



CITY OF CRESTVIEW



CITY COUNCIL HANDBOOK

Policy CC-22-05
Revision:



CRESTVIEW OFFICE OF THE CITY CLERK

198 Wilson Street N, P.O. Box 1209, Crestview, FL. 32536
850.682.1560 ext. 2 | cityclerk@cityofcrestview.org

Welcome!

Congratulations on becoming a member of the City Council for the City of Crestview. In the course of serving as a public official, this handbook provides you with information on common issues related to local government and your role as a member of the Crestview City Council. This handbook is not intended to be all inclusive, however, it will guide you in your role as an effective member of the City Council.

As a member of the City Council, you will be asked to make decisions, enact laws, levy taxes, and act for the benefit and best interest of the City of Crestview. You will be performing a valuable service by addressing community needs and issues, as you represent your constituents. It is a much-needed service that carries with it great responsibilities. This document contains City Council policies, procedures and other information designed to orient you with important topics relevant to your service as a City Councilmember.

Our staff looks forward to your contribution as we all work together to provide efficient municipal services that are responsive to the local needs and expectations of our unique community.

Sincerely,

[Maryanne Schrader, City Clerk](#)

Staff:

[Natasha S. Peacock, Deputy City Clerk](#)

Introduction

The purpose of this handbook is to assist elected officials in understanding their roles, duties, and responsibilities, outlining the standards of conduct and rules of operation to ensure the continuation of cooperative progressive City Councils that have the respect and backing of the community. As a City Council member, you are expected to:

- Represent all citizens honestly and equally.
- Avoid any conflict of interest or any appearance of impropriety that could result from your position, nor use your position for personal gain or publicity.
- Recognize that a City Council member has no legal authority as an individual and that decisions can be made only by a majority vote in an open meeting.
- Votes are recorded in the official City Council minutes. In that respect, each Councilmember agrees to abide by all actions taken by the City Council, even when in a minority position on such actions. It is incumbent not to take a public or private action that might compromise the City Council or Administration.

This handbook was compiled by the Office of the City Clerk which supports the City Council. The Office of the City Clerk works alongside the Mayor and the City Manager to ensure a smooth, efficient operation of the City. The following is the mission statement for the City Clerk: In keeping with the mission of the City of Crestview, the City Clerk strives to provide exceptional municipal services. The goal is to streamline methods to deliver consistent and accurate information in relation to the scope of the city as a whole in providing transparency while supporting smart growth alongside the preservation of the rich history of the city. The City Clerk delivers a positive and upbeat outlook and looks forward to working alongside an empowered team.

The Office of the City Clerk performs those duties mandated by state and local law, serving the City Council and the general public. The Office of the City Clerk performs all duties related to City Council including agenda preparation and meeting notices, maintains custody of official records, books, contracts, and other documents and attests to the validity of public records and official municipal enactments, exercises administrative direction and control over the City's records management program, and serves as liaison with the public, and various City departments providing information and services relative to the City Council's actions and public records.

The City of Crestview is rich with history, as the Town of Crestview received its initial Charter from the Florida Legislature and officially incorporated in 1916. Our estimated population is 27,134, based on the 2021 Census.

Table of Contents

Contents

Welcome!	2
Introduction.....	3
Duties and Responsibilities	5
City Government.....	6
Perks and Benefits.....	7
Crestview City Council.....	9
Other Elected and Appointed Officials.....	10
Sunshine Laws & Public Records.....	13
Rules and Procedures – Resolution 2023-2	14
City Departments	23
Charter for the City of Crestview.....	28
Charter Amendments	38
52 Tips for Successful Public Service	41
Additional Training and Resource Materials	45
Exhibits	46
Roberts Rules of Order- Simplified	48
Roberts Rules of Order Quick Reference	50
Motions Chart	51
Organizational Chart.....	52

Duties and Responsibilities

As an elected member of the City Council, you will have duties and responsibilities to the City, other City Councilmembers and to the public. Those duties are outlined in the Charter, Municipal Code and applicable Florida State law, and include:

- Attend all meetings of the City Council and any committee on which you serve.
- Adopt the annual budget and all other appropriations necessary for efficient City government.
- Legislate for the City by adopting ordinances and resolutions in the best interest of all citizens. Come prepared to contribute to the discussions of issues and business to be addressed at scheduled meetings, having read the agenda and all background material.
- Represent the City of Crestview in a positive and supportive manner at all times and in all places. Abide by all actions taken by the City Council, even when in a minority position on such actions.
- Override the mayor's veto of an ordinance by an affirmative vote of two-thirds of the entire City Council.
- Refrain from intruding in administrative issues, which are the responsibility of the City Manager, except to monitor results and ensure that the City Council policy is being carried out as directed.
- Be involved in and knowledgeable about not only City issues, but also state and national issues.
- Be aware of the state laws governing municipalities.
- Recognize conflicts of interest with your personal and professional life. If such conflict does arise, declare that conflict before the City Council and refrain from voting on any such matters and submit Form 8B to the City Clerk.
- Display courteous conduct in all City Council and committee meetings.
- Make every effort to learn the responsibilities of being a City Council member and seek methods of becoming a better City Council member.
- Appoint the City Manager, City Attorney, and City Clerk by a majority vote of the entire City Council.

City Government

The duties of the Mayor, City Council, City Clerk, and City Manager are outlined in Ordinance 1782 approving the new City Charter passed and adopted on August 10, 2020.

Budget: The City's fiscal year runs from October 1 through September 30th. The City Manager responsible for developing and presenting a balanced budget to the City Council. During the budget process a series of workshops are scheduled to develop priorities for the coming year. Following the workshops and in accordance with Florida Statute, two public hearings are held with the first for the tentative millage rate and tentative budget, and the final millage rate and final budget. The City Council formally adopts the annual budget in September of each year. The final budget document includes an itemized departmental goal for the coming year, as well as a summary of those goals accomplished during the current fiscal year. The current budget can be located on our website: <https://cityofcrestview.org/475/Financial-Services-Department>.

City Council Meetings:

City Council meetings are held on the second and fourth Monday monthly. Meeting agendas are available for the City Council on the Thursday before the meeting. The agenda includes a list of items to be discussed or approved at a meeting. An email will be sent with a link to Boardview in Civic Clerk: <https://crestviewfl.civicclerk.com/Boardview/>. The agenda and agenda packet are stored in Civic Clerk and the link to the agenda information is sent out on Thursday evening before the City Council meeting. City Council members should review the packet and are encouraged to contact the City Manager with any questions they might have regarding any item on the agenda. You can locate past agendas and minutes utilizing this link: <https://cityofcrestview.org/546/Agendas-Minutes>.

Robert Rules of Order

Henry Robert wrote Roberts Rules of Order to bring order out of the chaos in meetings. He said that the sole purpose of parliamentary procedure is to expedite business, assure legality, and protect the rights of the minority. To get further information on this subject log on to: <http://www.robertsrules.com>. A very useful resource in the learning process of conducting an orderly meeting can be found in The Complete Idiots Guide to Roberts Rules by Nancy Sylvester, PRP, and CPP-T. The City Clerk's office can provide a copy upon request.

By following Roberts Rules, it will assist in having the meetings run smoothly and efficiently. It can be thought of as a tool in helping the group make sound decisions that benefit the whole. The rights of the minority voice are protected to ensure that everyone has an equal chance to speak on an issue.

Perks and Benefits

Council members are provided with a tablet style computer and city email address for conducting business. Additionally, you will receive a photo ID card that denotes your status as an elected official and serves as a key card for use on staff entrances at City Hall; you may provide a photo of your choosing or have your photo taken by staff.

Council members are provided with headshots through our current provider; this service can be scheduled through the clerk's office.

There are two meeting rooms in City Hall available for public meetings.

Compensation

Council members receive a salary of \$5040.00 annually, this is paid out on the fourth Friday of each month. Salaries are provided via direct deposit, unless otherwise requested.

Benefits

Council members are eligible to participate in the City's insurance program. The rates for coverage are listed in the attached table.

Health Insurance

The City of Crestview offers health insurance through FL Blue. We offer three plans, a preferred provider plan (PPO) and two health maintenance plans (HMO). All plans are available to the employee at no cost; spouse, child, and family coverage is available for an additional cost.

Dental Insurance

The City provides dental insurance for employees at a subsidized cost. Our dental provider is Guardian dental.

Vision Insurance

The city provides vision insurance to employees at cost; dependent coverage is also available.

Life Insurance

All city employees are provided with \$35,000 in coverage with accidental dental and dismemberment at no cost.

Additional Information

The complete City of Crestview [Human Resources Manual](#) can be found on the city's intranet. Policies regarding [information technology](#) usage and our [communication guide](#) are also available.

Helpful Hints of a Successful Meeting

The Mayor will preside over and run the City Council meeting and introduces each agenda item. The Mayor will also generally ask for a motion on a particular agenda item.

Robert's Rules of Order include the following general fundamentals:

- Address the Mayor by his or her title, wait for recognition, and when you have the floor, you may proceed to speak.
- All proposals for action by the City Council must be presented by a motion.
- Motions should be brief and concise and begin with the statement, I move that.... (Most generally a recommendation for a motion can be found in the agenda information presented by staff.)
- Before a motion may be discussed, it must be seconded. A City Council member need not agree with a motion to second it. If a motion fails to receive a second, the motion fails.
- A motion that receives a tie vote is deemed to have failed.
- A City Council member may ask for a Point of Information from the Mayor, if the issue or discussion becomes confusing at any point during the meeting.

City Council members are required to vote on every motion; however, there may be an occasion when an item may represent a conflict of interest with a particular City Council member. In these instances, the City Council member should discuss the matter with the Mayor or City Manager prior to the meeting so that the City Attorney can review the situation and an appropriate determination can be made as to whether the City Council member should abstain from a particular vote. You must turn in a Form 8B if you have a Conflict of Interest.

Each City Council agenda includes the following sections and items:

City Council Meeting — 6:00 p.m. City Council Chambers

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Opening of the Meeting
4. Approval of Agenda
5. Presentation and Reports
6. Consent Agenda
7. Resolutions
8. Public Hearings/Ordinances on Second Reading
9. Ordinances on First Reading
10. Action Items
11. Comments from the Audience
12. City Clerk Report
13. City Manager Report
14. Comments from the Mayor and City Council
15. Adjournment

Crestview City Council

As a City Council member, your contact information is also placed on the City web site.

All Official Mail and Contact Information:

Post Office Drawer 1209, Crestview, FL 32536 / Telephone: 850-682-1560 / Fax - 689-4575.

Precinct 1 - Central Crestview (as bordered by US Hwy 90 on the north and I-10 on the south) - Elected 4-Year Term (11/08/2022 – 11/2026)

JOSEPH BLOCKER

Precinct 2 - S. Crestview (as bordered by I-10 on the north) - Elected 4-Year Term (11/08/2022 – 11/2026)

RYAN BULLARD

Precinct 3 - N. Crestview (as bordered by US Hwy. 90 on the south) – Elected 4-Year Term (11/08/2022 – 11/2026)

DOUGLAS CAPPS

Group 1 At Large (All Areas)

Elected to 4-Year Term (04/01/19 – 11/2024)

CYNTHIA SUE BROWN

Group 2 - At Large (All Areas)

Elected 4-Year Term (04/01/19 - 11/2024)

ANDREW RENCICH

City Council members serve as representatives for the city on several boards and committees throughout the state. These include but are not limited to the Okaloosa-Walton Transportation Planning Organization, Okaloosa EDC, Military Sustainability Partnership Executive Committee, Okaloosa League of Cities, Main Street Crestview Association, Okaloosa Gas Board, Opportunity Inc.

Annually in April, the City Council selects a Mayor Pro-tem. Additionally, in April of each year, the City Council determines and confirms (by new or renewed designation) the members that are to be representatives to the various governmental affairs related entities and organizations indicated above. The annual review and designation exception is the Okaloosa Gas District Board appointment, which is a (Jan 1st - Dec 31st) four-year term position.

Other Elected and Appointed Officials

Mayor

J.B. Whitten

Elected 4-Year Term
(04/01/19 – 11/2024)

jbwhitten@cityofcrestview.org

CITY OFFICE: 682-3812 CITY FAX: 682-4336

Office of the Mayor

City Hall

198 Wilson Street North

Crestview, FL 32536

City Clerk

Appointed by the City Council
(11/2021)

Maryanne Schrader

schraderm@cityofcrestview.org

CITY OFFICE: 682-1901 CITY FAX: 682-8077

Office of the City Clerk

City Hall

198 Wilson Street North

Crestview, FL 32536

City Manager

Appointed by the City Council
(2/2019)

Tim Bolduc

timbolduc@cityofcrestview.org

CITY OFFICE: 682-3812 CITY FAX: 682-4336

City Hall

198 Wilson Street North

Crestview, FL 32536

Administrative Services Director

Appointed by the City Manager

Jessica Leavins

LeavinsJ@cityofcrestview.org

CITY OFFICE – 850-398-5458 CITY FAX: 682-8077

City Hall

198 N Wilson St

Crestview, FL 32536

Community Development Services Director

Appointed by the City Manager

Barry Henderson

barryhenderson@cityofcrestview.org

CITY OFFICE: 689-1618 Ext. 225- CITY FAX: 689-4575

198 Wilson Street N

Crestview, FL 32536

Finance Director

Appointed by the City Manager

Gina Toussaint

ginatoussaint@cityofcrestview.org

CITY OFFICE: 682-1560 CITY FAX: 682-8077

City Hall

198 Wilson Street North

Crestview, FL 32536

Fire Chief

Appointed by the City Manager

Anthony Holland

hollanda@cityofcrestview.org

CITY OFFICE: 682-6121 CITY FAX: 689-2175

321 Woodruff Ave W

Crestview, FL 32536

Director of Operations

Appointed by the City Manager

Wayne Steele

Steele@cityofcrestview.org

OFFICE: 850-682-1560

198 Wilson Street N

Crestview, FL 32536

Parks and Recreation

Appointed by the City Manager

Chuck Powell

chuckpowell@cityofcrestview.org

CITY OFFICE: 682-1560 x 127 CITY FAX: 682-7359

1446 Commerce Drive

Crestview, FL 32539

Police Chief

Appointed by the City Manager

Stephen McCosker

mccoskers@crestviewpd.org

CITY OFFICE: 682-3544 CITY FAX: 682-2080

201 Stillwell Blvd.

Crestview, FL 32539

Public Services Department Director

Appointed by the City Manager

Michael Criddle

criddlem@cityofcrestview.org

CITY OFFICE: 682-6132 CITY FAX: 682-7359

715 Ferdon Blvd N

Crestview, FL 32536

City Attorney

Jonathan Holloway

jholloway@okaloosalaw.com

OFFICE: 850-398-6808

Address: 420 East Pine Avenue

Crestview, FL 32539

Appointed by the City Council

Community Redevelopment Agency Director

Elizabeth Roy

elizabethroy@cityofcrestview.org

OFFICE: 850-612-6074

Address: 114 Cedar Ave Suite 201

Crestview, FL 32536

Appointed by -City Manager

Public Information Manager

Chance Leavins

leavinsc@cityofcrestview.org

Mobile: 850-826-7029

198 Wilson Street N

Crestview, FL 32536

Appointed by -City Manager

Sunshine Laws & Public Records

Section 286.011, Florida Statutes, is known as Florida’s “Sunshine Law.” The purpose of the Sunshine Law is to ensure that all public business and voting is conducted in public. There should be no secret meetings, votes or agreements made outside of the public’s view on matters pertaining to City business. The general rules of the Sunshine Law are as follows:

- Meetings of City Council Members where official action or discussion about official action take place must be open to the public, noticed, and recorded via minutes.
- Two (2) or more City Council Members may not discuss any matter on which foreseeable action will be taken by the City Council, except in a publicly noticed meeting where minutes are taken. For example, two (2) or more City Council Members may not discuss City business with each other in conversation, by phone, email, or text message. This would be a violation of the Sunshine Law. This does not mean that two (2) or more members of the City Council cannot be at the same public meeting of another organization or at a social function. This just means you need to avoid discussion of official City business with each other.
- Knowing violations carry criminal penalties.
- Sunshine Law does not apply to the City Manager, City Clerk, Police Chief, City Attorney, or other City Staff. Therefore, anyone (1) City Council Member may have private discussions with these persons at any time.
- One-way communication from one (1) City Council Member to all others (via email or written memo for example) does not violate Sunshine Law. However, if interaction/discussion/response ensues, then there is a violation. Please do not hit “Reply All” if you receive an email from City Staff if other City Council Members are copied on the email.
- There are exceptions to the Sunshine Law such as litigation “shade” meetings and collective bargaining meetings with the City negotiator while bargaining is ongoing. Please do not rely on these exceptions as a way to avoid a public meeting, as they are rarely used or applied.

The City Attorney is available to discuss specifics upon request.

Chapter 119, Florida Statutes, is known as Florida’s “Public Records Law.” The general rules of the Public Records Law are as follows:

- Any document created, made, or received in connection with City business is a public record. This rule applies regardless of whether the document is in paper or electronic form. So, your texts, emails and social media messages constitute public records if they are generated or received in connection with City business.
- If a public record is generated or received on your personal email, text messaging account or social media account, then you are responsible for maintaining the document pursuant to state record retention guidelines.
- Knowing violations carry criminal penalties.

Rules and Procedures – Resolution 2023-2

3. GENERAL RULES:

- 3.1 Meetings to be Public: All meetings of the Council shall be open to the public, except for such meetings as are exempt by general law.
- 3.2 Quorum: A majority of the membership of the Council, free of voting conflict, shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time.
- 3.3 Compelling Attendance: The Council may adjourn from time to time to compel the attendance of absent councilmembers.
- 3.4 Minutes of Proceedings: Minutes of the meetings of the Council shall be kept by the City Clerk, except for such meetings as are exempt by general law.
- 3.5 Right of Floor: Any Councilmember desiring to speak shall first be recognized by the Mayor and shall confine his or her remarks to the one subject under consideration or to be considered.
- 3.6 City Attorney: The City Attorney or his or her designee is expected to attend all meetings of the Council and provide guidance and opinions, on questions of law and shall act as the Council's parliamentarian by advising the Mayor regarding matters of procedure.
- 3.7 City Clerk: The City Clerk or his or her designee shall attend all meetings of the City Council and shall keep the official minutes of proceedings and perform such other duties as may be requested by the Mayor, City Manager or City Council.
- 3.8 Rules of Order: Roberts Rules of Order Revised shall serve as a guide to the proceedings of the Council to the extent they are not in conflict with these rules.
- 3.9 Motion to Reconsider: An action of the Council may be reconsidered only at the same meeting at which the action was taken or at the next regularly scheduled meeting. A motion to reconsider may be made only by a Councilmember who voted on the prevailing side of the question and must be concurred in by a majority of those present at the meeting. An adoption of a motion to reconsider shall rescind the action reconsidered.
- 3.10 Motion to Rescind: An action of the Council taken at a previous meeting (the “previous action”) may be rescinded at a subsequent meeting. Motions to Rescind shall be governed by the following process:

1. A Councilmember seeking rescission of a previous action shall place a Motion to Consider Rescission on the agenda of a regular Council meeting. If a majority of the full membership of the Council approves the Motion to Consider Rescission, the Motion to Rescind shall be placed on the agenda of the next regular Council meeting. If less than a majority of the full membership vote in favor of the Motion to Consider Rescission, no Motion to Rescind the previous action shall be considered by the Council.
2. Approval of a Motion to Rescind requires the affirmative vote of a majority of the full membership of the Council.
3. If a Motion to Rescind is approved, the Council shall, at the same meeting, either consider the previous action or set a date certain for its consideration.
4. Notwithstanding anything stated above, a Motion to Rescind initiated by a Councilmember who voted on the losing side in connection with the previous action shall not be in order unless the Council determines:
 - a. Subsequent information has become known that (i) would have been material to the Council's decision on the previous action and (ii) would have militated for a different result; or
 - b. A rescission of the previous action is imperative to avoid a material cost, risk, harm, or other jeopardy to the City or its citizens, and the material cost, risk, harm, or other jeopardy could not have been known at the time of the Council's previous action.
5. For purposes of the Motion to Rescind, a Councilmember who was absent for a vote on the motion in connection with the previous action is deemed to have been on the prevailing side of the vote.

3.11 Tie Vote: In the event of a tie vote on any motion, the motion shall be considered lost.

3.12 Vote Change: Any Councilmember may change his or her vote, before the next item is called for consideration on or before a recess or adjournment is called, whichever occurs first, but not thereafter, without the unanimous consent of the Councilmembers present and eligible to vote.

3.13 Privilege of Closing Debate: Any Councilmember may move to close debate and call for the question on the motion being considered which shall be nondebatable. The Chair may then call for the question.

3.14 Action Savings: No action taken by the Council shall be deemed void or invalid because of the failure to adhere to Robert's Rules of Order or the provisions of these rules of order and procedure, except as may otherwise be provided by general law.

3.15 Ex Parte Communications:

1. The substance of any ex-parte communication with a local public official which relates to quasi-judicial action pending before the official is not presumed prejudicial to the action if the subject of the communication and the identity of the person, group, or entity with whom the communication took place is disclosed and made part of the record before final action on the matter.
2. A local public official may read a written communication from any person. However, a written communication that relates to quasi-judicial action pending before a local public official shall not be presumed prejudicial to the action, and such written communication shall be made a part of the record before final action on the matter.
3. Local public officials may conduct investigations and site visits and may receive expert opinions regarding quasi-judicial action pending before them. Such activities shall not be presumed prejudicial to the action if the existence of the investigation, site visit, or expert opinion is made a part of the record before final action on the matter.
4. Disclosure made pursuant to subparagraphs 1., 2., and 3 must be made before or during the public meeting at which a vote is taken on such matters, so that persons who have opinions contrary to those expressed in the ex parte communication are given a reasonable opportunity to refute or respond to the communication. This subsection does not subject local public officials to part III of chapter 1122 for not complying with this paragraph.

SECTION IV

4. TYPES OF MEETINGS:

4.1 Regular Meeting: The City Council shall meet regularly at least once a month at such times and places as the City Council may prescribe. Generally, the City Council shall meet in the City Council Chambers with the Regular City Council Meetings to commence at 6:00 p.m., unless otherwise specified, on the second and fourth Monday of each month.

4.2 Special Meetings: The Mayor, three members of the Council, the City Manager, or City Clerk may call a Special Meeting of the Council whenever, in their opinion, the public business may require it. The request for such a special meeting shall be communicated to the City Manager or, in his absence, to the City Clerk. Written notice of such special meeting shall thereafter be promptly served upon all members of the Council, either in person, at their place of residence, their business, or by electronic means.

The City Clerk, or designated staff member, shall affix a notice of the Special Meeting upon the bulletin board, designated area for notices or other visible location of City Hall. Reasonable notice of such meeting will also be posted on the City website. The notice shall state the date, hour, place, and purpose of the meeting. Other business may not be

transacted at a Special Meeting.

4.3 Adjourned Meetings: Any meeting of the Council may be adjourned to a later date and time.

4.4 Workshop Meetings: The Council may meet informally in workshop meetings, at the call of the Mayor or of any three (3) Councilmembers. No ordinances, resolutions or other actions may be adopted at such meeting provided that the Council may direct the City Manager, City Clerk, or staff to take actions that do not entail the expenditure of City funds. Final action on items may not be taken at Workshop meetings.

4.5 Emergency Meetings: Emergency meetings may be held on the call of the Mayor, Mayor Pro-Tem, or City Manager or any three (3) Councilmembers whenever there is a public emergency and whenever practicable, upon no less than one (1) hours' notice to each Councilmember and the local news media.

SECTION V

5. PRESIDING OFFICER AND DUTIES:

5.1 Presiding Officer: The Mayor, if present, shall preside at all meetings of the Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of both the Mayor and Pro Tem, the meeting shall be called to order by the City Clerk for the purpose of electing a temporary presiding officer.

5.2 Call to Order: The meetings of the Council shall be called to order by the Presiding Officer.

5.3 Preservation of Order: The Presiding Officer shall preserve order and decorum; prevent attacks on personalities or the impugning of Councilmembers or motives, and confine Councilmembers in debate to the question under discussion.

5.4 Points of Order: The Presiding Officer shall determine all points of order, subject to the right of any Councilmember to appeal to the Council. If any appeal is taken, the question shall be, "Shall the decision of the presiding officer be sustained?" A majority of the Council sitting and eligible to vote is required to reverse the ruling of the Presiding Officer.

5.5 Voting: Voting by registering votes on the electronic voting board meets the requirement for roll call vote.

SECTION VI

6. ORDER OF BUSINESS:

6.1 Order of Business: The general rule as to the order of business in regular meetings shall be as follows:

- Call to Order
- Invocation and Pledge of Allegiance
- Open Policy Making and Legislative Session
- Approval of Agenda
- Presentations and Reports
- Consent Agenda
- Resolutions
- Public Hearings/Ordinances on Second Reading
- Ordinances on First Reading
- Action Items
- City Clerk Report
- City Manager Report
- Comments from Mayor and Council
- Comments from the Audience
- Adjournment

6.2 Agenda:

The order of business of each regular meeting shall be as contained In the Agenda. The Agenda shall be a listing by topic of subjects to be considered by City Council. A request to be on the agenda shall be presented in the prescribed form to the City Clerk or the City Manager on the Wednesday before or at least two (2) weeks, prior to scheduled meeting. The City Manager will make the determination of what items will be placed on the agenda. Anyone wishing to challenge the decision to place an item on the agenda may petition the City Council at the next regular meeting. All action items from staff for Agenda items will be due by the Wednesday, ten (10) days prior to the meeting. Presentations from the Public are addressed in Section 8.2.

6.3 Presentation by Mayor, Councilmembers and City Attorney:

The Agenda shall provide times for the Mayor, Councilmembers, City Manager, and City Clerk to bring before the Council any business that he or she feels should be deliberated upon by the Council. These matters need not be specifically listed on the agenda but may be acted upon by a majority vote of the council members present and eligible to vote on the matter. Except in instances where extraordinary conditions are necessitated, the Mayor, Councilmembers, City Manager and City Attorney shall notify the City Clerk of forthcoming agenda topics in keeping with the above deadlines and strive to supply backup materials for timely distribution with the agenda packets.

6.4 Consent Agenda:

The Consent Agenda may be used to handle routine matters on the agenda expeditiously. There is no separate discussion of these items unless the Mayor, a Councilmember, or member of the public requests an item be removed for consideration in its normal sequence on the agenda. The approval of the Consent Agenda is usually handled in one motion from the Council table, "I move that the Consent Agenda, (item numbers may be included) be approved; or if items are to be removed, "for good cause" or "discussion", a typical motion might be, "I move that we approve the Consent Agenda items through with the exception of item ." The approval of minutes from previous meetings will be a part of the Consent Agenda.

6.5 Invocation Policy:

It shall be the policy of the City Council that the procedures stated in this rule concerning opening invocation shall govern all official meetings of the City Council and that the members of the City Council and City staff shall adhere to these rules. These policies and procedures are not intended, shall not be implemented, and shall not be construed in any way to affiliate the City Council or the City with, nor express a preference for or against any faith, belief, opinion, religion, or denomination. Rather, these policies and procedures are intended to acknowledge and express the City Council respect for the diversity of religious denominations and faiths represented and practiced among the citizens of the City.

6.5.1 The City Clerk may invite religious leaders, chaplains, ministers, rabbis or similar of congregations located within the jurisdictional limits of the City or within (5) five miles of the city limits to conduct the opening invocation, with the volunteer religious leaders selected from a wide pool of area clergy with reasonable effort to ensure a wide variety of religious leaders. Staff will develop a list of volunteers to select from. Notwithstanding the preceding, no invocation speaker shall be scheduled to offer an invocation at consecutive meetings of the City Council, or at more than three (3) City Council meetings in any calendar year. In being consistent with U.S. Supreme Court precedent, invocation speakers will reflect ideals relating to peace and security for the nation; safety of our armed forces, police, firefighters, and emergency service personnel; wisdom for the lawmakers; and justice for the people. No member of the City Council, City employee or staff, or any other person in attendance at the meeting shall be required to participate in any opening invocation that is offered. An opportunity to exit the City Council Chambers and return upon completion of the opening invocation is afforded to those who do not wish to participate or witness the opening invocation.

6.5.2 Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. Such invitation constitutes a general invitation that a person in attendance may stand if he/she wishes to do so for such observances.

6.5.3 Agenda Disclaimer. The following statement shall be placed at the bottom of City Council meeting agendas:

Any invocation that is offered before the official start of the City Council meeting shall be the voluntary offering of a private person, to and for the benefit of the City Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious beliefs or views of this, or any other speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. A person may exit the City Council Chambers and return upon completion of the opening invocation if a person does not wish to participate in or witness the opening invocation.

SECTION VII

7. ORDINANCES, RESOLUTIONS, AND MOTIONS:

7.1 Requests for Ordinances, Resolutions or Opinions:

Any Councilmember may request the City Attorney, City Manager, or City Clerk prepare a proposed ordinance or resolution. The City Attorney may assist the City Manager, City Clerk, or a Department Head in the preparation of a proposed ordinance or resolution.

Any Councilmember, Mayor, City Manager, City Clerk or Department Head may request a legal opinion of the City Attorney.

SECTION VIII

8. CITIZENS PRESENTATIONS:

8.1 Presentation by Public on Proposition before the Council:

The agenda shall provide times when the public is given a reasonable opportunity to be heard on a proposition before the City Council. The opportunity to be heard may not occur at the same meeting in which the Council takes official action on the proposition and public opportunity, hereunder, does not extend to:

- (a) An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Council to act;
- (b) An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
- (c) A meeting that is exempt from Sec. 286.011 Florida Statutes; or
- (d) A meeting during which the Council is acting in a quasi-judicial capacity.

This paragraph does not affect the right of a person to be heard as otherwise provided by law.

8.2 Addressing the Council -- Scheduled Presentations:

Any person desiring to address the Council by oral communication on any subject not already on the Council meeting agenda shall first secure the permission of the Presiding Officer and will be recognized under "Scheduled Presentation from the Public." Only those persons who have completed a speaker's form and who have notified the City Clerk by 12:00 noon of the Wednesday immediately preceding the regular meeting will have their name placed on the Agenda and be recognized under the heading "Scheduled Presentations from the Public."

8.3 Addressing the Council -- Public Opportunity on Council Propositions:

Any person desiring to address the Council by oral communication regarding Council propositions on the agenda shall complete and deliver a Speaker Request Card to the City Manager or City Clerk then secure the permission of the Presiding Officer and will be recognized at the time the item appears on the Agenda. A speaker card is not required to speak on an item, but those providing the card will be given first opportunity.

8.4 Addressing the Council – Comments from Audience:

Any person desiring to address the Council by oral communication shall complete and deliver a Speaker Request Card to the City Clerk then secure the permission of the Presiding officer and will be recognized under "Comments from the Audience" where that item occurs on the agenda. A Speaker Request Card is not required to speak, but those providing the card will be given the first opportunity.

8.5 Addressing the Council – Public Opportunity on Public Hearings:

Any person desiring to address the Council regarding Agendaed Public Hearings by oral communication shall complete and delivery a Request to Speak Card to the City Clerk then secure the permission of the Presiding Officer and will be recognized under "Public Hearings" where that item occurs on the Agenda. A Speaker Request Card is not required to speak, but those providing the card will be given the first opportunity.

8.6 Manner of Addressing the Council -- Time Limit:

Each person addressing the Council shall approach the microphone, shall give his or her name and address and the organization or group they represent if any, in an audible tone of voice for the record and, unless further time is granted by the Council, shall limit their address to three (3) minutes. All remarks shall pertain to City business and shall be addressed to the Council as a body, and not to any Councilmember thereof. No person, other than Councilmembers or the Mayor, and the persons having the floor, shall be permitted to enter any discussion, either directly or through the members of the Council. No questions shall be asked of the Councilmembers or staff, except through the Mayor.

8.7 Personal and Slanderous Remarks:

Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous or use offensive language, while addressing the Council, may be requested to leave the meeting. No reference by name to any individual present or absent, including Councilmembers and staff, shall be used in a negative manner by any person addressing the Council. All participants and speakers shall refrain from belittling or insulting remarks or making personal attacks.

8.8 Reading of Protests:

Interested persons, or their authorized representatives, may address the Council for the reading of protests, petitions, or communications relating to any matter over which the Council has control when the item is under consideration by the Council.

8.9 Referral of Citizens' Complaints:

While in session, the Mayor, or Councilmembers, individually, or the City Council collectively, through motion, may refer citizen's complaints to the City Manager.

8.10 Written Communications:

Interested parties, or their authorized representatives, may address the Council by written communication on any matter of business. However, in order to preserve the public record as well as comply with Florida's Public Records Law, an exact copy of said written communication must be provided to the City Clerk.

8.11 Presentations by Representatives of Groups or Factions:

At meetings, in which 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 of the group or faction and in such instances shall limit their address to twenty (20) minutes.

SECTION IX

9. SUSPENSION AND AMENDMENT OF THESE RULES:

9.1 Suspension of Rules: Any provision of these rules not governed by the City Charter, State Statute or City Code may be temporarily suspended by a vote of a majority of all the Councilmembers.

9.2 Amendment of Rules: These rules may be amended, or new rules adopted, by a two-thirds vote of the full membership of the Council.

SECTION X

10. EFFECTIVE DATE: This resolution shall be effective upon its adoption by the City Council.

City Departments

City Manager

The City Manager is appointed by the City Council and serves at the pleasure of the City Council. The city manager directs all department heads and oversees the daily operations of the city.

- Prepare and submit monthly to the City Council an account of the city's finances, receipts, and disbursements.
- Provide administrative services as required by the City Council; Perform other duties as specified in the charter, adopted by ordinance, or that may be required of the City Council.
- See that all laws, provisions of the City Charter, and acts of the City Council are faithfully executed.
- Coordinate the annual city budget with the city clerk and department heads and submit to the City Council the city's annual budget, budget message, and capital projects.
- Submit to the City Council and make available to the public at the end of each fiscal year a complete report on the city's finances and administrative activities.
- Keep the City Council fully advised of the city's financial condition and future needs; and make recommendations to the City Council regarding the affairs of the city as needed.

City Clerk

The City Clerk is appointed by the City Council, and as a Charter-level Officer, the City Clerk serves the City Council. All other powers and duties of the City Clerk shall be provided by Resolution (Refer – Resolution 2020-08)

- Attends all meetings, maintains minutes and records of the City Council.
- Provides administrative services and other additional duties required by the City Council.
- The City Clerk is designated by the Charter and State of Florida as official records custodian of public documents and the City Seal. Maintain and have the care and custody of the books, records, papers, legal documents, and journals of proceedings of the City Council. The City Clerk is responsible for the preparation, execution, and archiving of all city documents, as prescribed by State Law and the City of Crestview Code of Ordinances.
- Archives all permanent City documents, official proceedings, ordinances, and resolutions
- Indexes all official actions of the City Council
- Processes contracts and agreements
- Maintains committee applications and appointments
- Maintains City Council, committee and board meeting minutes and audio files
- Records official documents

Administrative Services

The Administrative Services department consists of Human Resources, Risk Management, and the Information Technology divisions of the budget. Administrative services consist of the Administrative Services Director, IT Supervisor, two IT Specialists, IT Technician, the Risk Management Specialist, and the Human Resources Technician. The duties of this department include but are not limited to:

- Ensuring compliance with federal/state local labor laws
- Employee relations
- Employee Benefits
- Payroll
- Recruitment
- Workmen's compensation
- Property/Liability Insurance
- Manages all city computers, phones, devices, printers, and all software programs

Community Development Services

The Community Development Services Department utilizes two divisions to implement the community's vision of improving the quality of life and insuring sustainability. The Building Division's mission is to create and maintain a safe and healthy community. The Planning & Zoning Division implements the Comprehensive Plan and Land Use Regulations by working with the residents, businesses, property owners, engineers, and developers. The duties of this department include but are not limited to:

- Final and Preliminary Plat(s) Review
- Inspections and Building Plan Review
- Coordination with Planning and Development Board
- Building Permit Issuance and Enforcement
- Zoning Code
- Building Code
- Subdivision Code
- Proposed Zoning Cases and Annexations
- Sign Permits
- Rezoning Requests
- Comprehensive Plan
- Land Development Code

Finance Department

Maintaining ongoing, accurate and consistent records of the city's finances is a critical component of responsibly handling Crestview's budget, which is greater than \$35 million. The department processes all city purchase orders, grants, and pension accounting and reporting as necessary. The duties of this department include but are not limited to:

- Accounts Payable/Receivable
- Budget Preparation and monitoring
- Utility Billing
- Meter Readings
- Audit Coordination
- Financial Reporting
- Management of Bonds and Investments
- Accounting
- Cash Management
- Requisitions/Purchase Orders

Fire Department

The Crestview Fire Department is a professional fire and emergency response organization that is committed to promoting public safety while preserving life and property to all we encounter. The fire department accomplishes this by providing fire and life safety education to the public while mitigating emergencies as they occur. In addition to prevention and operations functions, the departments management staff routinely serve in the incident command and other emergency management positions during disaster response and recovery. The duties of this department include but are not limited to:

- Fire Prevention
- Fire Suppression
- Vehicle Extraction
- Fire Protection which includes the City of Crestview and rural areas
- Conducts CPR & First Aid classes
- Fire Inspections
- Technical Rescue Team

Parks and Recreation Department

Parks and Recreation is committed to providing quality recreation programming opportunities to the citizens of the area. Parks and Recreation consists of five divisions: Parks & Rec Administration, Building Facility Maintenance, Community Center, Library, and Cultural Services.

The duties of this department include but are not limited to:

- Maintains and operates the Park System
- Manages the maintenance and operations of all Facility including rentals
- Manages and maintains all the building facility maintenance for all City buildings
- Manages and operates extensive baseball, softball, and other sport programs
- City Library - Provides books, newspapers, books on tape/CD, music, computer software and videos as well as access to the internet; provides meeting rooms for the public
- Cultural Services – Bush House Museum

Police Department

The Crestview Police Department proactively and responsively strives to protect our citizens from crime through effective and efficient delivery of services; and through partnerships with members of the community working toward our common goals and objectives. The Crestview Police Department is further committed, without prejudice, to protecting the liberties of all those we encounter, and preserving the inalienable rights of all citizens guaranteed by the Constitution of the United States of America. The duties of this department include but are not limited to:

- Response to Calls for Service
- Animal Control Service
- Patrol
- Public Interaction for Problem Solving
- Traffic Enforcement
- Criminal Investigations
- Assist Other Agencies
- Community Service Workers
- School Crossing Guards
- Neighborhood Watch
- Community Policing Activities
- Code Enforcement

Public Services Department

The Public Services Department is a multi-functional department that provides supervision and operation of streets, roads, alleyways, easements maintenance, water, sewer, and fleet operations. The department provides continuous operation of all water and sewer distribution systems and oversight of a 320-acre solid waste treatment plant and irrigated spray field. This department is organized into several divisions: Utility Maintenance & Sewer Division Solid Waste, Street & Storm Water Management Division, Fleet Maintenance Division, Wastewater Treatment Plant Division. The duties of this department include but are not limited to:

- City Water and Sewer System operation, maintenance, and capital improvement program for the public infrastructure, consisting of water distribution system, sanitary sewer collection system, sanitary sewer treatment system, and streets.
- Utility Locations
- Maintenance of Pump Stations
- Maintenance of Sewer Lines
- Maintenance of Streets and Street Signs
- Maintenance of Storm Sewer and Drainage Systems
- Maintenance of Sidewalks

Charter for the City of Crestview

ARTICLE I.

GENERAL POWERS OF THE CITY

Section 1.01. General Powers and Corporate Existence.

The municipal corporation now existing and known as the City of Crestview ("City"), located in Okaloosa County, Florida, within the boundaries hereinafter described, shall continue to be a body politic and corporate, and shall have all governmental, corporate, and proprietary powers to enable it to conduct municipal government, perform municipal functions and render municipal services, and may exercise any power for municipal purposes except when expressly prohibited by law.

Section 1.02. Construction.

The powers of the City under this Charter shall be construed liberally in favor of the City, and the specific mention of particular powers in the Charter shall not be construed as limiting in any way the general power granted in this Article.

ARTICLE II.

CORPORATE BOUNDARIES

Section 2.01. Corporate Boundaries.

The corporate boundaries of the City of Crestview shall remain fixed and established as they exist on the date this Charter takes effect, provided that the City shall have the power to change its boundaries in the manner prescribed by law.

ARTICLE III.

ELECTED CITY POSITIONS

Section 3.01. Form of Government.

The City shall have a City Council-City Manager form of government. There shall be a City Council, which shall be the governing body of the City with all legislative powers of the City vested therein, consisting of five (5) City Council Members. All City Council Members shall be elected by votes cast by City electors (Article VI, Section 6.02). The City Council Member from Precinct 1 shall reside in Precinct 1, the City Council Member from Precinct 2 shall reside in Precinct 2, and the City Council Member from Precinct 3 shall reside in Precinct 3. If at any time a City Council Member elected from a precinct moves his or her official residency from said precinct, a vacancy shall automatically occur in said office. The two City Council Members at large may be elected without regard to the territorial limits of precincts. In such elections candidates running in any group receiving the highest vote shall be deemed elected.

There shall also be a Mayor who is elected At-Large and who shall not be a member of the City Council.

Section 3.02. Election and Terms.

The nonpartisan primary and general election of the City Council Members and the Mayor shall be held in the manner provided in Article VI of this Charter and the terms of office for Mayor and City Council Members shall be four (4) years and will commence on the first (1st) Monday in April immediately following his or her election.

The base year for elections for City Council Members for Group 1 At-Large and Group 2 At-Large, and the Mayor shall be 2019, and shall be for a four-year term. The base year for elections for City Council Members for Precincts 1, 2, and 3 shall be 2021 and shall be for a four-year term. These base year dates are established only for the purpose of scheduling elections and staggering terms.

All elected officials who are in office at the time of adoption of this Charter shall continue in office until their respective terms expire or are otherwise limited or terminated; and, as to elected or appointed officials, for such additional consecutive terms for which they seek and win election. Nothing in this Charter except as specifically provided herein, shall affect the rights, privileges, or immunities of elected or appointed officials, existing at the time of adoption of this Charter.

ARTICLE IV. MAYOR AND CITY COUNCIL

Section 4.01. Mayor.

(a) ***Powers and Duties.*** The Mayor shall exemplify good citizenship and exhibit a cooperative spirit. The Mayor shall have the following powers and duties:

- (1) To be recognized as the official head of the City for all ceremonial purposes, and by the courts for the purpose of accepting and receiving civil process for the City, and by the governor for purpose of military law. To sign all contracts the City enters into on behalf on the City.
- (2) In time of public danger or officially declared state of emergency, the Mayor shall assume the role of Emergency Management Director, take command of the police and fire departments, maintain order, and enforce the law.
- (3) To preside over all meetings of the City Council with authority to participate in discussions, but without power to vote.
- (4) To present recommendations to the City Council on the requirements of its municipal government.

(5) To exercise a veto power over ordinances adopted by the City Council within five (5) days of adoption by the City Council, except the Mayor may not exercise veto power over:

- (i) an emergency ordinance as defined in Florida Statutes.
- (ii) those ordinances adopted as a result of quasi-judicial proceedings, when such proceedings are mandated by law; and
- (iii) ordinances proposing Charter amendments, which the City Council is required by law or by this Charter to place on the ballot.

(6) The Mayor shall see that the provisions of this Charter, ordinances, laws, and rules of the City are complied with, and enforced. The Mayor shall have the power to make general investigations into the official conduct and affairs of all City officers or employees of the City, and may examine the conditions of all City books, papers, records, property, and equipment. It shall be his/her duty to make a report to the City Council of all violations or neglect of duty or any misfeasance, malfeasance or nonfeasance in office, neglect of duty or improper conduct on the part of any City officer or employee that may come to his knowledge. The Mayor shall put down riots and unlawful assemblies, and may use the police and common power of the City for such purposes, and shall see that peace, good order, safety, and good morals are preserved within the City; the Mayor may veto any official ordinance of the City Council, subject to the limitations hereinafter prescribed; may call the City Council together in special session; and shall recommend to the City Council such measures from time to time, as to him/her shall seem wholesome and proper.

(7) The Mayor is to hold no other elected public office while holding said office.

(8) The Mayor may be removed from office as set forth in Sec. 100.361, Florida Statutes.

(9) The Mayor Pro Tem shall be chosen to serve in event of the Mayor's absence, as set forth in Section 4.03(b).

(b) ***Vacancy.***

- (1) Vacancy caused by death, resignation, refusal of the Mayor to serve, removal, or for any other reason, shall be filled by the Mayor Pro Tem as Acting Mayor, who shall serve until a successor is appointed and sworn in. The City Council shall fill the vacancy by a majority vote, and such vacancy shall be filled within thirty (30) days after the vacancy occurs. The appointed Mayor shall serve the unexpired term of the previous Mayor.
 - (2) The Mayor appointed by the City Council must meet the qualifications for office as set forth in this Charter at the time of appointment.
- (c) ***Compensation.*** The salary of the Mayor shall be set by ordinance, which shall take effect upon the Mayor assuming office following the next Mayoral election.

- (d) **Signature of the Mayor.** Every ordinance passed by the City Council, before becoming law, shall be presented to the Mayor for his signature and approval within five (5) business days after it has passed. Unless exercising veto power, the Mayor shall sign it and return it to the City Clerk with the date of his/her signature. If the Mayor fails to return any ordinance to the City Clerk before the next regular City Council meeting following the date of passage of the ordinance, unless the ordinance has been vetoed the Mayor shall be deemed to have approved the ordinance and it shall become law without his signature or further action.

Section 4.02. City Council.

The City Council shall consist of five (5) electors who shall be designated as follows:

- City Councilmember at large Group 1.
- City Councilmember at large Group 2.
- City Councilmember — Precinct 1
- City Councilmember — Precinct 2
- City Councilmember — Precinct 3

- (a) **Powers and Duties.** City Council Members shall exemplify good citizenship and exhibit a cooperative spirit. The City Council shall have the following powers and duties:
- (1) To legislate for the City by adopting ordinances and resolutions in the best interest of all citizens of the City.
 - (2) To adopt the annual budget and all other appropriations necessary for efficient City government.
 - (3) To override the Mayor's veto of an ordinance by an affirmative vote of two thirds of the entire City Council.
 - (4) To devote such time as is necessary to the performance of City Council duties and hold no other elected public office or be an employee of the City while a City Council Member.
 - (5) The City Council shall appoint the City Manager, City Attorney and City Clerk and Department Heads by a majority vote of the entire City Council.
 - (6) The City Council may, in the investigation of charges against municipal officers, assistants, employees, and members of the City Council, or of any other matters coming before them, issue subpoenas and compulsory process under the hands of the Mayor, the Clerk, and the seal, for the attendance of any person, firm or corporation, and for the production of books, papers, and records; and Mayor and Clerk shall each have authority to administer oaths and affirmations; and take depositions.
 - (7) The City Council, by majority vote, may remove any member of the City Council with four (4) consecutive unexcused absences.

(b) ***Vacancies.***

- (1) If a vacancy on the City Council is caused by death, resignation, refusal of any City Council Member to serve, removal of any City Council Member, the residency relocation of a City Council Member from the precinct from which the City Council Member is elected, or for any other reason, the vacancy shall be filled for the unexpired term of the vacated seat by a majority vote of the remaining City Council Members, and such vacancies must be filled within thirty (30) days after the vacancy occurs. The appointed City Council Member may serve the unexpired term of the previous City Council Member unless the unexpired term of the previous City Council Member, is twenty-eight (28) months or longer. If the unexpired term is twenty-eight (28) months or longer, a person shall be elected at the next general election to fill the unexpired portion of such term.
- (2) In the event of a military leave of absence for any elected municipal officer, such leave of absence shall be in accordance with current Florida Statutes.
- (3) The City Council Member appointed by the City Council must meet the qualifications for office as set forth in this Charter at the time of appointment.

(c) ***Compensation.*** The salary of City Council Members shall be set by ordinance *resolution*; said compensation shall take effect upon the City Council Member assuming office following the next City Council election.

Section 4.03. City Council Procedures.

- (a) ***Meeting Rules and Procedures.*** The City Council shall determine its own rules of procedure and order of business. The City Council shall meet regularly at least once every month at such times and places as the City Council may prescribe. Policies and Procedures for the City Council shall be set forth by ordinance resolution.
- (b) ***Mayor Pro Tem.*** The City Council, at its first regular meeting in April, shall select from among its members a Mayor Pro Tem. The Mayor Pro Tem so chosen shall, in the absence or disability of the Mayor, preside over the meetings of the City Council and perform all the duties and exercise all the authorities of the Mayor. The Mayor Pro Tern's term of service shall be for one year. The Mayor Pro Tern shall retain all voting privileges of an elected member of the City Council.

Section 4.04. Prohibitions.

(a) ***Appointment and Removal.*** No individual City Council Member shall in any manner dictate the appointment or removal of any administrative officer or employee whom the City Manager or Department Heads are empowered to appoint. The City Council may, however, express its views and fully and freely discuss any and all matters with the City Manager or Department Heads pertaining to the appointment and removal of City officers and employees.

(b) ***Interference with Administration.*** The City Council or City Council Members shall deal with the City officers and employees, who are subject to the direction and supervision of the City Manager, solely through the City Manager. Neither the City Council nor City Council Members shall give orders to any such officer or employee, either publicly or privately. It is the express intent of this Charter that recommendations for improvement of municipal governmental operations by individual City Council Members be made solely to and through the City Manager.

(c) ***Holding other Office.*** No elected City official shall hold any appointive City office, City board membership, or City employment while in office, except as may be provided by State law. No former elected City official shall hold any compensated appointive City office until one year after having last served as an elected official.

ARTICLE V. APPOINTED CITY OFFICIALS

The City Council shall appoint the City Manager, the City Attorney, and the City Clerk.

Section 5.01. City Manager.

There shall be a City Manager who shall be appointed or dismissed by the City Council, by a majority vote of the entire City Council, and who shall serve at the pleasure of the City Council. The City Manager shall direct all Department Heads and oversee the daily operations of the City. The compensation to be paid the City Manager for services rendered by said manager, shall be set by the City Council in the contract between the City Manager and the City.

Additionally, the City Manager shall:

- (a) Attend the meetings of the City Council.
- (b) Draw and sign vouchers upon the depositories, which vouchers shall be countersigned by the City Clerk *Finance Director and* keep a true and accurate account of the same.
- (c) Shall prepare and submit to the City Council once each month a statement of all finances, receipts, and disbursements.
- (d) Provide administrative services as required by the City Council.
- (e) See that all laws, provisions of this Charter, and acts of the City Council, subject to his/her direction and supervision, are faithfully executed.
- (f) Coordinate with the City Clerk and Department Heads and submit the annual budget, budget message, and capital programs to the City Council in the form prescribed by general law.
- (g) Submit to the City Council and make available to the public a complete report on the finances and administrative activities of the City as of the end of each fiscal year.
- (h) Keep the City Council fully advised as to the financial condition and future needs of the City and make recommendations to the City Council concerning the affairs of the City.
- (i) Perform such other duties as are specified in this charter, or adopted by ordinance, *Resolution*, or which may be required by the City Council.
- (j) ***City Manager Authority over City Personnel.***

In addition to the authority, duties and obligations specified in this Charter, and except as may be inconsistent with this Charter and/or adopted ordinances, resolutions, and policies of the City, the City Manager shall:

1. Determine the employment qualifications of the Department Heads and otherwise handle all aspects of the filling of vacancies in the positions of the Department Heads.
2. Have complete and full authority acting on behalf of the City Council over each and every Department, Department Head and employee of the City, and full authority over all operations of the City. However, when any action is required by the Charter or ordinances on the part of the City Council, such action may be taken by the City Manager subject to the confirmation by the City Council in accordance with the Charter or Ordinance.
3. Have the authority to discipline, demote, suspend and/or remove any Department Head or employee in a manner consistent with the adopted ordinances and personnel policies of the City. The City Manager may authorize any Director or other administrative officer who is subject to the City Manager's direction and supervision to exercise these powers with respect to subordinates in that officer's department, office, or agency.

Section 5.02. City Attorney.

The City Attorney shall serve as the chief legal adviser to the City Council, and shall represent elected or appointed officials, boards and commissions, and employees in the course and scope of their official duties or employment, respectively. The City Attorney shall represent the City in legal proceedings and shall perform any other duties prescribed by State law, by this Charter, or by ordinance or resolution. The City Council shall appoint or remove the City Attorney by an affirmative vote of a majority of its members. The compensation to be paid the City Attorney for the services rendered by said Attorney, shall be set by the City Council in the Contract between the City Attorney and the City.

Section 5.03. City Clerk.

There shall be a City Clerk who shall be appointed or dismissed by the City Council, by a majority vote of the entire City Council, and who shall serve at the pleasure of the City Council and whose duties and responsibilities are as provided by this Charter. The compensation to be paid the City Clerk for the services rendered, shall be set by the City Council.

The City Clerk shall:

- (a) Attend all meetings of the City Council.
- (b) Maintain minutes and records of the same.
- (c) Provided administrative services as required by the City Council.
- (d) Review contracts for compliance with policy and City Council direction and attest to same that then be signed by the Mayor.
- (f) Sign all licenses issued by the City.
- (g) Keep and have the care and custody of the books, records, papers, legal documents, and journals of proceedings of the City Council.
- (h) Perform such additional duties as may be required by the City Council. All other powers and duties of the City Clerk shall be as provided by resolution.

Section 5.04. Departments.

Department Heads shall be appointed by the City Manager. The City Manager shall make recommendations to the City Council regarding the organization of the City government and prescribe the duties and responsibilities assigned to the various departments. The City Manager shall direct the Department Heads of the City in a manner consistent with this Charter and the City's Code of Ordinances. The compensation to be paid the various Department Heads for the services rendered, shall be

set by the City Council.

Section 5.05. City Boards, Commissions and Authorities.

- (a) ***Establishment.*** Unless otherwise provided by law, the City Council shall establish or terminate by ordinance, *Resolution*, such boards, commissions, and authorities as it may deem advisable from time to time.
- (b) ***Membership and Removal.*** Unless otherwise provided by law, the City Council shall determine procedures, membership and removal from City boards, commissions, and authorities.

ARTICLE VI. ELECTIONS

Section 6.01. Nonpartisan Elections.

All nominations and elections for the offices of Mayor and City Council Members shall be conducted on a nonpartisan basis.

Section 6.02. Electors.

Any person, who is a resident of the City, is a qualified Florida elector, and who has been assigned a voter registration number by the County Supervisor of Elections to vote shall be an elector of the City.

Section 6.03. Qualifications, Eligibility, and Filing Fee.

- (a) ***Qualifications and Eligibility.*** Any person who is a resident of the City, has qualified as a Florida elector, and has been assigned a voter registration number by the County Supervisor of Elections to vote not less than one (1) year prior to the end of the qualification period, shall be an eligible candidate for the office of Mayor or City Council member. Candidates for City Council Member from a Precinct must have been a resident of the declared precinct for at least one (1) year prior to the end of the qualification period.
- (b) ***Qualifying Fee.*** Each candidate shall pay to the qualifying officer a qualifying fee in the amount as set forth by City resolution as well as an election assessment as provided by Florida State Law.
- (c) ***Determination of Qualifications and Eligibility.*** The Supervisor of Elections shall be the judge of qualifications for candidates for the positions of Mayor and City Council.

- (d) ***Determination of person elected*** In the case of two or more persons receive an equal and highest number of votes for the same office, the election shall be determined as per Florida Statutes, Title IX, Chapter 100, Section 100.181.

Section 6.04. Elections. Procedures.

- (a) ***General Elections.*** The Supervisor of Elections shall be the Filing Officer for the City of Crestview and shall conduct all elections in accordance with Florida Statutes. The election shall be held in conjunction with the November General election commencing in November 2022.
- (b) ***Canvassing Board*** Elections shall be conducted, and results shall be tabulated, returned, and canvassed by a board in accordance with general law. The
- (c) canvassing board shall submit certified election results to the City Clerk. In a City election, where a County canvassing board would not be impaneled, the canvassing board shall include the Supervisor of Elections, a sitting County Judge, and the City Clerk.

Section 6.05. Candidate Qualifying Oath.

- (a) ***Qualifying Oath or Affirmation.*** Any person who is qualified under the laws of the State and this Charter may become a candidate for the office of Mayor or City Council by taking and subscribing to an oath or affirmation and filing the same with the Supervisor of Elections during business hours during the period prescribed by general law for qualification of candidates for election to City offices.
- (b) ***Form.*** The form of the oath or affirmation shall be as provided by Florida law.

Section 6.06. Commencement of Term of Office.

The term of office of any elected official (Mayor or City Council Member) will commence on the first regular meeting of the City Council after his or her election, at which time the newly elected official shall take an oath of office and be installed in office.

In the event of a special election or other election other than the primary or general election, the term of office of any elected official will commence on the third day after his or her election has been certified, at which time the newly elected official shall be given an oath of office and installed in office, or as provided by State law, unless the commencement date falls on a legal or City holiday, in which case the term of office will commence on the next day that is not a legal or City holiday.

Section 6.07. City Council Precincts

- (a) ***Number of Precincts.*** There shall be three (3) City Council precincts. The boundaries of the three (3) precincts the which shall change to the following upon approval of this charter by the electorate of the City, being described more particularly as:

City Council Precincts: The City of Crestview shall be divided into three precincts, numbered as follows: Number One: Central Crestview as bordered by U S Highway 90 on the north and Interstate 10 on the South, Number Two: South Crestview as bordered by Interstate 10 on the North. Number Three: North Crestview as bordered by U.S. Highway 90 on the south.

Charter Amendments

Section 7.01. Charter Amendments.

- (a) ***Initiation by City Council.*** The City Council may propose amendments by ordinance to this Charter. Upon adoption of the initiating ordinance, the City Council shall submit the proposed amendment to a vote of the electors at the next general election held within the City or at a special election called for such purpose.
- (b) ***Initiation by Petition.*** The electors of the City may propose amendments to this Charter in accordance with the provisions of Sec. 166.031, Florida Statutes.
- (c) ***Consistency.*** The method for Charter amendments shall be consistent with State law.

The City Council shall adopt such ordinances and resolutions as are required to affect the transition. Ordinances adopted within sixty (60) days of the first City Council meeting under this Charter for facilitating the transition may be passed as emergency ordinances following the procedures prescribed by law.

ARTICLE VIII MISCELLANEOUS

Section 8.01. Code of Ethics.

The City of Crestview shall subscribe to and abide by the *Code of Ethics for Public Officers and Employees* as provided in the Florida Statutes.

ARTICLE IX.
SCHEDULE

Section 9.01. Effective Date.

Upon approval of a majority of the electorate voting at a referendum on this Charter, this Charter will become effective on November 15, 2020.

Section 9.02. Ordinances Preserved.

All ordinances in effect upon the adoption of this Charter, to the extent not inconsistent herewith, shall remain in full force and effect until amended or repealed.

Section 9.03. Repeal of Former Charter Provisions.

All affected Charter provisions in effect prior to the effective date of this Charter revision are repealed, provided that all extra territorial powers of the City conferred by special act or otherwise are preserved and can be repealed or modified only by referendum or as otherwise provided by law.

Section 9.04. Precedence over Code Provisions.

If a conflict exists between the provisions of this Charter and the Code of Ordinances, the Charter provisions shall prevail.

Section 9.05. Officers and Employees.

The adoption of this Charter shall not affect or impair the rights, privileges or immunities of City officers or employees at the time of the effective date of this Charter, including rights provided for pursuant to Chapter 447, Florida Statutes, and collective bargaining agreements. Elected officers shall continue to hold their offices for the terms prescribed by the Charter in effect on the date of their election, and they shall discharge their duties until their successors are elected.

Section 9.06. Existing Rights, Obligations, Duties and Relationships.

- (a) **Continuity.** All rights, claims, actions, orders, contracts and legal or administrative proceedings involving the City shall continue except as modified pursuant to the provisions of this Charter.
- (b) **Obligations.** No debt, contract obligation, or assessment by the City shall be impaired by adoption of this Charter. All existing debts, obligations and assessments shall remain valid and enforceable, according to their terms, under the Charter provisions applicable at the time the debt was incurred, contract signed, or assessment imposed. All obligations and rights arising in connection with projects financed under former Charter provisions shall be unaffected and remain in full force and effect as if the borrowing, taxing, bonding, or other financing provisions had survived the adoption of this Charter.
- (c) **Other Government Units.** All existing rights, obligations, duties and relationships by law or agreement between the City and other governmental units shall be unaffected by the adoption of this Charter and remain in full force and effect.

Terms for the officers elected in 2017 and 2019. The terms of the elected officials elected in 2017 shall be extended until after the election of November 2022. The terms of the elected officials elected in 2019, shall be extended until November of 2024. As determined by the Charter revisions of 2018, should the City Clerk resign their position prior to November 2022, the City Clerk position shall become appointed as allowed in section 5.03 of this Charter.

Section 9.07. Transition.

The City Council shall adopt such ordinances and resolutions as are required to affect the transition. Ordinances adopted within sixty (60) days of the first City Council meeting under this Charter for facilitating the transition may be passed as emergency ordinances following the procedures prescribed by law.

Section 9.08. Severability.

If any section or part of a section of this Charter shall be held invalid by a court of competent jurisdiction, the court decision invalidating any section or part of said section shall not affect the remainder of this Charter or the context in which the invalidated section or part of section may appear, except to the extent that an entire section or part of section may be inseparably connected in meaning and effect with the section or part of section to which the court decision may directly apply.

[End of Charter revisions]

52 Tips for Successful Public Service

SOME IDEAS ON HOW TO GOVERN BETTER

by E.A. Mosher, former Executive Director
League of Kansas Municipalities

1. Learn all you can about your city, its history, its operations, its financing. Do your homework. Know your city ordinances. Dust off your comprehensive plan.
2. Devote sufficient time to your office and to studying the present and future problems of your community.
3. Don't burn yourself out on the little things, while recognizing that they are often important to the public. Save some energy and time - for the important matters.
4. Don't act as a committee of one; governing a city requires a team effort - practically and legally.
5. Don't let honest difference of opinion degenerate into personality conflicts.
6. Remember that you represent all the people of your community, not just neighbors and friends. Be wary of personal experiences coloring your public decisions.
7. Take your budget preparation job seriously, for it determines what your city does or does not do for the coming year and will influence what happens in future years as well.
8. Establish policy statements. Written policy statements let the public, and the city staff, know where they stand. They help the governing body govern and writing them provides a process to develop consensus.
9. Make decisions on the basis of public policy and be consistent. Treat similar situations, similarly, and avoid favoritism.
10. Focus your attention on ways to prevent problems, rather than trying to solve them as they occur. Filling potholes is one approach; developing plans to prevent them is another.
11. Don't be misled by the strong demands of special interest groups who want it done now, their way. Your job is to find the long-term public interest of the community as a whole, and you may be hearing from the wrong people.
12. Don't rush to judgment. Few final actions have to be taken at the first meeting they are considered. Avoid crisis management.
13. Don't be afraid to change. Don't be content to just follow the routine of your predecessors. Charge your appointed officers and employees with being responsible for new ideas and better ways. Listen to what they have to say.

14. Don't give quick answers when you are not sure of the real answer. It may be embarrassing to appear ignorant, but it can be more embarrassing and damaging, to tell a person something that is wrong.

15. As an individual, even if you are the mayor, do not make promises you cannot deliver! Most decisions and actions require approval of the governing body, and this takes a majority vote.

16. Remember that you have legal authority as a governing body member only when the governing body is in legal session.

17. Don't spring surprises on your fellow governing body members or your city staff, especially at formal meetings. If a matter is worth bringing up for discussion, it is worth being on the agenda. Surprises may get you some publicity, at the embarrassment of others, and tend to erode the team approach to governance.

18. Participate in official meetings with the dignity and decorum fitting those who hold a public trust. Personal dress and courteous behavior at meetings help create an environment for making sound public decisions.

19. Conduct your official public meetings with some formality and follow rules of procedure. Have an agenda and follow it. Most governing body members agree that formal meetings expedite the process and tend to promote better decision making.

20. Don't be afraid to ask questions. It is one of the ways we learn.

21. Vote yes or no on motions. Do not cop out by abstaining, except when you have a conflict of interest. A pass does not relieve you of responsibility when some decision must be made.

22. Once a majority decision of the governing body has been made, respect that official position, and defend it if needed, even if you personally disagreed.

23. Respect the letter and intent of the open meetings law. But also keep private and confidential matters to yourself - do not gossip.

24. Retain competent, key employees, pay them well, trust their professional judgment and recognize their authority and responsibilities.

25. Don't bypass the system. If you have a manager or other chief administrative officer, stick to policymaking, and avoid personal involvement in the day-to-day operations of the city. If you do not have an administrative officer, make sure you have some management system that officers, employees, and the public understand.

26. Don't let others bypass your system - insist that people such as equipment service suppliers first work with your city staff. If direct contact with governing body members is necessary, this should be with the governing body as a whole or a committee and not on a one-on-one basis.

27. Don't pass the buck to the staff or employees when they are only following your policies or decisions.

28. Don't always take no for an answer. The right question may be "How can we do this?" instead of "May we do this?" Be positive!

29. Learn to evaluate recommendations and alternative courses of action. Request your staff to provide options. Encourage imaginative solutions.

30. Avoid taking short-term gains at the expense of long-term losses. Be concerned with the long-term future of the city.

31. In determining the public interest, balance personal rights and property interests, the possible harm to a few versus the good of the many. Recognize that in some situations, everyone cannot be winner.

32. Be concerned with the total development - physical, economic, and social - of your community.

33. Don't act as if the city operates in a vacuum. Cities must work within the intergovernmental system to be effective. Keep in contact and cooperate with your federal, state, county, and school officials.

34. Get to know the officials of neighboring and similar size cities. Visit other cities, particularly those with a reputation of being well run.

35. Learn to listen - really listen - to your fellow governing body members and the public. Hear what they are trying to say, not just the words spoken.

36. Keep your constituents informed and encourage citizen participation.

37. Be friendly and deal effectively with the news media. Make sure what you say is what you mean. Lack of good communication is one of the big problems of cities.

38. Remember that what you say, privately and publicly, will often be news. You live in a glass house. Avoid over-publicizing minor problems.

39. Expect, and respect, citizen complaints. Make sure that your governing body members, and your city, has a way to effectively deal with them. Have a follow-up system.

40. Be careful about rumors. Check them out. Help squelch them when you know they are false.
41. Appoint citizen advisory committees when you need them but be prepared to follow their advice if you use them.
42. Take care in your appointments to boards and commissions. Make sure they are capable as well as representative of the whole community.
43. Use manuals, guides and other technical assistance and information available from other agencies. Attend workshops and conferences put on for your benefit.
44. Pace yourself. Limit the number of meetings you attend. Set some priorities, including the need to spend time with your family. Recognize that life - and the city - is dependent on a lot of things you have little control over.
45. Establish some personal goals and objectives. What do you want to accomplish this year? Next year?
46. Help develop some short-term and long-term goals and objectives for your city and check your progress at least every six months.
47. Similarly, help your city develop a vision of the future. Plan from the future to the present - no vision, no plan. One of the important purposes of a governing body is to establish a vision for the future.
48. Focus on the future and try to leave your city better than that which you inherited as a city officer.
49. At least once a year, schedule a governing body discussion about how you are governing. Review the processes and procedures. Sit back and ask, "How are we doing?" "How can we do things better?"
50. Be enthusiastic about your public service, and the privilege you have, and let the public know it. But maintain your sense of humor. Don't take yourself or the business of government so seriously that you don't enjoy it. It should be a fun as well as rewarding experience.
51. Be a leader, as well as part of the team of elected and appointed officials who were selected to make your city an even better place to live.
52. Celebrate Good things do happen. Let the public share your successes. Always focusing on problems and issues may leave you, the governing body, and the public, to believe that nothing positive ever happens.

Additional Training and Resource Materials

Florida League of Cities:

<https://www.floridaleagueofcities.com/>

Florida Municipal Officials Manual:

<https://www.floridaleagueofcities.com/research-resources/florida-municipal-officials-manual>. (Contact the office of the City Clerk for a hard copy)

National League of Cities:

<http://www.nlc.org>

Florida Ethics Laws can be found in Chapter 112, Part III, of the Florida Statutes -
www.leg.stat.fl.us/statutes/.

Link to Precinct Map

<https://www.cityofcrestview.org/DocumentCenter/View/2137/Precinct-Map?bidId=>

Link to Code of Ordinances:

https://library.municode.com/fl/crestview/codes/code_of_ordinances

Link to Public Portal:

<https://portal.laserfiche.com/Portal/Welcome.aspx?repo=r-36a219e0>.

City Strategic Plan – 2020 – Link to City Manager Page:

<https://www.cityofcrestview.org/476/City-Manager>.

City of Crestview Intranet

<https://www.cityofcrestview.org/425/HUB-NET>

Exhibits

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS	
LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION:
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 ____ :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Roberts Rules of Order- Simplified

Guiding Principle:

Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.

Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.

Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by adding words, striking words or striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3^{rds} vote.

You have heard enough discussion.

Move to close the debate. Requires a 2/3^{rds} vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3^{rds} vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3^{rds} vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.

Call for orders of the day.

You want to take a short break.

Move to recess for a set period of time.

You want to end the meeting.

Move to adjourn.

You are unsure that the president of the board has announced the results of a vote correctly.

Without being recognized, call for a "division of the house." At this point a roll call vote will be taken.

You are confused about a procedure being used and want clarification.

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry."

The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

You may INTERRUPT a speaker for these reasons only: to get information about business – **point of information** to get information about rules – **parliamentary inquiry** if you can't hear, safety reasons, comfort, etc. – **question of privilege** if you see a breach of the rules – **point of order** if you disagree with the president of the board's ruling – **appeal**

Roberts Rules of Order Quick Reference

	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

Motions Chart

	Rank	Second?	Debatable?	Amendable?	Vote?
PRIVILEGED MOTIONS					
Fix time to which to adjourn	13	Yes	No	Yes	Majority
Adjourn	12	Yes	No	No	Majority
Recess	11	Yes	No	Yes	Majority
Raise a question of privilege	10	No	No	No	Chair decides
Call for orders of the day	9	No	No	No	At request of one member
SUBSIDIARY MOTIONS					
Table	8	Yes	No	No	Majority
Previous question or call the question*	7	Yes	No	No	Two-thirds
Limit or extend limits of debate	6	Yes	No	Yes	Two-thirds
Postpone to a certain time	5	Yes	Yes	Yes	Majority
Refer to committee	4	Yes	Yes	Yes	Majority
Secondary amendment		Yes	Yes	No	Majority
Primary amendment		Yes	Yes	Yes	Majority
Amendment*	3	Yes	Yes	Yes	Majority
Postpone indefinitely	2	Yes	Yes	No	Majority
MAIN MOTION					
Main motion	1	Yes	Yes	Yes	Majority

* Amendment and previous question may be applied to motions higher than themselves.

INCIDENTAL MOTIONS				
	Second?	Debatable?	Amendable?	Vote?
Request for information	No	No	No	Chair responds
Point of order	No	No	No	Chair rules
Appeal	Yes	It depends	No	Negative

*Interruption of Speaker allowed only on incidental motions

BRING-BACK MOTIONS				
	Second?	Debatable?	Amendable?	Vote?
Reconsider	Yes	It depends	No	Majority
Rescind	Yes	Yes	Yes	§
Amend something previously adopted	Yes	Yes	Yes	§
Take from table	Yes	No	No	Majority

§ Majority with previous notice, two-thirds without notice, or majority of entire membership

Organizational Chart

