

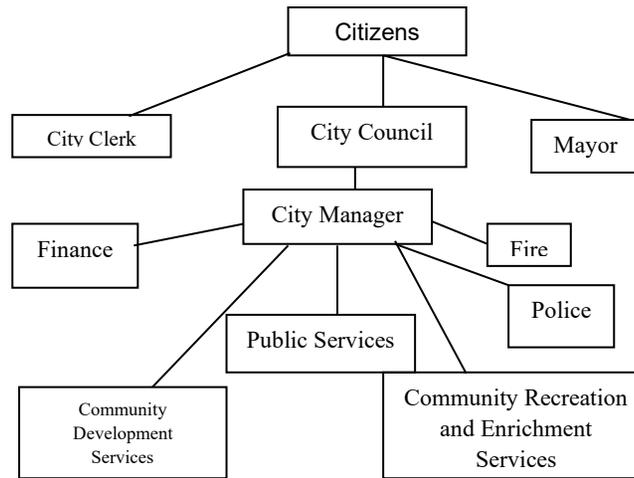
Crestview City Council



The City Council is the lawmaking body of the City. The Council is responsible for serving and advancing the general welfare, health, happiness and safety of our citizens through exercising its legislative authority. Three members elected from Crestview's three precincts and two "at large" members make up the Council. They are elected to four-year terms of office.

The Council determines the regulations, budget, policies, programs and future plans, as presented by the City Manager. The Council reviews and enacts ordinances that, when passed, become the codes (laws) of the City. Other policies on many different matters are established as resolutions and written procedures.

Regular City Council meetings are held in the Council Chambers at City Hall at 6:00 p.m., on the second and fourth Monday of each month. Workshops and special meetings are held on as Needed Basis.



City of Crestview

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City of Crestview City Council

Meeting Rules & Procedures



Telephone: 850-682-1560
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Meetings Rules & Procedures

Sec. 1 - Rules, Purpose and Effect

1. The Council's meetings must be noticed and conducted in accordance with the applicable open meeting statutes and other laws.
2. These rules and procedures are adopted by the Council of the City of Crestview, under the Council's authority provided by the Charter and by Law, to determine its own rules, order of business, and to regulate the conduct of its meetings. When not inconsistent with these rules and procedures, the current version of *Robert's Rules of Order* will be used as a guideline for conduct of Council's meetings.

Sec. 2 - Presiding Officer

1. The Mayor, or in the Mayor's absence, the Mayor Pro Tem, will preside at all council meetings. In the absence of both the Mayor and the Mayor Pro Tem, the remaining members may designate one of its members to preside until the session is adjourned or until the Mayor or Mayor Pro Tem arrives.
2. The presiding officer will preserve order at all meeting to allow the orderly conduct of business. Procedural rulings of the Presiding Officer are binding subject to appeal by the Council.

Sec. 3 - Order of Business

3. The order of business at regular meetings of the Council shall be as follows:
 - **Call to order,**
 - **Invocation, pledge of Allegiance**
 - **Open Meeting**
 - **Approve agenda**
 - **Presentations and Reports**
 - **Approval of Minutes**
 - **Consent Agenda**
 - **Resolutions**
 - **Public Hearings/Ordinances on Second Reading**

Sec. 3 - Order of Business (continued)

- **Ordinances on First Reading**
 - **Action items**
 - **Comments from the audience**
 - **City Clerk Report**
 - **City Manager report**
 - **Comments from the Mayor and Council**
 - **Adjournment**
1. The agenda shall supply times when the Mayor, City Manager, City Clerk, Councilmembers and City Attorney may bring before the council any business they feel should be reported to the Council. These matters may not be on the agenda, but may be acted upon only by an extraordinary vote of the Councilmembers present and eligible to vote on the matter.
 2. The consent agenda matters are of a routine nature which have been previously studied by the Council at a workshop session, or are routine, procedural, informational and self-explanatory non-controversial items.

Sec. 4 - Workshop Meetings

1. The Council may conduct workshop meetings or study sessions on matters which are expected to come before the council for formal action at a regular meeting, or need study by the Council. Final action on items may not be taken at workshop.
2. The Council will receive information from the City Manager and City Clerk. The Council may direct that:
 - Matters be sent forward for formal action at a regular meeting.
 - Further study be conducted
 - Matters not be pursued further, (except for matters requiring a Public Hearing).
 - Modifications be made before a matter is considered further.
3. Workshops are not public hearings. Members of the public may give input on items under consideration

Sec. 5 - Addressing the Council

1. **Public Opportunity of Council Propositions:** Subject to limitations of general law, any person desiring to address the Council by oral communication on any Council propositions on the published agenda shall complete and deliver a Speaker request card to the City Clerk, and shall, with the permission of the presiding officer, be recognized under each item as they are presented to the Council.
2. **Comments from the Audience:** Any person desiring to address the Council by oral communication shall complete and deliver a Speaker request card to the City Clerk, and with the permission of the Presiding officer, be recognized under the "Comments from the Audience" section of the Agenda.
3. **Time Limit**
Each person addressing the Council shall approach the microphone, shall give their name and address and the organization or group they represent if any, in an audible tone of voice, and, unless further time is granted by the Council, shall limit their address to three minutes. At a meeting where four (4) or more individuals of a group or faction wish to be heard, a representative of a group or faction may address the Council rather than all members, and in such instances, shall limit their address to ten (10) minutes.
4. **Documentation**
If the speaker wishes to present written documentation regarding the item they are addressing to the council, 8 copies of the item should be provided to the City Clerk for the Council at the time of the presentation. Written communication may be used to address the council. An exact copy of written communication must be provided to the City Clerk before or at the time of the presentation.

For any questions regarding the Crestview City Council meeting rules and procedures, please contact the City Clerk's office at 850-682-1560. A complete copy of the Rules of Procedure of the City of Crestview Council meetings may be obtained by the same method.