



General Procedures for City Council Meetings

April 2007

It is very important for residents to participate in their city government.

Policies and major decisions of the city are made by city officials with the input of city residents. It is important for citizens to get involved and know how their government works and because these decisions impact the lives of all residents.

The Council is charged with governing the organization according to the laws of democracy, under which every person who wishes to speak shall be heard. Near the end of Council deliberations on every matter considered, the best option shall prevail through the expressed will of the majority, and the best course of action followed. These new procedures are designed to assist the City Council in conducting business, allowing citizens the opportunity to interact with staff, and conduct business in an orderly, timely fashion.

City Council Meetings.

Marco Island has a well-deserved reputation of the 9:00 p.m. "Marco Midnight." Meetings late into the night are neither fair to the citizens who attend meetings or to the Councilors who must conduct the public's business. **Effective April 23rd, the City Council meetings will begin at 5:30 p.m. with time certain adjournment at 9:30 p.m.**

City Council Agenda.

City Council Agendas are posted to the City website by Thursday prior to a normal City Council Meeting.

Citizens should visit the front page of the City's website to gain knowledge of the issues before City Council. In addition, the City Clerk will have at least one hard copy of the agenda available at City Hall for public review before the meeting for those who may wish to review it.

Public Hearings.

The purpose of Public Hearings is to receive input from citizens regarding the issue before City Council. Public hearings are held for: ordinances on second reading, variances, conditional uses, budgets, and utility rate changes, and as otherwise may be determined by City Council.

The Chair or City Manager will summarize the issue before City Council rather than read the entire staff report, unless otherwise requested by City Council. Ordinances will be read into the record by title only.

Following the summary explanation, the Public Hearing will open. Speaker Registration Forms will not be used. Citizens wishing to speak will be recognized by the Chair upon a show of hands.

When the public input phase is complete, the Chair will close the public hearing. City Council may either introduce a motion, followed by discussion, or discuss the issue, followed by a motion and subsequent discussion on the motion. A vote will then be taken.

Other Business Items on the Agenda.

Citizens who wish to address City Council on business matters (not public hearings) must fill out a Speaker Registration Form. The form can be found on the City's website, or obtained from the City Clerk in the Council Meeting Chambers prior to the meeting.

The Chair or City Manager will summarize the issue before City Council rather than read the entire staff report, unless otherwise requested by City Council.

City Council may either introduce a motion followed by discussion, or discuss the issue followed by a motion and subsequent discussion on the motion. Following debate but prior to the vote, the Chair will recognize those citizens who have completed a Speaker Registration Form. Each citizen may have four minutes to comment on the issue. When the comment period is completed, discussion and debate by City Council may then resume until the question is called for a vote.

Change the name of the "Public Comment" section of the agenda to "Community Forum." Community Forum to follow the Business section of the agenda.

- Citizens may speak on a matter not included in the regular agenda.
- Speaker Registration Forms will not be used. Individuals wishing to speak may do so upon the raise of a hand and recognition by the Chair.
- Community Forum will encourage citizens to speak about issues. The answering of questions will only occur when directed by the Chair. Otherwise, answers will be provided by staff/City Council members outside of the meeting.
- Citizens should direct comments to City Council, not individual City Council members or the audience. Personal attacks against City Council, staff, or citizens will be discouraged.
- City Council should refrain from initiating a discussion during the Community Forum except to clarify points raised by citizens.
- A new form will be available so that citizens who attend a meeting may submit a question in writing. The form will be given to the Public Information Coordinator. A response to the citizen by staff will be provided within a specified time period.

Keep informed on City issues by signing up for our electronic messaging service. Enhancing the City of Marco Island's communications is a priority. Whenever information or a new event is posted to the web site you have an opportunity to receive a copy of that posting in your personal E-Mail box, automatically. And if you decide you no longer want to receive notices, you may request to remove your name from the list.

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