

RESOLUTION 2016-18

A RESOLUTION OF THE CITY OF MADEIRA BEACH, FLORIDA AMENDING THE CITY OF MADEIRA BEACH BOARD OF COMMISSIONERS POLICY HANDBOOK TO AMEND ARTICLE III (RULES OF PROCEDURE FOR BOARD OF COMMISSIONER MEETINGS), SECTION I (POLICY), ITEM D (ORDER OF BUSINESS); AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it is the intent of the City of Madeira beach, Florida to provide a Board of Commissioners Policy Handbook to identify the City’s current rules and procedures; and

WHEREAS, City Administration has recommended amending the Policy Handbook to revise certain portions, as well as restate the remaining portions of the Policy Handbook.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA:

Section 1. That the City of Madeira Beach Board of Commissioners Policy Handbook shall be restated and/or amended in accordance with “Exhibit A” attached hereto.

Section 2. That Exhibit “A” of Resolution 2016-18 displays the amended “City of Madeira Beach Board of Commissioners Policy Handbook”.

Section 3. That a copy of Resolution 2016-18 and the Policy Handbook be provided to all of the Board of Commissioner members and administrative employees of the City.

Section 4. That this resolution become effective immediately upon its adoption.

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INTRODUCED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA, THIS 10TH DAY OF MAY, 2016.



Travis Palladeno, MAYOR

ATTEST:



Aimee Servedio, CITY CLERK



Exhibit A

Board of Commissioners Policy Handbook

Revised through Resolution 2016-18

Office of the City Clerk
5/10/2016





BOARD OF COMMISSIONERS POLICY HANDBOOK

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ARTICLE I

OFFICIAL COMMUNICATIONS AND REPRESENTATION OF THE CITY PROTOCOL

The City Charter provides information on the roles and responsibilities of the Board of Commissioners, the Mayor and the Vice-Mayor. Until now, what has not been written in the City Charter are Communication Guidelines for the City's elected officials. These guidelines are designed to describe the protocol for various official communications and representations on behalf of the City of Madeira Beach.

I. OVERVIEW OF ROLES & RESPONSIBILITIES

A resource that is helpful in defining the roles and responsibilities of elected officials can be found in the City Charter as well as established past practices.

A. MAYOR (City Charter, Section 4.3)

- Acts as the official head of the City for all ceremonial purposes
- Presides at meetings of the Board of Commissioners
- Recognized as spokesperson for the City
- Selects substitute for City representation when Mayor cannot attend
- Signs documents on behalf of the City
- Serves as official delegate of the City to various agencies and organizations and other events and conferences as designated by the Board of Commissioners
- May issue Proclamations and award the key to the City.

B. VICE-MAYOR (City Charter, Section 4.4)

- Appointed by the Board of Commissioners
- Performs the duties of the Mayor if the Mayor is absent or disabled
- Chairs or attends meetings at the request of the Mayor
- Represents the City at ceremonial functions at the request of the Mayor

C. BOARD OF COMMISSIONERS (City Charter, Article IV)

All members of the Board of Commissioners, including the Mayor and Vice-Mayor, have equal votes. No Commissioner has more authority than any other Commissioner. Each Commissioner shall fully participate in Commission meetings and may represent the City at ceremonial and/or formal functions at the request of the Mayor or Board of Commissioners.

II. GUIDELINES RELATED TO COMMISSION COMMUNICATIONS



A. CEREMONIAL EVENTS (City Charter, Section 4.3, Board of Commissioners)

Requests for City representative(s) at ceremonial events will be handled by the City Clerk. The Mayor generally serves as the designated City representative. If the Mayor is unavailable, the City Clerk will determine if event organizers would like another representative from the Board of Commissioners to attend. If yes, then the Vice-Mayor will be asked. If the Vice-Mayor is unavailable, the Mayor will arrange for another Commissioner to serve as representative.

Invitations received at City Hall are presumed to be for official City representation. Invitations addressed to Commission members at their homes are presumed to be unofficial; personal invitations.

B. OFFICIAL CORRESPONDENCE

Each Commissioner may prepare and send correspondence under their signature on City letterhead. However, before sending correspondence, Commissioners shall check with the City Manager or the City Clerk to see if an official City response has already been sent or is in progress.

No written commitment or position shall be made by any individual member of the Board of Commissioners on behalf of the City without first having obtained a majority direction from the Board of Commissioners. A copy of all correspondence shall be given to the City Clerk to be filed as part of the public record and placed on the Master Board.

All official and legal correspondence of the City, including contracts, agreements and ordinances, shall be signed by the Mayor or as otherwise provided within the correspondence. In the absence of the Mayor, the Vice-Mayor shall sign on behalf of the City. (City Charter, Section 4.3)

Correspondence addressed by title, regardless of the name shall be delivered to the individual currently serving in that capacity on the Board of Commissioners. If a title is not used and the individual is not serving on the Board of Commissioners, the City Clerk shall deliver the mail to the Mayor or to the Commissioner for the district to which it is intended.

C. PUBLIC COMMUNICATIONS

The Board of Commissioners will endeavor to inform and interact with the public in meaningful ways that convey accurate information, consistent with the following guidelines:

Make no promises on behalf of the Board of Commissioners

Commissioners are frequently asked to explain a Board of Commissioners action or to give their opinion about an issue as they meet and talk with constituents in the community.

It is appropriate to give a brief overview of a Board of Commissioners decision or City policy and to refer to City staff for further information.



It is inappropriate to overtly or implicitly promise Commission action, or to promise City staff will do something specific (i.e., fix a pothole, void a parking ticket, plant new flowers in the median, etc.).

Make no personal comments about other Commissioners

It is acceptable to publicly disagree about an issue, but one should refrain from making derogatory comments about other Commissioners, their opinions and actions.

III. COMMISSION CONDUCT WITH CITY STAFF

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff, who implements and administers the Commission's policies. Therefore, every effort shall be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

1. Do not get involved in administrative functions. (City Charter, Section 4.6c)

Commissioners shall not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

2. Check with City staff on correspondence before taking action.

Oftentimes the City Manager or City Clerk will be aware of a response already provided on behalf of the City that can be useful to the Board of Commissioners in understanding the status of projects, complaints and other inquiries.

3. Do not attend meetings with City staff unless requested by staff.

Even if the Commissioner does not say anything, his/her presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

4. Limit requests for staff support.

Routine secretarial support will be provided to the Board of Commissioners by the City Clerk's Office. All mail for the Mayor is opened by the City Clerk. Mail for other Commissioners is placed unopened in their mailbox unless other arrangements are requested by a Commissioner. Mail addressed to the Mayor that may need immediate response or action may be reviewed first by the City Manager who notes suggested action and/or follow-up items.

Requests for staff support - even in high priority or emergency situations -- shall be made to the City Manager who is responsible for allocating City resources in order to maintain a professional, well-run City government.

5. Do not solicit political support from staff.



Commissioners shall not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities shall be done away from the workplace. City staff in uniform shall not be asked to pose with candidates for office nor shall City equipment be used in political advertisements.

IV. COMMISSIONER CONDUCT WITH THE PUBLIC

A. IN PUBLIC MEETINGS

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect shall be evident on the part of individual Commissioners toward an individual participating in a public forum. Every effort shall be made to be fair and impartial in listening to public testimony.

B. IN UNOFFICIAL SETTINGS

Commissioners are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City. Honesty and respect for the dignity of each individual shall be reflected in every word and action taken by Commissioners, 24 hours a day, seven days a week. It is a serious and continuous responsibility. Commissioners shall keep in mind that to the public they are first and foremost an elected official and that distinction makes the Commissioner different from other residents, electors or citizens. Commissioners shall guard against the impression or reality of misinterpretation or misuse of their position.

C. IN OFFICIAL FORMS OF MEDIA

Communication through media is an integral part of any governmental agency. All forms of media (television, newsletter, web site, etc.) play an important role in getting messages out to our community. The Board of Commissioners recognize a responsibility to make available accurate information to the public in a timely manner; understanding that people form opinions about the City based on what they read, hear and see. The objective of the City's media communications is to ensure public opinions are formed upon the basis of accurate information. To that purpose, the Board of Commissioners has established multiple media for proactively communicating with the community.

1. Newsletter

The City publishes a newsletter, The Wave, four times per year for the benefit and purpose of conveying City news, events and project status reports to the community. The newsletter is direct mailed to residential addresses and delivered to condominiums throughout the City. The information conveyed and published in The Wave is prepared in part upon the basis of the time of year, i.e. fall issue will include budgetary information for the new fiscal year and summer issue will include hurricane preparedness information. Because of the limited number of issues published and the lead time required to prepare



and edit the features, the information is generally presented for accomplishments and upcoming events.

2. Website

The City maintains a website, www.madeirabeachfl.gov, for the benefit of residents and visitors. The website is intended to provide access to City contact information, services, requests for bids and proposals, general announcements and meeting notices, agendas and results as well as maps, among other features. The website also provides a means for the public to access published reports, such as the Certified Annual Financial Report, the Annual Budget and the State of the City Address without coming to City Hall or paying for public records. These reports are generally too lengthy for publication in The Wave or through the government access channel. While the information at the City's website can be accessed in "real time," it is maintained by City staff on a time available basis and updated as frequently as possible to remain current and accurate.

3. Government Access Channel

The City maintains a government access channel – Madeira Beach TV (MB-TV) through the local cable television franchise provider for the benefit of residents and visitors. MB-TV is available within the corporate limits of Madeira Beach and is programmed from City Hall. The MB-TV channel is used to broadcast and re-air Board of Commissioners Meetings, both regular and workshop, Planning Commission, Special Magistrate and other City meetings on a routine and special basis. This service provides residents and interested persons with a first-hand account of the City's conduct of business.

V. COMMISSION CONDUCT WITH OTHER PUBLIC AGENCIES

1. Be clear about representing the city or personal interests.

If a Commissioner appears before another governmental agency or organization to give a statement on an issue, the Commissioner shall clearly state:

- If his or her statement reflects personal opinion or is the official stance of the City;
- Whether this is the majority or minority opinion of the Board of Commissioners.

If the Commissioner is representing the City in an official or liaison capacity, the Commissioner should speak or state the official City position on an issue, not a personal viewpoint. If the Commissioner is representing another organization whose position is different from the City, the Commissioner shall withdraw from voting on the issue if it significantly impacts or is detrimental to the City's interest. Commissioners shall be clear about which organizations they represent and inform the Board of Commissioners of their involvement.

2. Correspondence shall be equally clear about representation.

City letterhead may be used when a Commissioner is representing the City and the City's official position. A copy of official correspondence shall be given to the City Clerk to be filed



in the Clerk's Office as part of the permanent public record and placed on the Master Board. It is best that City letterhead not be used for correspondence of Commissioners representing a personal point of view, or a dissenting point of view from an official Board of Commissioners position. However, shall Commissioners use City letterhead to express a personal opinion, the official City position shall be stated clearly so the reader understands the difference between the official City position and the viewpoint of a Commissioner.

VI. COMMISSION CONDUCT WITH BOARDS AND COMMITTEES

The City has established various Boards and Committees as a means of gathering more community input. Citizens who serve on Boards and Committees become more involved in government and serve as advisors to the Board of Commissioners. They are a valuable resource to the City's leadership and shall be treated with appreciation and respect.

1. If attending a Board or Committee meeting, be careful to avoid influencing the Board or Committee's consideration or prejudicing the Board of Commissioners eventual consideration.

Commissioners may attend any Board or Committee meeting, which are always open to any member of the public. However, they shall be sensitive to the way in which their presence may be viewed as unfairly affecting the process, especially when Commissioners attend as a formal liaison on behalf of the Board of Commissioners. Commissioners shall remember that attendance at a quasi-judicial hearing before a board may place him/her in a position to be asked to recuse him/herself when the matter is brought to the Board of Commissioners.

Any public comments by a Commissioner at a Board or Committee meeting shall be clearly made as individual opinion and not a representation of the Board of Commissioners. Boards and Committees are appointed to provide independent recommendations to the Board of Commissioners. Suggesting a course of action or recommendation the board or a member shall make, circumvents the purpose and intent of the system.

2. Limit contact with Board and Committee members to questions of clarification.

It is inappropriate for a Commissioner to contact a Board or Committee member to lobby on behalf of an individual, business, or developer or to suggest or recommend an action be taken. Boards and Committees members are appointed to develop independent recommendations, not the recommendations that may be desired by an individual Commissioner.

Remember that Boards and Committees are appointed by the Board of Commissioners to serve the community, not individual Commissioners.

The Board of Commissioners appoints individuals to serve on Boards and Committees, and it is the responsibility of Boards and Committees to follow policy established by the Board of Commissioners. Board and Committee members do not report to individual Commissioners, nor shall Commissioners feel they have the power or right to threaten Board and Committee members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Committee shall be based on such criteria as expertise, ability to work with staff



and the public and commitment to fulfilling official duties. A Board or Committee appointment shall not be used as a political "reward."

3. Be respectful of diverse opinions.

A primary role of Boards and Committees is to represent many points of view in the community and to provide the Board of Commissioners with advice based on a full spectrum of concerns and perspectives. Commissioners may have a closer working relationship with some individuals serving on Boards and Committees, but shall be fair and respectful of all citizens serving on Boards and Committees.

4. Keep political support away from public forums.

Board and Committee members may offer political support to a Commissioner, but not in a public forum while conducting official duties. Conversely, Commissioners may support Board and Committee members who are running for office, but not in an official forum in their capacity as a Commissioner.

5. Inappropriate behavior can lead to removal.

Inappropriate behavior by a Board or Committee member shall be governed pursuant to the City Charter and Code of Ordinances.

VII. COMMISSION CONTACT WITH THE MEDIA

Commissioners are frequently contacted by the media for background, quotes and interviews. Whenever possible, Commissioners, as the City's policy makers, shall be the first contact with the media. The City Manager is also a frequent contact and shall manage the staff's contact and communications with the media. Following are the Board of Commissioners general policies for conduct with the media.

1. Legal Issues.

Media inquiries relating to any existing or potential liability or suit against the City shall immediately be referred to the City Attorney. In the absence of the City Attorney, the City Manager may respond or direct the media to special counsel contacts on legal issues.

2. Use a designated spokesperson for the City's position on controversial issues.

When sensitive or controversial issues arise, it is essential that a central focal point for information be established. The City Manager may be designated for such contact. The City can best ensure a clear and consistent message by limiting involvement to a designated or limited number of contacts.

3. In the absence of designation, Commissioners shall be clear for the record.

If an individual Commissioner is contacted by the media, the Commissioner shall be clear about whether their comments represent the official City position or a personal viewpoint. Commissioners are urged to avoid instigative or preemptive contact directly with the media



or through others for purposes espousing a position contrary to that of the majority of the Board of Commissioners or in the absence of an official position by the City.

4. GUIDELINES FOR MEDIA CONTACTS:

What to Say:

Make sure the information released is factual, accurate, timely and consistent. Strive to provide full and honest disclosure within legal limits. Choose words carefully and cautiously to avoid being taken out of context.

VIII. AMENDMENTS

This policy shall be adopted by resolution and reviewed annually following each regular municipal election as part of the City of Madeira Beach Board of Commissioners Policy Handbook. The policy may be amended or new provisions made by a majority vote of all members of the Commission. Each year following the regular election, any modifications previously made by motion will be formalized in the Policy Handbook Resolution.



ARTICLE II

COMMUNITY RECOGNITION AWARDS POLICY

This policy is intended to establish guidelines to direct the Board of Commissioners in the selection and presentation of community recognition awards for individuals, property and business owners whose contributions have enriched the Madeira Beach community.

I. POLICY

The Madeira Beach Board of Commissioners finds that recognition of community and civic contributions will be acknowledged through the following categories:

A. THE JIM BLACK VOLUNTEER OF THE YEAR AWARD

The Jim Black Volunteer of the Year Award is the City of Madeira Beach's primary mechanism for recognizing outstanding community contribution. The Volunteer of the Year Award shall be presented on an annual basis to a City resident who has made significant contributions to the betterment of the City. Nominations are made at-large by the Commissioners. Nominations are typically considered at a workshop meeting with a formal notification and presentation scheduled for a regular Board of Commissioners Meeting.

II. AMENDMENTS

This policy shall be adopted by resolution and reviewed annually following each regular municipal election as part of the City of Madeira Beach Board of Commissioners Policy Handbook. The policy may be amended or new provisions made by a majority vote of all members of the Commission. Each year following the regular election, any modifications previously made by motion will be formalized in the resolution.



ARTICLE III.

RULES OF PROCEDURE FOR BOARD OF COMMISSIONER MEETINGS

Pursuant to the Madeira Beach City Charter, Section 4.5, the Board of Commissioners (Commission) shall determine its own rules and order of business, by resolution, at the Board of Commissioners' first regular meeting following each election. The rules of procedure are provided consistent with the Madeira Beach City Charter and The Florida Municipal Officials' Manual.

I. POLICY

A. GENERAL RULES

- 1. Meetings to be Public.** All meetings of the Commission shall be open to the public, except for such meetings as are exempt by general law.
- 2. Quorum.** A simple majority of the members of the Commission shall, free of voting conflict, constitute a quorum and be necessary to conduct business. If a quorum is not present, those in attendance will be named and they shall adjourn.
- 3. Minutes of Proceedings.** Minutes of the meetings of the Commission shall be kept by the City Clerk, except for such meetings as are exempt by general law.
- 4. Voting.** Ordinances, resolutions and other action requiring a vote of the Commission shall require three (3) affirmative votes for passage and shall be by roll call vote recorded by the City Clerk.

In the event one or more members are absent and any motion for a final decision fails to achieve the affirmative vote of three (3) Commissioners, and no further action by the Board of Commissioners to achieve three (3) affirmative votes can be obtained, then such ordinance, resolution or other action shall be automatically continued to the next regularly scheduled meeting or a special meeting scheduled for that purpose. No ordinance, resolution or other action shall be automatically continued more than once.

- 5. City Manager.** The City Manager is expected to attend the meetings of the Commission and shall have the right to take part in all discussions.
- 6. City Attorney.** The City Attorney or his assistant is expected to attend the meetings of the Commission and provide guidance and opinions on questions of law.
- 7. City Clerk.** The City Clerk or her designee shall attend the meetings of the Commission, record all votes and keep the official minutes of the proceedings.
- 8. Administrative Staff.** The Administrative staff shall attend meetings and workshops when required.
- 9. Rules of Order.** Robert's Rules of Order Newly Revised 11th Edition shall be the rules of order; in addition to the rules of procedure stated in this policy handbook.



B. TYPES OF MEETINGS

1. **Regular Meetings.** The Commission shall meet in the City Hall Auditorium or another designated place within the City boundaries, for regular meetings. Regular Meetings shall commence at 6:00 p.m. or as amended from time to time, on the second Tuesday of each month, or as otherwise determined by the City Manager.

An agenda setting meeting is to begin at 5:45 p.m. for the sole purpose of setting the Workshop Agenda for the Workshop to be held on the fourth Tuesday of the month.

2. **Special Meetings.** Special meetings may be called by the Mayor or by a majority of the Commission with no less than twenty-four (24) hours' notice in writing to each member and the public. Special Meetings may also be called and noticed in a manner similar to regular meetings for special or specific purposes where formal action of the Commission may be necessary or desirable. Special Meeting notices shall encompass a minimum of one non-holiday weekday.
3. **Workshop Meetings.** The Commission may meet in the City Hall Auditorium for Workshop Meetings. Workshop Meetings shall commence at 2:00 p.m. on the fourth Tuesday of each month, or as otherwise determined by the City Manager. Workshop Meetings are not formal legislative sessions, but rather to allow the Commission to informally discuss topics and gain a better understanding of topics prior to formal consideration. In order to allow some understanding of the status of discussion of items, unofficial "straw votes" may be taken or a consensus ascertained to determine an appropriate next step, but such votes or consensus are not binding on the Commission.

C. PRESIDING OFFICER AND DUTIES

1. **Presiding Officer.** The Mayor, if present, shall preside at all meetings of the Commission. In the absence of the Mayor, the Vice Mayor shall preside. In the absence of both the Mayor and the Vice-Mayor, the meeting shall be called to order by the City Clerk for the purpose of electing a temporary presiding officer.
2. **Parliamentarian.** The City Attorney shall act as the Commission's parliamentarian by advising the Mayor regarding matters of procedure.
3. **Preservation of Order.** The Presiding Officer shall preserve order and decorum; prevent attacks on personalities or the impugning of members' or motives, and confine members in debate to the question under discussion.
4. **Points of Order.** The Presiding Officer shall determine all points of order, subject to the right of any Commission member to appeal to the Commission. If any appeal is taken, the question shall be, "Shall the decision of the presiding officer be sustained?" A majority of the Commission sitting and eligible to vote is required to reverse the ruling of the Presiding Officer. Points of order shall not be entertained from the audience.



5. **Recognition of Speakers.** The Presiding Officer shall recognize speakers from the public in keeping with the procedures established herein, but shall do so in a way that remains constructive without being repetitive. In instances where large contingencies are represented, the Presiding Officer may ask for a limited number of representatives to represent the overall sentiments of the group. However, in no instance shall anyone be precluded from addressing the Commission.

The Presiding Officer shall allow an opportunity for Commissioners to comment on items once there is a motion, but shall not solicit comment from each member on every item, but rather shall recognize those Commissioners wishing to speak.

D. ORDER OF BUSINESS

1. **Order of Business.** The general rule as to the order of business in regular meetings, with the exception of the Agenda Setting Meeting, shall be as follows:

- A. Call to Order
- B. Invocation and Pledge of Allegiance
- C. Roll Call
- D. Approval of the Minutes
- E. Approval of the Agenda
 - i. *Presentations/Proclamations*
 - ii. *Dais Log Review*
- F. Public Comment
- G. Consent Agenda
- H. Unfinished Business
- I. Contracts/Agreements
- J. New Business
- K. Reports/Correspondence
 - *City Commission*
 - *City Attorney*
 - *City Manager*
 - *City Clerk*
- L. Adjournment

2. **Agenda.** The order of business of each meeting shall be as contained in the Agenda. The Agenda is a listing by order of business of topics to be considered by the Commission. Additional guidance is provided below as to the purpose of agenda sections.

- a. **Proclamations.** This section is provided for presentation of Proclamations to be read in full and presented by the Mayor. The intent is to list and read only those proclamations that will be formally presented and received by a representative of the requesting agency or organization at the Commission Meeting. Otherwise, proclamations may be issued at the Mayor's discretion and forwarded through the City Clerk's Office.



6. **Contracts/Agreements.** This section is provided to allow more careful consideration of complex contracts and agreements that require individual approval. Citizens' input may be heard once a motion is made by the Commission on items of contract/agreements and shall be limited to 3 minutes.
7. **New Business.** This section contains all remaining agenda items for consideration by the Commission, including public hearings, as may be required by law. Citizen's input may be heard once a motion is made by the Commission on items of new business. Citizen's input shall be limited to 3 minutes.
8. **Reports.** This section is set aside for standing reports from Commission members to provide a status report based upon their attendance or representation of the City at various governmental boards and agencies.

The Reports section also provides for the City Manager, City Attorney and City Clerk to make announcements and report on current topics.

This section will also allow for any updates on Outstanding Lien Settlements for liens over \$5,000.00. If the City Attorney is approached by a property owner to settle an outstanding lien, the Commission must be able to review the details of a case at a Workshop followed by final approval or rejection of the proposed settlement during a Regular BOC Meeting.

E. AGENDA PREPARATION

1. **Packets.** Agenda packets shall be prepared by the Office of the City Clerk and ready for distribution by 12:00 p.m. (noon) on the Friday prior to the regular meeting, whenever possible. For workshop meetings or if regular meetings are held other than on the scheduled meeting dates, a similar lead time schedule for agenda and packet materials shall be followed.
2. **Notice.** The final agenda for regular, special and workshop meetings shall serve as the public notice for each respective meeting. Agendas and public notices shall be posted at City Hall, Gulf Beaches Public Library, and the City's website by close of business Friday, prior to the meeting.

II. SUSPENSION AND AMENDMENT OF THESE RULES

- A. **Suspension of Rules.** Any provision of these rules not governed by the City Charter or City Code may be temporarily suspended by a vote of a majority of the Commission.
- B. **Amendment of Rules.** These rules may be amended or new rules adopted, by a majority vote of all members of the Commission. Each year following the regular election, any modifications previously made by motion will be formalized in the Resolution anticipated by City Charter Section 4.5 (B).