Section 309. Procedure.

a. *Meetings.* The Commission shall meet regularly at least once in every month at such times and places as the Commission may prescribe by rule. The Commission may cancel any meeting(s) upon a vote taken at any prior regularly scheduled meeting. Special or emergency meetings, or workshops, may be held on the call of the Mayor, the City Manager or three (3) or more members of the City Commission, and, whenever practicable, upon no less than forty-eight (48) hours' notice to each member. Only the person or persons who set a special or emergency meeting shall have the power to cancel said meeting. All meetings shall be public, except as provided by state law. Notice of meetings to the public shall be in accordance and consistent with the laws of the State of Florida.

b. *Rules and Minutes.* The Commission shall determine its own rules and order of business and shall provide for keeping minutes of its proceedings to include regular meetings, special meetings, and workshop meetings.

c. *Voting.* Voting, except on procedural motions, shall be by roll call and the ayes and nays shall be recorded in the minutes. In the absence of a quorum, the members present may adjourn from time to time. Notwithstanding anything to the contrary set forth in this Charter, adjournment under this Section shall constitute a regular meeting within the meaning of Section 309(a).

(Ref. 3-9-93; Ref. of 3-12-96; Ref. of 3-13-01; Ref. of 11-06-16; Ord. No. 2020-015, 5-28-20; ratified by Ref. of 11-3-20; effective 11-4-20)

State law reference(s)—Public meetings and records, F.S. § 286.011.