

CITY OF SPRINGFIELD, FLORIDA

RESOLUTION NO.: 98-10

A RESOLUTION OF THE CITY OF SPRINGFIELD,
FLORIDA, ADOPTING A SET OF MEETING
PROCEDURES FOR CONDUCTING REGULAR
COMMISSION MEETINGS.

WHEREAS, the City Commission recognizes the need for conducting meeting in an orderly fashion; and

WHEREAS, the City Commission recognizes the importance of participation by the Commission and the Public when considering legislation; and

WHEREAS, the City Commission recognizes the need for certain restrictions in order to have meeting procedures that are understandable, flexible and effective, it is

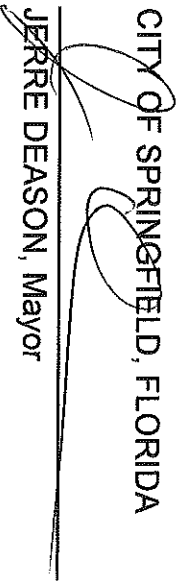
NOW THEREFORE, BE IT RESOLVED THAT:

The City Commission of the City of Springfield, Bay County, Florida, does hereby adopt Chairman's Rules for meeting procedures. Said procedures are attached hereto as if fully set forth herein.

PASSED, APPROVED AND ADOPTED in Regular Session of the City

Commission of the City of Springfield, Florida, on this the 1st day of September, 1998.

CITY OF SPRINGFIELD, FLORIDA


JERRE DEASON, Mayor

ATTEST:


CHARLES A. YAUTZ, City Clerk

CHAIRMAN'S RULES MEETING PROCEDURES

Adopted September 1, 1998

Attachment to Resolution 98-10

1. Agenda:

Regular Meetings: Due by 5:00 p.m. Wednesday prior to meeting on Monday
Workshop Meetings: Due by 5:00 p.m. Friday prior to meeting on Tuesday

If a Commissioner wants to add an item to the agenda after the deadline then after the roll call the Chairperson can ask for any changes to the agenda. The Commission could then vote whether to add the item to the agenda. This allows for consideration of emergency items.

2. Motions:

Stated concisely.
Must have a second. If no second, motion dies.
Open discussion on the motion by Commission and Public.
Call for a vote, ends discussion.
Vote.

3. Table of a Motion:

If someone wants to table a motion, he or she should make the motion to table the particular item.

Must have a second. If no second, the motion is considered.
Motion is not debatable.
Vote.

To bring it back on table (called Take from the Table). Make motion.
Must have second. If no second, motion stays off of table
Motion not debatable.
Vote.

4. Public Participation:

Members of the public are encouraged to participate and provide input relating to pertinent matters before the City Commission.

Persons desiring to speak on an agenda item, first must complete the sign-up sheet, which includes their name, address, telephone number and which item they want to discuss. Only those persons on the sign-up sheet will be allowed to address the Commission during consideration of the agenda item.

They must come to the podium and state their name and address.

CHAIRMAN'S RULES MEETING PROCEDURES

Adopted September 1, 1998

Attachment to Resolution 98-10

Page 2

5. Commissioner's Comments:

Comments by Commissioners. For example discussing points of interest, commendation, requests for information or suggestions.

6. Adjournment:

Motion to adjourn.

Must have a second.

Motion not debatable.

Vote.