

CHAPTER 7
Section 4

MEETING RULES AND ORDER¹

AGENDAS

7.4.1 PREPARATION

The city manager and city clerk shall prepare agendas for all formal and informal meetings.

7.4.2 SUBMISSION OF ITEMS

All reports, communications, ordinances, resolutions, contract documents or other matters to be considered at a Council meeting must be delivered to the city manager within the time frame determined by him/her. The office of the city clerk shall arrange an agenda list, with all attachments, that will be submitted to the council, by Friday, the week before the meeting.

7.4.3 PLACING AN ITEM ON THE AGENDA (COUNCILMEMBER)

A. Any councilmember may request that a proposed ordinance be placed on a future agenda during a regular Council meeting. The ordinance will be scheduled on the future agenda as requested, and the councilmember's name shall be placed at the end of the item.

B. If the proposed ordinance is not placed on a regular Council meeting within (time frame as determined by Council), the councilmember shall present the request to Council as outlined in 7.4.3(A) above.

7.4.4 PLACING AN ITEM ON THE AGENDA (THE PUBLIC)

- A. A member of the public may request an item be placed on a future agenda:
1. During public comments at a meeting and upon consensus of council;
 2. By contacting a councilmember who then shall follow the procedure outlined in 7.4.3 above.

>>7.4.5 AGENDA CONTENTS

A. Description of Matters. All items of business to be discussed at a meeting of the city council shall be briefly described in the agenda. The description should set forth as clearly as practical a description of the item and the proposed action to be considered so that members of the public will know the nature of the action under review and consideration.

¹ The following rules are established by council pursuant to section 3.082, Palm Bay City Charter and section 286.0114(5), Florida Statutes (2015).

B. Availability of the Agenda to the Public. The agenda for any regular or special meeting shall be made available to the general public as soon as it is practical after delivery to the councilmembers.

C. Limitation to Act on Only Items on the Agenda. No action shall be taken by the councilmembers on any item not on the agenda at least 48 hours prior to the meeting, subject only to the exceptions listed below:

1. Upon a majority determination that an "emergency situation" (as defined by State Law) exists; or
2. Upon a determination by a majority vote of the city council that there is a need to take immediate action and that the need to take the action came to the attention of the city officials subsequent to posting of the agenda.<<

7.4.6 MODIFICATION OF AGENDA

A. The city council, by a majority vote or general consent of its members, may modify the agenda at a meeting by:

1. Adding an additional item per the request of a councilmember or the city manager;
 - a. In such event, an individual who wishes to address the city council with respect to the new agenda item shall be afforded a reasonable opportunity to do so in accordance with the procedures for public comments on agenda items.
2. Proposing the rearranging of agenda items.
3. Removing an agenda item per the request of a councilmember or the city manager.

7.4.7 DISTRIBUTION

The agenda shall be provided to the news media and posted on the city hall bulletin board. The agenda will also be placed on the Internet. A reasonable number of extra copies of the agenda will be available for the public.

Agendas will be mailed to individuals who provide the office of the city clerk with an adequate number of self-addressed stamped envelopes.

Adopted: April 5, 2001
Revised: RCM 2016-07; 03-07-16