RESOLUTION 77-A

A RESOLUTION ESTABLISHING PROCEDURES FOR PLACING ORDINANCES AND RESOLUTIONS ON THE AGENDA OF THE BOARD OF COMMISSIONERS , FOR DISSEMINATION OF PROPOSED AGENDA ITEMS TO BOARD MEMBERS AND THE PUBLIC AND CONDUCTING OF CITIZENS COMMENTS

WHEREAS, the Board of Commissioners desires to provide sufficient time for consideration and study of proposed Ordinances and Resolutions and;

WHEREAS, the Board of Commissioners recognizes that events may on some occasions require Resolutions and Ordinances be placed on the Agenda with a minimal amount of time for consideration, study and dissemination, and;

NOW THEREFORE, pursuant to the above stated objectives, the following procedures are established for inclusion of Ordinances and Resolutions on the agenda of the Board of Commissioners, to wit:

1. Ordinances and Resolutions will be submitted for inclusion on the agenda no later than the Wednesday one week prior to the Board meeting. The proposed Ordinances and / or Resolutions together with all supporting documentation will be provided to the City Attorney by the Thursday prior to the meeting.

2. The proposed Board Agenda and proposed Ordinances and Resolutions and supporting documentation will be provided to each Commissioner no later than the Monday immediately preceding the meeting of the Board of Commissioners.

3. The proposed Board Agenda will also be placed on the City Web Site no later than Monday preceding the meeting of the Board of Commissioners. The agenda and supporting documents will at the same time be made available to the public and news media in digital and /or written form.

4. This procedure is not intended to prevent placing items that are of an urgent or emergency nature on the agenda for immediate consideration. Ordinances or Resolutions of an emergency nature are exempt from this procedure. Also exempt from this procedure are Ordinances, and Resolutions that receive the support by affirmative vote of two-thirds (2/3) of the City Commissioners present at any regular meeting to add the specific Ordinance or Resolution to the present meeting agenda.

5. Citizen comments shall be received at the appropriate time as designated on the meeting agenda and citizens will not be allowed to comment at other times except with the approval by affirmative vote of two-thirds (2/3) of the City Commissioners present at any regular meeting. Citizen comments shall be limited to three minutes in duration.

6. The procedure set by this Resolution is not intended to affect the validity

of any Ordinance or Resolution adopted without following the procedure and is not intended to alter, change, amend or supercede any law or Ordinance or to abridge the authority of the Board of Commissioners, Mayor or City Manager provided by state law or Ordinance. This Resolution is intended to provide an orderly set of guidelines to assist the administrative preparation, presentation and consideration of Ordinances and Resolutions before the Board of Commissioners

7. If any section, clause, provision or portion of this resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision or portion of this resolution.

This resolution shall take effect upon its adoption, the public welfare requiring it.

ADOPTION DATE

City Recorder

Mayor