

EXHIBIT "A"

GENERAL RULES AND PROCEDURES

CITY OF COCONUT CREEK CITY COMMISSION MEETINGS

I. WHO MAY SPEAK

~~Meetings of the City Commission are open to the public. They are not, however, open public forums. Any person who wishes to address the Commission on any subject within the scope of the Commission's authority may do so, provided it is undertaken in an orderly manner and in accordance with the procedures outlined below:~~

~~A) Speaking on Items on the Agenda:~~

~~1. Consent Agenda Items. Items placed on the Consent Agenda are voted on as a group and are not discussed individually. However, any Commissioner or member of the public may request the removal of any item from the Consent Agenda, which then will be voted upon individually, thereby allowing discussion on that item. If an item is not removed from the Consent Agenda, there shall be no public discussion on that item.~~

~~2. Regular Agenda Items. Items placed on the Regular Agenda are voted upon individually and are considered by the Commission generally in the order presented in the Agenda. The Mayor will allow persons to be heard on items requiring a formal public hearing and will allow persons to be heard on Regular Agenda items that do not require a public hearing (see below).~~

~~B) Speaking on Subjects not on the Agenda:~~

~~Any person may address the Commission on subjects that are not on the Agenda during the period of time designated as Input from the Public.~~

~~C) Speaking at Public Hearings:~~

~~Members of the public may participate in public hearings and be heard regarding a specific Agenda item. The Mayor will announce the opening of the public hearing and call upon persons who have signed the sheet available on the table in the lobby outside of the Commission Chambers. Persons also may be recognized by raising their hand at the time indicated by the Mayor.~~

~~D) Quasi-Judicial Proceedings:~~

~~Certain Agenda items are quasi-judicial in nature. Generally they are items related to land use matters. Quasi-judicial proceedings require persons to be sworn in before addressing the Commission and those who speak may be subject to cross-examination by the Commission or Applicant. Comments of persons refusing to submit to cross-examination will not be considered by the City Commission in its final deliberation.~~

II. ADDRESSING THE COMMISSION, MANNER, TIME

~~The length of time each person may speak is limited in the interest of keeping order and conducting the business at hand. Individuals will may be limited to three (3) minutes' speaking time. All comments or questions by a person are to be directed only to the Mayor as presiding officer. These are opportunities for public input or questions and are not discussions or question/answer periods. There shall be no cross conversations or questions of any other persons, including City staff.~~

~~Persons wishing to address the Commission shall raise their hands until acknowledged by the Mayor. Once acknowledged, they shall come forward, clearly state their name and address, and speak to the Commission, using no more than three (3) minutes. Anyone wishing to speak a second time on the same subject matter first must receive express permission from the Mayor.~~

III. ——— DECORUM

~~If a person attending a City Commission meeting exhibits unruly or threatening behavior or the use of profanity, the Mayor has the authority to order their removal from the Commission Chambers, which may be done by the Police Department, if necessary. If excessive unruliness occurs, the Mayor has the authority to recess or adjourn the meeting.~~

~~Revised 7/29/2019~~

GENERAL RULES OF CONDUCT AND PROCEDURES

CITY OF COCONUT CREEK CITY COMMISSION MEETINGS

I. INTENT

The Coconut Creek City Commission (“Commission”) recognizes the importance of protecting the right of all citizens to express opinions on the operation of city government and encourages public participation in the local government process. The Commission recognizes that the expression of differences and debate will ensure good public policy. The Commission shall not prohibit criticism of the policies, procedures, programs, or services of the Commission, or the acts or omissions of the Commission. When citizens appear before the Commission, the Commission recognizes all rights granted under the free speech amendments to the U.S. Constitution. Under Florida law, the public must be afforded a reasonable opportunity to provide input on items pertaining to City business. The Commission also recognizes the necessity for conducting orderly and efficient meetings in order to complete City business in a timely manner.

II. GENERAL RULES

A) Seating capacity. Due to the need to comply with seating capacity requirements of the fire code, there may be occasions when entrance by the public to the Commission Chambers or other meeting rooms shall be limited. In the event that all available seats in the Commission Chambers are filled, members of the public may be directed to areas designated by the City outside of the Chambers.

B) Signs, placards, banners. For public safety purposes, no signs or placards mounted on sticks, posts, poles, or similar structures shall be allowed in the Commission Chambers or meeting rooms. Other signs, placards, or banners shall not disrupt the meeting or interfere with the view of others in attendance at the meeting. Persons with objects and symbolic materials such as signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.

C) Weapons. Members of the public attending Commission meetings shall be prohibited from bringing any firearms, weapons, or objects that may be used as weapons, into the Commission Chambers during a city commission meeting. Persons, bags, packages, purses, briefcases, and parcels entering the Commission Chambers or other meeting rooms are subject to search.

D) Disruptions. Members of the public in attendance will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing, talking in a private conversation, or engaging in any other activity in a manner that disturbs, disrupts, or impedes the orderly conduct of the meeting.

E) Unwelcome physical contact. Members of the public in attendance will refrain from creating, provoking, or participating in any type of disturbance involving unwelcome physical contact.

F) Appropriate attire. Appropriate attire, including shoes and shirts, are required in the Commission Chambers and other meeting rooms at all times.

G) Political campaigning. Members of the Commission, City staff, and the public in attendance shall not make any political campaign statements, solicit for politically-funded events, or campaign-related issues for candidates at any public meetings, nor make political campaign statements for or against any candidate.

H) Meeting adjournment. No meeting shall continue beyond 12:00 a.m. (midnight) unless by a vote of the majority of the members of the Commission present, the Commission agrees to extend the meeting beyond this time. A new time limit must be established before taking a Commission vote to extend the meeting. In the event that a meeting has not been closed or continued by Commission vote prior to midnight, the items not acted on are continued to the next scheduled Regular Commission meeting, unless state law requires hearing at a different time, or unless the Commission, by majority vote of members present, determines otherwise.

III. PUBLIC PARTICIPATION AT CITY COMMISSION MEETINGS

Meetings of the Commission are open to the public. They are not, however, open public forums. Members of the public wishing to speak at Commission meetings shall comply with the procedures set forth. Comments shall be related to the subject being considered by the Commission and, if there is a motion on the floor, shall be related to the motion. Any person who wishes to address the Commission on any subject within the scope of the Commission's authority may do so, provided it is undertaken in an orderly manner and in accordance with the procedures set forth below.

A) Speaking on Items at City Commission Meetings:

1. Items not on the Agenda. Any person may address the Commission on subjects that are not on the Agenda during the period of time designated as "Input from the Public." All comments should pertain to City business.

2. Consent Agenda Items. Items placed on the Consent Agenda are voted on as a group and are not discussed individually. Any person may address the Commission on the Consent Agenda during the period of time designated as "Input from the Public." However, any Commissioner may request the removal of any item from the Consent Agenda, which then will be voted upon individually, thereby allowing discussion on that item. If an item is not removed from the Consent Agenda, there shall be no public discussion on that item.

3. Regular and Public Hearing Agenda Items. Items placed on the Regular Agenda are voted upon individually and are considered by the Commission generally in the order presented in the Agenda. The Mayor shall allow persons to be heard on items requiring a formal public hearing and shall allow persons to be heard on Regular Agenda items that do not require a formal public hearing. The Mayor will announce the opening of the public hearing and call upon persons who have signed in to speak through the iPad in the lobby outside of the Commission Chambers. Next, the Mayor will call upon any persons who have not signed in to speak through the iPad to provide public input. Any person who appeals any decision of the Commission with respect to the matter considered at a Commission Meeting will need a record of the proceedings, and for such purposes may need to ensure a verbatim record of the proceedings is made. Such record includes the testimony and evidence upon which the appeal is to be based.

4. Quasi-judicial Agenda Items. Certain Agenda items are quasi-judicial in nature. All quasi-judicial Agenda items are public hearings. Generally, they are items related to land use matters. Quasi-judicial proceedings require persons to be sworn in before addressing the Commission and those who speak may be subject to cross-examination by the Commissioners, City staff, or applicant. Comments of persons refusing to submit to cross examination will not be considered by the Commission in its final deliberation. Groups who wish to express their views collectively may select one (1) speaker to represent the group's views to the Commission. The group's time is limited to the applicable allotment of all members of the group, or 12 minutes, whichever is shorter.

A "designated presenter" is a member of the public (developer, representing attorney, affected party, etc.) who has a quasi-judicial agenda item on a public meeting and has coordinated with City staff ahead of time to present material at the meeting. Designated presenters must inform the City Clerk Department, or designated Department staff, of this request at least twenty-four (24) hours before the Commission meeting. Any speaker providing handouts must provide ten (10) copies for distribution to the Commission and City staff at the meeting and a copy of any display boards must be provided to the City Clerk Department to become part of the record for the meeting.

B) Public Input Procedures:

1. Public sign-in. Persons wishing to address the Commission are asked to use the Commission lobby iPad to sign-in with their name, address, telephone number, e-mail address and the topic they wish to discuss. The speaker's contact information is requested so that, if necessary, City staff or members of the Commission may contact them to follow-up on the topics expressed at the meeting. The Mayor shall attempt to call speakers to the lectern in the order in which they requested to speak; however, the Mayor shall have discretion on the order in which speakers offer their public comment. All comments must be made from the central location at the lectern accessible to the chamber sound system. Any members of the public providing hardcopy handouts should bring ten (10) copies for distribution to the Commission and City staff, which will become part of the record for the meeting. Except for quasi-judicial proceedings as noted in Section III.A 4, digital presentations (PowerPoint, Slide Decks, YouTube videos, etc.) by the public are not permitted. Due to time constraints, there shall be no expectation that the Commission will have time to read any information submitted at the Commission meeting. Early submission of information relevant to an item appearing for Commission consideration is encouraged.

2. Cybersecurity. To ensure the security of our systems and the protection of public information, no member of the public is allowed to attach USB cables, USB flash drives, or any other equipment to any City of Coconut Creek information technology (IT) system or hardware for any purpose at any time.

3. Special Circumstances. The Commission is not required to take public comments in the following special circumstances. The Mayor may waive any of these procedures in their discretion.

a. Emergency situations affecting public health, welfare, or safety if compliance with the requirements would cause an unreasonable delay in the ability of the Commission to act.

b. Ministerial acts such as presentations or ceremonial proclamations.

c. Meetings exempt or excepted from F.S. 286.011.

IV. MANNER OF ADDRESSING THE CITY COMMISSION

The length of time each person may speak is provided in the interest of keeping order and conducting the business at hand. Generally, each member of the public shall be granted three (3) minutes to speak. Based upon the number of individuals signed up to speak during public comment, the Mayor may at their discretion shorten the time available for each individual to speak to allow more speakers to be heard. All comments or questions by a person are to be directed only to the Mayor as presiding officer and not individual members of the Commission, City staff, or the public. These are opportunities for public input or questions and are not discussions or question/answer periods. There shall be no cross conversations or questions of any other persons, including City staff.

Persons wishing to address the Commission shall wait until they are acknowledged by the Mayor. Once acknowledged, they shall come forward, clearly state their name and address for the record, and speak to the Commission, using no more than three (3) minutes. Except as mentioned for quasi-judicial agenda items, members of the public shall not be permitted to yield their speaking time to other individuals who may be seeking additional time to address the Commission.

V. DECORUM GUIDELINES

Members of the Commission, City staff, and the public are required to use civil and appropriate language when addressing the Commission or anyone present at the meeting, and must refrain from using vulgarity, profanity, cursing, or exhibiting aggressive or threatening behavior. No racial or ethnic slurs or threatening behavior toward any individual by the Commission, City staff, or the public shall be allowed during any meeting of the Commission. If a person attending a Commission meeting exhibits unruly or threatening behavior or the use of vulgarity, profanity, or otherwise violates the decorum rules set forth herein, the Mayor has the authority to order their removal from the Commission Chambers, which may be done by the Police Department, if necessary. If excessive unruliness occurs, the Mayor has the authority to recess or adjourn the meeting.

Revised 12/14/2023