

**RESOLUTION NO. 2017-05**

**A RESOLUTION OF THE TOWN OF BELLEAIR,  
FLORIDA, RESCINDING RESOLUTION NO. 2016-07;  
ADOPTING CERTAIN RULES OF PROCEDURES FOR THE  
TOWN COMMISSION; AND PROVIDING FOR AN  
EFFECTIVE DATE.**

**WHEREAS**, the Town Commission did adopt Resolution No. 2016-07 establishing certain rules of procedures pertaining to the conduct of its business; and

**WHEREAS**, the Town Commission approved Resolution No. 2016-23 amending Resolution No. 2016-07 in October of 2016; and

**WHEREAS**, the Town Commission wishes to amend the Rules and Procedures for the Town Commission identified in Resolutions 2016-07 and 2016-23, making them obsolete; and

**WHEREAS**, the Town Commission wishes to approve new Rules for the Town Commission; and

**NOW, THEREFORE BE IT RESOLVED** by the Town Commission of the Town of Belleair, Florida, that:

**Section 1.** Resolutions No. 2016-07 and 2016-23 be rescinded

**Section 2.** The following rules for the Town Commission are hereby established:

**Rule 1. Public Meetings.**

- a. All meetings of the Town Commission are open to the public, except those otherwise provided by law, and are held in Town Hall, located at 901 Ponce de Leon Boulevard, Belleair, Florida.
- b. All public meetings shall be conducted according to Robert's Rule of Order.

**Rule 2. Regular Meetings.**

- a. The Commission has scheduled its Regular meetings for the first Tuesday of the month at 6:00 p.m. and on the third Tuesday of each month at 6:00 p.m.
- b. The Commission may, at a publically noticed meeting, change the date and time of regular meetings, or cancel a regular meeting, however the Commission must hold at least one (1) Regular Meeting per month.

**Rule 3. Special Meetings.**

- a. The Mayor or Deputy Mayor may call a Special Meeting of the Commission with at least 12 hours written or verbal notice.
- b. A majority of the Commission may also call a Special Meeting, however such action must be taken at a publically noticed meeting.

**Rule 4. Quorum.**

Three (3) attending members of the Commission constitutes a quorum.

**Rule 5. Agenda and Meeting Notice.**

- a. All agenda related materials will be delivered to the Commission in electronic form by noon 7 days preceding the Commission meeting.
- b. Agenda items not disbursed to the Commission by the delivery deadline may only be added to the agenda by majority vote of the Commission at the meeting in question.
- c. Staff will place items not requiring discussion, individual action, or public hearing under the heading "Consent Agenda". Approval of these items may be executed by a single motion to approve the "Consent Agenda".
- d. Any Commissioner, member of the public, Town Attorney or Town Manager may withdraw any item(s) from the Consent Agenda for individual discussion and Commission action.
- e. The agenda for the Regular Meetings will be set by the Town Manager.
- f. The Commission may cause an item to be placed on a future agenda by majority vote of the Commission at a publically noticed meeting.

**Rule 6. Order of Business.**

The business of all Commission meetings must be transacted in the order the agenda is laid out. The Mayor may change the order barring objection from a Commissioner.

**Rule 7. Procedure for adoption of ordinances.**

- a. The Town Attorney or his designee is required to read by title on at least 2 separate meetings of the Town Commission and with those meetings being at least seven (7) days apart.
- b. All ordinances shall have an effective date of at least 30 days.
- c. The Town Commission may enact an emergency ordinance should an emergency exist, and such an ordinance can be effective immediately on adoption. Such ordinances remain effective for only sixty (60) days and are limited in scope by section 2.11 of the Town Charter.

**Rule 8. Public Comment Rules.**

- a. Any person desiring to address the Commission on items not listed on the agenda may do so once at each meeting at the Citizens' Comments portion of the agenda and are allowed a total of three (3) minutes to speak with extra time allowed at the discretion of the Mayor.
- b. Applicants and those individuals or groups making official presentations on items on the agenda will not be timed, however the Mayor retains the right to end presentations if the situation presents itself.
- c. Those who are not applicants or official presenters but wish to speak on an agenda item may speak once for a maximum of three (3) minutes on each agenda item with extra time allowed at the discretion of the Mayor.
- d. Persons planning to speak at any commission meeting should signed Speaker's Sign In Form prior to the beginning of said meeting.
- e. Persons speaking at Commission meetings should direct their comments to the Town Commission. While any speaker is within their right to ask questions, the comment clock will not be stopped. It is suggested that

commenters make their full comment to include any questions they wish to ask, and allow the Commission or staff to answer the question, if warranted, following the comments period.

**Rule 9. Decorum and Order.**

- a. A Commission Member wishing to speak should wait to be recognized by the Mayor, and should confine remarks to the question or issue under discussion. All comments should be courteous, polite, and professional.
- b. While the Commission is in session, the Mayor must preserve order and decorum and a Commission members should not disrupt the member who has been recognized to speak, or those members who are listening to what is being discussed.
- c. Any person making personal, impertinent or inappropriate remarks or who becomes boisterous while addressing the Commission may be forthwith removed from the meeting.

**Rule 10. Voting.**

Voting is to be done by roll call for all votes except procedural motions. When the question is called, the Mayor will ask for the roll for recordation into the official minutes.

**Rule 11. Advisory Board Assignments.**

Advisory boards are assigned by the Mayor at his sole discretion. The assignment occurs each April and is done by memo from the Mayor to the Town Manager.

**Rule 12. Appointments.**

- a. The Commission is required to appoint a town manager. That appointment requires four (4) affirmative votes. The Commission may remove the town manager. Removal also required four (4) affirmative votes.
- b. The Commission is required to appoint a town attorney. That appointment holds not requirements for appointment or removal, outside of any contractual obligations which may exist.
- c. The Commission may also appoint residents to sit on advisory boards. Terms for advisory board members expire every two (2) years. At the time of expiration, or vacancy for alternative reasons, any commissioner can nominate a citizen for an advisory board seat by informing the Town Clerk in writing of the intent to do so. This must be done prior to the Agenda being distributed to the Commission. The Town Clerk will then provide the Commission the list of nominated individuals for formal action at the next Regular Meeting.
- d. In the event the seat of a Commissioner vacating their seat prior to the expiration of his/her term, the remaining members of the Commission are to appoint a resident to serve on the Commission until the next election.

**Rule 13. Line of Succession.**

- a. The Commission is required to establish a line of succession. This includes the naming of a Deputy Mayor and a identification of the line of succession

- after the Deputy Mayor.
- b. Annually, at the first meeting in April, the Commission will approve a line of succession. The Town Clerk will provide the Mayor and each Commissioner a ballot at the meeting. At the designated time, the Mayor and Commissioners will identify their preferred line of succession on the ballot. The ballots will then be collected by the Town Clerk who will tabulate the scores based on the scoring outlined in Rule 13(d) of this resolution
  - c. Should the Mayor vacate his seat prior to the expiration of his/her term, the Deputy Mayor moves into the position of Mayor until a new Mayor is elected. At the time the Deputy Mayor takes office as Mayor, the Commission members are to establish a new line of succession with the Commissioner to be appointed to fill the vacated seat being and the end of the line of succession.
  - d. Commissioners will receive 3 points for each first position vote they receive, 2 points for each second position vote they receive, 1 point for each third position vote they receive, and 0 points for each fourth position vote they receive. The points will be totaled to determine the line of succession, with the highest vote receiving member serving as the Deputy Mayor. Should a tie exist, the member tied who has the most first position votes will win the tiebreaker, if members remain tied, the member who has the most second position votes will win the tiebreaker, etc.
  - e. A Commissioner may refuse to hold the position of Deputy Mayor, in which case he/she will swap positions with the second highest receiver of votes.

**Rule 14. Compensation.**

The Mayor and Commissioners receive no salary, but they do receive an expense allowance for normal expenses attributed to the office at the below rates.

Mayor: \$200.00/Month

Commissioners: \$150.00/Month

**PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF BELLEAIR, FLORIDA, this 4th<sup>th</sup> day of APRIL, A.D., 2017.**

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**Mayor**

**ATTEST:**

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**Town Clerk**