

Quasi-Judicial Procedure Flowchart

Code of the City of North Port, Florida § 2-83

Introduction

- Chair calls and introduces case
- All witnesses and public hearing participants take an oath

Ex Parte Disclosures

- Disclose subject of communications, investigations, site visits
- Disclose identity of person/group with whom communication took place

Presentations

- Order: (1) Applicant; (2) city staff; (3) aggrieved or adversely affected person
- Time limit: 20 minutes

Rebuttal

- Order: (1) Applicant; (2) city staff; (3) aggrieved or adversely affected person
- <u>Time limit:</u> 5 minutes
- Rebuttal testimony and evidence, cross-examination, impeachment

Public Comment

- <u>Speakers</u> any person who did not speak during presentations and rebuttals may speak after taking an oath
- <u>Time limits</u> may be extended by vote if all speakers are allowed the same time

Questions

The presider and quasi-judicial body may ask questions of any party, witness, or person providing public comment

Closing Argument

- Order: (1) Aggrieved or adversely affected person; (2) city staff; (3) applicant
- Time limit: 5 minutes

Action by the Quasi-Judicial Body

- At conclusion of presentation of evidence and testimony, the public hearing will be closed
- Presider shall entertain any motions
- Quasi-judicial body shall proceed to deliberate and vote on motions
- Quasi-judicial body must make a determination based upon competent, substantial evidence