

RESOLUTION 2019-061

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, ESTABLISHING A TOWN COUNCIL MEETING DECORUM POLICY; ESTABLISHING STANDARDS FOR THE PROPER CONDUCT AND PROCEDURES AT TOWN MEETINGS; AUTHORIZING THE TOWN ADMINISTRATOR TO IMPLEMENT THE OFFICAL DECORUM POLICY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 4.01 of the Town's Charter establishes basic parameters for Town meetings; and

WHEREAS, Town meetings are generally well attended and provide ample opportunities for public input; and

WHEREAS, in an effort to ensure that all viewpoints are expressed in a safe and respectful manner, creating effective meeting procedures has become necessary; and

WHEREAS, it is in the best interest of the health, safety, and welfare of the Town and its residents implement an official decorum policy for the Town;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Southwest Ranches, Florida:

Section 1: The above referenced recitals are true and correct and are incorporated herein by reference.

Section 2: The Town Council hereby adopts an official Town meeting Decorum Policy, which is attached hereto, and is incorporated herein by reference, as Exhibit "A".

Section 3: The Town Council authorizes its Town Administrator to take any actions necessary to implement the Town's Decorum Policy.

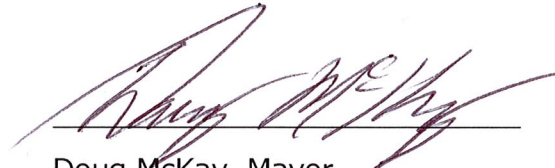
Section 4: Effective Date. This Resolution shall be effective immediately upon its adoption.

PASSED AND ADOPTED by the Town Council of the Town of Southwest

Ranches, Florida, this 12th day of September, 2019, on a motion by

V. M. Jablonski and seconded by C. M. Schroeder.

McKay	<u>yes</u>	Ayes	<u>4</u>
Jablonski	<u>yes</u>	Nays	<u>0</u>
Fisikelli	<u>absent</u>	Absent	<u>0</u>
Hartmann	<u>yes</u>	Abstaining	<u>0</u>
Schroeder	<u>yes</u>		


Doug McKay, Mayor

ATTEST:


Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:


Keith Poliakoff, J.D., Town Attorney
35848329.1

Town Council Meeting Decorum Policy

- All citizens are encouraged to participate in the public process.
- The Mayor serves as the presiding officer of the Council, the Vice Mayor shall serve in the Mayor's absence.
- **Public Comment:** Citizens must sign up to address Council before the public comment portion of the agenda begins. Citizens may speak on any non-agenda item relating to the Town. Citizens may speak for up to three (3) minutes unless such time has been modified by the Mayor or the Council before public comment has begun.
- Prepared remarks should be submitted to the Town Clerk prior to the start of the meeting or at the end of their comments. Additional written or electronic material may be submitted to supplement remarks.
- **Agenda items:** In an effort to accommodate all who wish to address Council at a meeting while preserving a reasonable and efficient meeting schedule, each speaker will have two (2) minutes to deliver comments. Comments will be timed by the Town Clerk.
- Speakers and attendees will conduct themselves in a civil and respectful manner at all times. Speakers and attendees who continue to be disruptive may be removed from the Council Chambers after being warned.
- Speakers will address the Council and not the public.
- Questions to Council Members or Town staff may be answered following the comments of all public speakers. There will be no back and forth discussion between speakers and the Council or staff.
- All Speakers shall state for the record their name and home address.
- Speakers shall make an effort to speak clearly and must speak into the microphone provided.
- Speakers will make an effort to speak succinctly.

- Speakers will refrain from the use of individuals names. It is appropriate to refer to staff by department.
- The public shall refrain from commenting, shouting, booing, clapping, stomping feet or other inappropriate and/or disruptive behavior.
- No banners or signs will be permitted in the Council Chambers if it obscures the view of others and cannot exceed 12" x 18".
- Exhibits, displays, and visual aids used in connection with presentations to the Council are permitted, but must be presented to the Town Clerk a minimum of thirty (30) minutes prior to the meeting.