

CITY OF MARCO ISLAND

RESOLUTION NO. 98-6

A RESOLUTION ADOPTING "SPECIAL RULES OF ORDER" FOR MEETINGS AND WORKSHOPS OF THE CITY COUNCIL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, this City Council wishes to establish rules and procedures for the orderly conduct of its meetings.

NOW, THEREFORE, be it resolved by the City Council of the City of Marco Island, Florida:

SECTION 1: The following "Special Rules of Order" are hereby adopted:

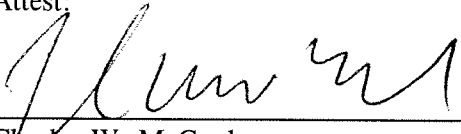
- (a) Meeting schedule: The regular business meeting of the City Council shall be held on Monday at 6:00 p.m. and at 2:00 p.m. on Wednesday unless and until changed by a majority vote of the Council.
- (b) Agenda: Items to be added to the agenda at the start of a regular council meeting are to be limited to emergency items only, those affecting public safety, or time-sensitive items of a major significance affecting City operations. New business items will be placed on the agenda by the City Manager along with an executive summary or a position paper from the council member requesting the item be placed on the agenda. Submissions must be received by the City Manager by noon on the preceding Thursday. Copies of the final agenda, along with back-up material, will be made available to council members by 3:00 p.m. on Friday.
- (c) Workshops: Workshop sessions are scheduled by the Council as required. The purpose of workshop sessions shall be for general discussion and review of major business matters, such as the budget or long range planning issues. Continuing or old business cannot be discussed. Exceptions will be limited to Advisory Committee administrative matters or informational presentations by the city staff. Public participation will not be invited.
- (d) Motions: When a motion is proposed and seconded, before any discussion, the Chair will repeat the motion and the names of the council members initiating and seconding the motion. The Chair will then recognize any public speakers that are registered. The public session will then be closed. The council member offering the motion will then be given the first opportunity to speak to the motion, followed in alphabetical order by other council members wishing to be heard. (The Chair will reverse the alphabetical order on subsequent motions.) Voting on the motion shall be by voice vote, with the Chair identifying for the record those in favor and those opposed. Voting on resolutions and ordinances shall be by roll call.
- (e) Advisory Committee reports and special council member assignments: Reports on special assignments or Advisory Committee recommendations must be presented to the Council in session prior to granting interviews to the news media on the subject. Requests for interviews should be deferred until after the Council

has been officially informed. Advance copies of Advisory Committee reports will be made available, upon request, in accordance with Florida "Sunshine Laws".


SECTION 2: This Resolution shall take effect immediately upon adoption.

Passed in open and regular session of the City Council of the City of Marco Island, Florida, this 5th day of January, 1998.

Attest:

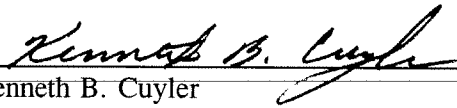


Charles W. McCool
Interim City Manager



Harry Cowin, Chairman

Approved as to form and
legal sufficiency:



Kenneth B. Cuyler
Interim City Attorney