



## CITY COMMISSION POLICY MANUAL

### City Commission Agenda/Rules of Procedure

**Department:**  
City Manager's Office

**Date Adopted:**  
August 19, 1992

**Last Revised Date:**  
November 10, 2021

#### 112.01 AUTHORITY:

Approved by the elected members of the Tallahassee City Commission on August 19, 1992.

#### 112.02 SCOPE AND APPLICABILITY:

The purpose of this administrative regulation is to establish policy for the City Commission agenda process and rules of procedure for City Commission meetings. The regulation applies to all City departments and to all appointed officials.

#### 112.03 POLICY STATEMENT:

It is the City Commission's policy for management to provide the Commission with facts and advice through an agenda item process on matters of policy as a basis for making decisions, setting community goals, and upholding and implementing previously adopted City Commission policies.

#### 112.04 DEFINITIONS:

**City Commission Items:** City Commission agenda items are those which have been requested by a City Commissioner for discussion or approval and may include board appointments, updates on Commission projects and initiatives or requested briefings from city staff.

**Consent Items:** Consent agenda items are those items which are routine in nature, are not expected to require City Commission discussion, and are voted upon on a single vote for all items. Examples include purchases, routine contracts and renewals, plat approval, and supplemental appropriations with no major policy implications, advisory committee bylaws and minutes.

**Executive Sessions:** City Commission meetings that are closed to the public are often referred to as executive sessions. Such meetings may only be held for the specific, limited purposes authorized by state statutes, and the City Commission must comply with statutory procedures when closing a meeting. These private sessions are held with the elected and appropriate appointed official(s) and any staff necessary to the discussion.

**Policy Formation & Direction Items:** Agenda items related to those issues that have major policy implications, and which require individual discussion and approval by the City Commission. Examples include changes to City Commission policies, approval of collective bargaining agreements, rate and fee studies, decisions on major infrastructure

projects, etc. Agenda items under this category may also include status reports and updates presented by city staff.

**Public Hearing:** Effective January 1, 2022, public hearings will begin at 6:00 p.m., except when mandated by state statutes to begin at a different time. Citizens have the opportunity to speak on issues scheduled for public hearing. Individual speakers are asked to adhere to a three-minute time limit. The Commission has discretion to allow citizens additional time to speak.

**Regular Meetings:** Refers to the regularly scheduled City Commission meetings which begin at 3:00 p.m., generally on a Wednesday. The City Commission meeting schedule may be adjusted due to spring break, summer break, winter break, and holidays. A 30-minute recess will be scheduled during meetings containing one or more Public Hearing items. Recess is to begin at 5:30 p.m. when Public Hearings are scheduled. The meeting calendar for City Commission meetings is posted on the city's website.

**Workshop Meetings:** Refers to the City Commission meetings which are conducted in a workshop setting and are intended to discuss items identified as part of the City Commission annual retreat and receive progress reports on programs and initiatives.

A City Commissioner may address other issues upon consensus of the Commission.

**Robert's Rules of Order Newly Revised, 12th ed.:** A widely referenced set of procedural rules designed to maintain order and fairness in meetings of collegial bodies.

#### **112.05 RESPONSIBILITIES:**

**City Manager's Office:** It shall be the responsibility of the City Manager's Office to coordinate and schedule agenda items. The City Manager's Office will distribute the agenda material to the City Commission one week before the Commission meeting. The City Commission office shall be notified of delays in the agenda distribution process. (Refer to Administrative Procedures #201 for specific duties for the City Manager's Office.)

**City Departments:** It shall be the responsibility of City departments to provide facts, concise written presentations and timely submission of agenda items for City Commission consideration. This responsibility shall include submission of agenda items that cover:

1. **Statement of Issue:** Provide a brief explanation of why the issue is before the City Commission (i.e., policy, mandate, City Commission request, etc.).
2. **Recommended Action:** Briefly describe what the City Commission is requested to do regarding the item; describe why this is the best way to accomplish the objective; describe why this direction is recommended above other options. Departments are responsible for providing agenda items to Resource Management and Procurement for review.

3. **Fiscal Impact:** Summarize the short- and long-term expenses incurred above and beyond the fiscal amount indicated, as well as any short- or long-term revenues to be received from the recommended option.

4. **Supplemental Material/Issue Analysis:**

**History/Facts and Issues:** Include historical data relative to the issue being addressed, particularly recent City Commission involvement in the issue (i.e., reference prior agenda items). Also, include information relative to the specific situations or circumstances that have caused the issue to be addressed.

**Options:** Include feasible alternatives for resolution of the issue. This should provide a brief statement of each option, with accompanying analysis/evaluation and fiscal impact for each option.

**Attachments/References (as applicable):** Use of attachments should be minimized through use of excerpts from applicable materials. Use of highlighting is encouraged. Any maps/graphics that are used must be legible and of good quality, with appropriate labeling.

**Resource Management:** It shall be the responsibility of Financial Management to review those items that require an adjustment to the approved budget. Financial Management will assess the impact of the item(s) on the current of future budgets of the City and its compliance with the City Commission and City Manager's financial plans.

**Procurement:** It shall be the responsibility of Procurement Services to review for compliance with Purchasing policies and procedures those agenda items that involve purchases, award of bids or award of contracts.

**Appointed Officials:** It shall be the responsibility of all appointed officials to provide information regarding the scheduling of tentative agenda items to the City Manager's Office. The appointed officials shall notify the Mayor and/or members of the City Commission of any late agenda items.

**City Attorney:** It shall be the responsibility of the City Attorney to advise and assist the presiding officer in matters of parliamentary law, with reference to Robert's Rules of Order Newly Revised, 12th ed., as may be amended from time to time, for guidance.

**City Commission:** It shall be the responsibility of each member of the City Commission and/or his/her designees to provide the City Manager's Office with agenda items scheduled for the Commission's consideration in a timely manner.

1. **Consent Items Pulled for Discussion:** A Commissioner shall notify the City Manager's Office if it is determined that a Consent Agenda item needs to be discussed or needs a separate vote. This request will be reflected in the summary agenda modifications as "Consent Items Pulled for Discussion."

2. City Commission Questions: City Commissioners shall alert the City Manager's Office of any questions related to the agenda. Staff will respond in a timely manner consistent with the procedures defined in Administrative Procedures Manual #201.

**112.06 AGENDA PROCEDURES:**

Procedures used to implement the City Commission Agenda Policy are referenced in the Administrative Procedures Manual #201.

**112.07 ADMINISTRATION:**

The City Manager's Office of the Executive Department has the responsibility for administration of the City Commission agenda policy.

**112.08 PROCEDURES RULES FOR CITY COMMISSION MEETINGS:**

The City Commission adheres generally to simplified parliamentary procedures to conduct its meetings and is guided by Robert's Rules of Order Newly Revised, 12th ed., as may be amended from time to time.

**112.09 SUNSET REVIEW:**

This policy is subject to sunset review by the City Commission no later than five (5) years from the date of adoption. Subsequent reviews by the City Commission are to occur no later than five (5) years from the date of the prior review. Revisions will become effective immediately upon City Commission approval.

**112.10 EFFECTIVE DATE:**

August 19, 1992

**REVISIONS DATES:**

September 27, 1995

May 27, 2009

September 25, 2013

November 9, 2016

October 13, 2021

November 10, 2021