port

City Commission Policy – Commission Meeting Schedules, Notices, and Agendas

Policy No. 2021-05

Adopted by: Resolution No. 2021-R-08

Adopted Date: April 27, 2021

Amended by: Resolution Nos. 2022-R-11; 2023-R-15

Amendment Date: March 14, 2023

I. STATEMENT OF POLICY

This policy is intended to provide a consistent and standardized practice for City Commission meeting schedules, notices, and agendas.

II. POLICY AND PROCEDURES

- A. Meeting Schedules. Prior to January 1 of each year, the City Commission shall adopt an ordinance establishing the schedule and location of regular meetings and workshops for the calendar year.¹
- B. Meeting Notices.
 1. Location. The City Clerk shall post meeting notices on the bulletin board in City Hall and on the internet in a location accessible from the City's website.
 2. Timing. The City Clerk shall post meeting notices:²
 - a. For regular meetings and workshops, at least 48 hours in advance;
 - b. For special meetings, at least 24 hours in advance; and
 - c. For emergency meetings, a reasonable amount of time in advance, considering the circumstances.
- C. Meeting Agendas. Meeting agendas must include all items for Commission action at the meeting.
 1. Agenda Preparation.
 - a. Inclusion of Items.
 - 1) The City Manager is responsible for preparation of the agenda.

¹ See Section 6.01 of the City Charter.

² See Section 286.011, Florida Statutes.

- 2) Requests for inclusion of on any item must be submitted in writing to the City Manager or designee for review. Requests should include the nature of the item, a statement of requested action, and background documentation.
 - 3) Individual Commissioners may submit agenda items for inclusion to the City Manager and/or the City Clerk.
 - 4) The City Manager shall advise the City Clerk as to which items are to be included on an agenda no later than Monday of the week before the meeting.
- b. Drafting. The City Clerk is responsible for drafting the agenda.
 - c. Amendments. Any proposed additions or corrections to a posted agenda must be submitted through the City Manager and City Clerk for consideration and publication. Absent a bona fide emergency and/or time sensitivity, the agenda may not be amended less than 24 hours prior to the meeting.
 - d. Scriveners' errors.
 - 1) Agenda item. Except as provided in subsection (d)(2) below, any individual Commissioner's proposed correction of a scriveners' error on an agenda item for a posted agenda must be submitted to the City Manager for consideration.
 - 2) Quasi-Judicial item. Any individual Commissioner's proposed correction of a scriveners' errors on a quasi-judicial agenda item for a posted agenda must be presented for discussion at the public hearing.
2. Order of Business for Regular Meeting Agendas. Items on the City Commission's regular meeting agendas are to be organized as follows:
 - a. Call to order/roll call
 - b. Invocation (optional)
 - c. Pledge of allegiance
 - d. Approval of agenda
 - e. Announcements by City Clerk
 - f. Public comment (other than quasi-judicial)
 - g. Consent agenda
 - h. Presentations
 - i. Public hearings
 - j. General business items

- k. Public comment (other than quasi-judicial)
 - l. Commissioner reports
 - m. Charter officer reports
 - n. Adjournment
3. Agenda Categories.
- a. Approval of Agenda. The Commission may, by majority vote, rearrange items on the agenda to conduct business more expeditiously.
 - b. Public Comment.
 - 1) All meetings of the City Commission will be open to the public, except as provided by law. The public may provide comment in accordance with state law.
 - 2) Commission Policy No. 2020-04 addresses public comment in more detail.
 - 3) Commission Policy No. 2021-03 sets forth rules of decorum.
 - c. Consent Agenda.
 - 1) Content. Consent agenda items include noncontroversial and ministerial matters that may be fully explained by supporting documentation and do not require discussion by the City Commission.
 - 2) Removal of Item from Consent Agenda. A Commissioner may request removal of an item from the consent agenda to discuss, question, or register a vote against an item.
 - i. To request removal of an item from the consent agenda, a Commissioner must notify the City Manager or designee by email no later than noon the day before the meeting. If the request is submitted timely, the City Manager shall announce at the meeting that the item has been removed from the consent agenda.
 - ii. Any item removed from the consent agenda will be considered as a separate item for discussion and voting.
 - 3) Vote. The consent agenda is voted on with a single vote to approve the consent agenda in its entirety, excluding any removed item(s).
 - d. Public Hearings (Other than Quasi-Judicial).
 - 1) State law requires the City Commission to conduct public hearings on certain items, such as ordinances. The purpose of public hearings is to receive input from the public regarding the item.

- 2) Because an ordinance must be read during at least two public hearings, every effort should be made for the reading of an ordinance to occur during one evening meeting and one day meeting.
- 3) This section does not apply to quasi-judicial items. Public hearings on quasi-judicial items will be conducted in accordance with Chapter 2, Article III of the Code of the City of North Port, Florida.
- 4) Public hearings shall be conducted in the following manner:
 - i. The presiding officer reads the description of the agenda item to be considered and opens the public hearing.
 - ii. The City Clerk reads, as applicable:
 - a. The entire ordinance at first reading, unless the Commission unanimously votes to read by title only;³
 - b. The ordinance title at second reading;⁴
 - c. The resolution title;⁵ or
 - d. The petition title.
 - iii. The presiding officer calls upon the charter officer responsible for the item.
 - iv. Petitioner makes a presentation, if applicable.
 - v. Staff makes a presentation, if applicable.
 - vi. The presiding officer inquires whether there are any questions for the presenters.
 - vii. The presiding officer calls for public comment. If applicable, the petitioner may rebut any public comment or staff comments.
 - viii. If there are no further questions, the presiding officer closes the public hearing and requests a motion.
 - ix. The Commission debates the motion.
 - x. If during deliberation, a question arises which the Commission desires to ask, it shall vote to reopen the public hearing, then pose the question and allow either staff or the petitioner or both the opportunity to respond to the question posed, prior to closing the public hearing again and resuming deliberations.

³ See Section 7.01 of the City Charter; Section 166.041, Florida Statutes.

⁴ See Section 7.01 of the City Charter; Section 166.041, Florida Statutes.

⁵ See Section 7.06 of the City Charter; Section 166.041, Florida Statutes.

- xi. After debate concludes, the presiding officer restates the motion before a vote is taken. The presiding officer announces the vote. Until the vote is announced, a Commissioner has a right to change his or her vote.
- e. Presentations. Presentations will be limited to fifteen (15) minutes.
- f. General Business. General business items may require staff input and City Commission discussion.
- g. Commissioner Communications. Commissioners may provide informational reports and communications that do not require Commission action.
- h. Charter Officer Reports. Charter officers may provide informational reports and communications that do not require Commission action.

III. COMMISSION TEAM BUILDING RETREATS

The City Commission may host an annual Commission Retreat to enhance effective team building, address internal conflict, develop positive operating practices, and similar topics. Commission Retreats shall be public meetings subject to the requirements in Florida Statutes Section 286.011.

- A. Meeting Notices.
 - 1. Location. The City Clerk shall post retreat notices on the bulletin board in City Hall and on the internet in a location accessible from the City's website.
 - 2. Timing. The City Clerk shall post retreat notices at least 24 hours in advance.
- B. Attendees. The City Commission, City Manager, City Attorney, City Clerk, and any other person the City Manager deems necessary, shall attend the retreat.
- C. Formal Action. The City Commission shall not take any official action during a retreat.

IV. STRATEGIC PLANNING WORKSHOPS

The City Commission may host an annual strategic planning workshop to review accomplishments, progress towards strategic objectives, and to provide focus for the year ahead. Strategic planning workshops shall be public meetings subject to the requirements in Florida Statutes Section 286.011.

- A. Workshop Notices.
 - 1. Location. The City Clerk shall post strategic planning workshop notices on the bulletin board in City Hall and on the internet in a location accessible from the City's website.
 - 2. Timing. The City Clerk shall post strategic planning workshop notices at least 24 hours in advance.

V. SUSPENSION OF POLICY

The City Commission may, by majority vote, temporarily suspend any provision of this policy not governed by state law, the City Charter, or the Code of the City of North Port, Florida.