

**CITY OF PENSACOLA:**

**RULES AND PROCEDURES**

**OF THE**

**CITY COUNCIL**

Revised  
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**SECTION I:**

**BACKGROUND INFORMATION**

**1. ESTABLISHMENT OF CITY COUNCIL**

Article III of Pensacola's Charter provides for the creation and composition of the City Council. The ten (10) member City Council is elected biennially, seven (7) members from geographic districts and three (3) members-at-large, one of whom shall be elected as Mayor. The newly elected Council takes office on the second Monday in January of the year following their election. The City Council shall elect from among its members a Deputy Mayor who shall act as Mayor during the absence or disability of the Mayor. The City Council appoints the City Manager, and City Attorney. This provision also sets forth requirements concerning meetings, voting, resolutions and ordinances, and referendums on Council actions.

**2. POWERS OF CITY COUNCIL UNDER HOME RULE**

The powers of City Council are derived from Pensacola's Charter and related Special Acts of the Florida Legislature, by "Home Rule" as provided in the 1968 Florida Constitution, and by the implementation of the provisions of Chapter 166 of the Florida Statutes.

Generally speaking, the Pensacola City Council has the power to enact legislation (in the form of ordinances) concerning any subject matter upon which the State Legislature may act, except those dealing with annexation; merger issues; the exercise of extra-territorial powers; any subject expressly prohibited by the Florida Constitution; any subject expressly preempted to state or county government by the Constitution or by general state law; and any subject preempted to a county pursuant to a county charter adopted according to Article VIII of the Florida Constitution.

Further, the City Council **cannot** change by ordinance any provision of the City Charter or related Special Acts when that proposed change deals with one of the following topics:

- a) **The exercise of extra-territorial powers.**
- b) **An item that would affect an area which includes lands within and without the City.**
- c) **The creation or existence of the City.**

- d) **An item that would affect the terms of elected officers and the manner of their election.**
- e) **The distribution of powers among elected officers.**
- f) **Matters prescribed by the Charter relating to appointive boards.**
- g) **Any change in the form of government.**
- h) **Any rights of municipal employees.**

If the City wishes to amend any topic contained in the City Charter that relates to the items above, a local referendum or a special act of the Florida Legislature would be necessary. Changes of this nature do not occur frequently although there have been a few local referenda in the past, as well as some changes to the City Charter accomplished through special act of the state legislature.

### 3. **COUNCIL-MANAGER RELATIONSHIP**

Article IV of the City Charter entitled "City Manager" provides for the appointment and duties of the City Manager. The Council-Manager form of government results in the separation of legislative and administrative functions. The City Council provides policy guidance in response to community and constituent needs, and the administrative staff and City employees respond by implementing Council policy through functioning programs. The division of legal authority between the City Council and City Manager is spelled out in the following Charter provision:

#### Section 20 - Interference by Council; penalty and violation.

"Neither the Council nor any of its committees or members shall direct or request the appointment of any person to or his removal from office by the City Manager or any of his subordinates, or in any manner take part in the appointment or removal of officers and employees in the administrative service of the City. Except for the purpose of inquiry, the Council and its members shall deal with that portion of the administrative service for which the Manager is responsible solely through the Manager, and neither the Council nor any member thereof shall give orders to any subordinate of the City, either publicly or privately. Any violation of the provisions of this section by a member of the Council shall be a misdemeanor, conviction of which shall immediately forfeit the office of the member so convicted."

4. **CITY COUNCIL MEETINGS**

Regular City Council meetings are normally held on the second and fourth Thursdays of each month, in Council Chambers beginning at 7:00 p.m. Special meetings of the City Council may be called at the request of the Mayor, City Manager, or any three (3) members of Council according to the specified guidelines in Section II of this Rules and Procedures Manual.

**Activities of prime importance during regular City Council meetings include:**

Public Hearings as required by law or Council policy on such subjects as proposed budgets, proposed Comprehensive Plan amendments, rezoning and street vacation requests, proposed special assessment districts and annexations.

Quasi-judicial hearings whereby Council is required to examine facts, weigh evidence, and draw conclusions from presented testimony and other evidence, as a basis for their official action, and to exercise discretion of a judicial nature.

Mayor and Council Communications which will be reserved for discussion only between the Mayor, City Council and City staff.

Petitions delivered by citizens directly to elected officials. Frequently, these petitions are referred to the appropriate committee for study and recommendation back to City Council.

Reports of Standing Committees whereby the Council receives recommendations of its various committees for formal Council action.

Ordinances and Resolutions which are legal instruments whereby City Council establishes public policy either in the form of local laws (ordinances) or formal statements of fact and intent (resolutions).

Open Forum during which any citizen may address the City Council for up to five minutes on any topic, even if such topic does not appear on the meeting's agenda.

5. **CITY COUNCIL AS THE COMMUNITY REDEVELOPMENT AGENCY**

Organized under the Florida Community Redevelopment Laws Part III, Chapter 163, Florida Statutes, the Community Redevelopment Agency (CRA) was established by the City Council to carry out development initiatives in the Inner City area. Recognizing that most redevelopment plan approvals and project financing required City Council action, Council elected to declare itself the CRA, responsible for directing and guiding redevelopment activities. The CRA has adopted a Community Redevelopment Plan which guides such development and land use decisions. The CRA meetings are normally held on Monday, three (3) days prior to regularly scheduled City Council meetings. A report of CRA action shall be rendered at the regularly scheduled City Council meeting for information purposes only. The Mayor appoints the Chair of this agency.

6. **CODE OF ETHICS**

The declared policy in Florida is that public officers and employees are agents of the people and hold their positions for the benefit of the public. No officer of the municipality shall have any interest, financial or otherwise, direct or indirect, engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of that member's duties in the public interests. As used in relation to the Code of Ethics, the term "public officer" shall include any person elected or appointed to hold office in any municipal government entity, including any person serving on an advisory body.

Public officers may neither solicit and/or accept anything of value that is based on any understanding that the vote, official action, or judgment of the official would be influenced. Nor may a public officer or employee, acting in a private capacity, rent, lease, or sell any realty, goods, or services to their own agency. In addition, officers and employees may not hold any employment or contractual relationship which will pose a recurring conflict between their public duties or which would impede the discharge of those duties.

Any person elected to an office or appointed to fill a vacancy in an elective office, and other individuals holding positions identified by Florida Statutes, must make full and public disclosure of their financial interests in accordance with Florida Statutes requirement. If the person required to file has no financial interests necessitating disclosure, the report must still be submitted marked "Not Applicable."

In addition to the requirements cited above, City Council Members will also adhere to the following guidelines concerning financial arrangements that involve the City of Pensacola:

- 1) Each City Council Member will discharge his or her debts with all city agencies in a timely manner as is consistent with the policies that each and every citizen must follow.
- 2) No advances will be granted on salaries due to Council Members.

- 3) Travel for City Council business:
  - a) All City Council travel shall be approved by the Mayor or, in the Mayor's absence, the Deputy Mayor. All travel by the Mayor shall be approved by the Deputy Mayor. Decisions of the Mayor or the Deputy Mayor are subject to appeal to the Committee of the Whole.
  - b) Accounting for all travel will be completed within 10 days of the termination of the trip, and, in all cases, prior to the initiation of any subsequent travel.

Members of the City Council are not permitted to vote upon any measure that would inure to their special private gain; which a member knows would inure to the special private gain of any principal by whom that member is retained, or which a member knows would inure to the special private gain of a relative or business associate of the member of the City Council. The City Council Member is required, prior to the vote being taken, to publicly state to the rest of the City Council the nature of the interest in the matter from which they are abstaining from voting and, within fifteen (15) days after the vote occurs, disclose the nature of their interest in a memorandum filed with the City Clerk.

A Council Member who abstains from voting on a measure shall not be permitted to participate in the discussion of the matter except to respond to a question from a member of the City Council unless the City Council waives the rule to permit such discussion.

It is not the intent of the Code of Ethics to prevent any officer or employee from accepting employment or following any pursuit, which does not interfere with the discharge of their public duties.

**SECTION II:**

**RULES AND PROCEDURES**

1. **COUNCIL MEETINGS**

Regular meetings of the City Council shall be held on the second and fourth Thursdays of each month beginning at 7:00 p.m., or at such times as the Council may designate. Special meetings shall be called by the Clerk at the request of the Mayor, the City Manager, or any three (3) members of the Council. Notice of such meetings stating the subject(s) to be considered shall be forwarded electronically to each Council member at least forty-eight (48) hours prior to the meeting, unless circumstances preclude such notice. However, if the time, place and subject of a special meeting are announced at a regular or special meeting of the Council at least twenty-four (24) hours prior to the time of the proposed special meeting, no formal written notice shall be necessary.

A quorum to conduct business at regular and special meetings of the City Council will consist of six (6) members.

The minutes of the City Council are currently recorded in summary/action form and voted on by the Council. This procedure may be changed by a majority vote of the City Council.

2. **MAYOR AS PRESIDING OFFICER**

The Mayor shall preside at every meeting of the Council and have equal participation. The Mayor will not be required to relinquish the chair when making motions and seconds, unless requested to do so by a Member of Council. At the hour appointed, the Mayor shall call the Council to order, provided a quorum is present. The Mayor shall sign all ordinances, resolutions, subpoenas or other writs ordered by the Council, and shall also refer ordinances, resolutions or other questions submitted for consideration to appropriate committees, unless directed otherwise by the Council. The Mayor will also attest the correctness of the minutes after they have been transcribed.

The Mayor shall preserve order and speak to points of order, in preference to other members of the Council, and shall decide all questions of order, subject to appeal to the Council by any member. On points of order, no member may speak more than once, and no other business shall be in order until the question on the appeal is settled by vote on the question, "Shall the decision of the Chair be sustained?" A vote of seven (7) members of the Council shall be necessary to overrule a decision of the presiding officer regarding a point of order.

The Mayor shall have control of the Council Chamber and the connecting halls and corridors, and in case of disturbance or disorderly conduct cause the same to be cleared.

The Deputy Mayor shall exercise all duties of the Mayor during the Mayor's absence or disability, and shall assume the Chair at the request of the Mayor. In event of the absence of both the Mayor and Deputy Mayor, a member of the Council may be designated by either the Mayor or Deputy Mayor to preside over a specified meeting.

3. **ORDER OF BUSINESS**

The following is the standard order of business during regular City Council meetings:

- 1) **Roll Call**
- 2) **Invocation and Pledge of Allegiance**
- 3) **Approval of Minutes**
- 4) **Awards and Presentations**
- 5) **Public Hearings**
- 6) **Quasi-judicial Hearings**
- 7) **Mayor and Council Communications**
- 8) **Petitions**
- 9) **Reports of Standing Committees**
- 10) **Report of Community Redevelopment Agency**
- 11) **Ordinances on First Reading**
- 12) **Ordinances on Second Reading**
- 13) **Resolutions**
- 14) **Unfinished Business**
- 15) **New Business**
- 16) **Open Forum**
- 17) **Adjournment**

The City Manager may include a report or recommendation under any item of business. Public input on agenda items is limited to four (4) minutes per speaker. The public is permitted to speak on any subject during open forum, limiting their discussion to four (4) minutes per speaker and commenting only once until others who desire to speak have been heard. Time limit for public input may be changed at the discretion of the Mayor.

4. **MEMBERS--RIGHTS, DUTIES, AND CONDUCT**

Members, when about to speak, shall respectfully address the Chair, and not proceed until recognized by the Chair; will confine themselves to the question under debate and avoid personalities. No member shall address the Chair out of their place, nor interrupt another without the consent of the member who has the floor, except for rising to a point of order. The member whose motion is subject to debate is first entitled to the floor, and is entitled to close debate after each member who wishes to speak has been allowed to do so. Members shall speak no more than twice on any one subject and shall limit their comments to five minutes each time, nor speak more than once, so long as any member who has not spoken desires to speak.

The affirmative vote of a majority (6) of the members elected to Council shall be necessary to adopt any ordinance, resolution or motion, except the vote to adjourn which may be adopted by a majority of the members present. Member present at a Council meeting when a question is put shall give their vote, unless excused by law. All votes are recorded in the minutes of the meeting.

After a vote is announced, no member shall change his or her vote without the consent of the Council. If six (6) votes were required to pass the matter considered, then it will take six (6) Council members to consent to the change of vote, but if seven (7) votes were required, then it will take seven (7) Council members to consent to the change of vote. The right to change a vote shall be limited to said meeting and not continue for any subsequent meeting.

5. **ORDINANCES AND RESOLUTIONS**

A copy of each ordinance or resolution shall be furnished to each member of the Council when introduced, except by unanimous consent; and every amendment to an ordinance or resolution shall be submitted in writing, except by unanimous consent.

A proposed ordinance may be read by title only, but must be read on at least two (2) separate days unless an emergency is declared. The Council may read a resolution by title or number only and, if desired, adopt it. The vote of all ordinances and resolutions shall be recorded in the minutes of the City Council.

An ordinance may be amended on its first reading, or by waiver of rules by a two-thirds vote on its second reading. If an ordinance is amended, prior to its second reading, it will be carefully engrossed by being typewritten, without erasure or interlineations. It shall be endorsed by the City Attorney as being legal in form and valid as drawn.

An emergency measure is an ordinance to provide for the immediate preservation of the public peace, property, health or safety, in which the emergency claimed is set forth and defined in the preamble thereto. The affirmative vote of at least seven (7) members of the Council shall be required to pass any ordinance as an emergency measure. No measure making a grant, renewal or extension of a franchise or other special privileges shall ever be passed as an emergency measure. No emergency ordinance shall be enacted which enacts or amends a land use plan or which rezones private real property. No situation shall be declared an emergency by the Council, except as defined in this section or by Florida law.

6. **MOTIONS**

After a motion has been stated by the Mayor or any Council member, and seconded, it shall be disposed of by vote of the Council. When a question is thus under debate, the Presiding Officer shall entertain no motions except:

- PRIVILEGED:**
- \* To adjourn at a certain time.
  - \* To adjourn.
  - \* To recess to a certain time.
  - \* To consider question of privilege.
  - \* Orders of the day.

- SUBSIDIARY:**
- \* Lay on the table.
  - \* Previous question.
  - \* Postpone to a certain day.
  - \* Refer to a committee.
  - \* To amend.
  - \* To postpone indefinitely.

Of these motions, which are listed in their order of precedence, all privileged motions, including the subsidiary motions of Lay on the table, Previous question, Postpone to a certain day, and Refer to committee are not debatable, but the maker of the motion may state the motive for the motion expending not more than two (2) minutes in doing so.

When a motion for Previous question is made and seconded, Members desiring to speak who are on record to speak before the motion is made will be permitted to speak.

The Presiding Officer may entertain a motion to refer a question under debate to a committee, except that no referral shall be permitted where the motion has been reported out previously by a proper committee, without a waiver of the rules by a vote of at least seven (7) Council members.

7. **RECONSIDERATION**

An item on which Council has taken action may be reconsidered one time. A member on the prevailing side may move to reconsider a question at the same or next succeeding meeting, in which event the approval of the motion to reconsider opens the main motion to debate. If the original motion required a simple majority to pass, a simple majority is required to reconsider.

A member absent when a question is voted on may move to reconsider the question at the next Council meeting that member attends.

After Council takes action on an item a second time, it may not be reconsidered within twelve (12) months following the vote.

In the event a matter involving a required public hearing is reconsidered upon the motion of a Council Member, a new public hearing will be held, notice will be published and the affected individuals notified at the expense of the City.

A motion to reconsider takes precedence over all motions except motions to adjourn and motions to fix the time that a meeting shall adjourn.

## 8. CITY COUNCIL COMMITTEE SYSTEM

For more efficient conduct of City Council business, the Council has established five (5) standing committees: Finance Committee, Enterprise Operations Committee, Neighborhood Services Committee, Economic and Community Development Committee and Committee of the Whole.

### a) **Committee Scope**

i) The Finance Committee is responsible for financial matters, employee services, and management information issues. Areas of responsibility include budgeting, issuance of debt, intergovernmental fiscal relations, accounting and audits, risk management and employee compensation. The Finance Committee is responsible for the Financial Services, Employee Services, and Management Information Services Departments of the City.

ii) The Enterprise Operations Committee corresponds to the enterprise functions in the City's organizational structure and consists of the following departments: Pensacola Gulf Coast Regional Airport, Port of Pensacola, Energy Services of Pensacola, Engineering, Housing, the Library, and the Saenger Theater.

iii) The Neighborhood Services Committee corresponds to neighborhoods and the public safety services functions in the City's organizational structure and consists of the following departments: Police, Fire, Parks and Recreation, Sanitation Services and Fleet Management, and Public Works. The Neighborhood Services Committee analyzes and recommends policy in these areas, as well as other general government matters.

iv) The Economic and Community Development Committee is responsible for issues arising from the Department of Community Development. The Economic and Community Development Committee recommends policy in these areas as well as the long-range capital improvement and transportation plans.

v) The Committee of the Whole takes up matters of general interest to Council. The Committee of the Whole may be called by the Mayor or Deputy Mayor for meetings or for extended workshop sessions on both content and process issues of general concern to City Council.

**b) Committee Membership and Meetings**

All members of Council serve on the Committee of the Whole, which is chaired by the Mayor. In the absence of the Mayor, the Deputy Mayor or a Council member appointed by the Mayor will preside over the meeting. The Mayor shall appoint all committee members, Committee Chairs and Vice Chairs, unless otherwise directed by Council. The Enterprise Operations Committee, Neighborhood Services Committee, and Community and Economic Development Committee are composed of five (5) members each. The Finance Committee is composed of all members of Council, with the Deputy Mayor acting as Finance Committee Chair and the Mayor acting as Finance Committee Vice Chair.

Committee meetings are normally held on Monday, three (3) days prior to regularly scheduled City Council meetings. However, Committee of the Whole meetings, when necessary, may be held immediately preceding the regularly scheduled City Council meeting. Committees do not take final action, but rather make recommendations to the City Council. Members shall speak no more than twice on any one subject, subject to the Mayor's discretion. All committee meetings are open to the public. Public input during committee meetings will be limited to four (4) minutes each on any one subject. Time limit for public input during committee meetings may be changed at the discretion of the Committee Chair.

On motion, the Council may resolve itself into a Committee of the Whole for the informal discussion of any subject. Chairs of Council Committees are authorized to make and second motions, and fully participate in all committee discussions. Furthermore, the Committee of the Whole may refer matters to other committees.

9. **COUNCIL AND COMMITTEE AGENDA PROCEDURES**

The agendas for City Council Committee meetings are posted to the City's website and electronic notification of the posting is forwarded to the Council, appropriate staff, and the news media, with a link to the agendas, on the Tuesday preceding committee meetings on Monday. All agendas are prepared by the City Manager and City Clerk's Office which include a memo from the City Manager and other material relative to each issue.

On Tuesday, preceding Thursday's City Council meeting, the City Council agenda is posted to the City's website and electronic notification of the posting is forwarded to the Council, appropriate staff, and the news media, with a link to the agenda. The City Council agenda will contain reports from each Council Committee, usually with action recommended by the committee. Items that failed in Committee will be reported on the Council agenda as informational items. The full Council then takes action on each committee item on Thursday at the Council meeting. The City Council agenda will also include (if any) public hearings, quasi-judicial hearings, ordinances, and resolutions. The City Council will normally not take action on an item that has not appeared on the agenda.

Staff works closely with the chairperson of each Council Committee to agenda items for committee action. During committee meetings, under "New Business", any Council Member may bring forward an item for discussion at that meeting. A member of a committee may also request an item to be on the agenda of a future meeting, and with majority vote of the committee, an item will be so agendaed.

**a) Committee Quorums and Attendance**

A simple majority of committee members shall constitute a quorum. If a quorum is not present at any committee meeting, no business shall be conducted. Attendance at all committee meetings shall be noted by the City Clerk and reflected in the Committee's report for inclusion into the minutes of the City Council. The number of votes necessary to pass a motion in the Committee of the Whole, or any other committee, shall be a majority of those attending, provided a quorum is present.

**b) Mayor as Ex Officio Member of Committees**

The Mayor shall be an ex officio member of all standing committees of City Council of which he or she is not otherwise a member. The Mayor shall serve as a voting member of those committees of which he or she is an ex officio member only when necessary to obtain a quorum.

**c) Committee Agendas and Reports**

The agendas of items for consideration by standing committees and/or the City Manager shall be established by either direct referral from City Council or by consent of the Committee Chair. The Committee Chair shall make an appropriate explanation when it has been necessary to remove an item from the Committee agenda. All motions adopted to hold in committee or lay on the table, and all motions not reported out of committee with a majority vote of Committee members present, shall remain in Committee. A two-thirds vote of the City Council (7 votes) shall be required to remove an item from Committee. All motions adopted in committee, which recommend City Council action, shall be reported to City Council at the next regular meeting.

**10. APPOINTMENT OF THE DEPUTY MAYOR**

Nominations for the offices of Deputy Mayor may be submitted during the intervening weeks between the last municipal election in which all members of the new Council are elected or re-elected (General or Run-off election, as applicable), but no later than five (5) days prior to the second Monday in January wherein the new Council shall assume office. Nominations shall be submitted to the City Clerk only on the forms provided by the Clerk by any duly elected Council member. The Clerk shall distribute copies of the nominations to all members of the new Council no later than four (4) days prior to the second Monday in January.

With the new Council Members having been duly sworn in and seated, the Mayor shall call for the list of nominations for the office of Deputy Mayor, such list to be provided by the City Clerk. The Council may waive the provisions of the procedures set forth above and accept additional written nominations by a favorable vote of three-fourths of those Council members present. The Mayor shall then conduct the election, the balloting for which shall be open to the public and media, in accordance with Section 286.011, Florida Statutes, known as the Government in the Sunshine Law.

11. **COUNCIL VACANCIES**

Should a vacancy occur within the office of the Mayor, the Deputy Mayor shall become Mayor for the remainder of the unexpired term. Should a vacancy occur within the office of the City Council for any reason, nominations to fill such a vacancy shall be made by Council members only, and no individual may be recommended for appointment by Council whose name has not been submitted to the City Clerk as a written nomination on a form to be provided by the City Clerk. The written nomination shall be submitted to the City Clerk not later than three (3) days prior to the meeting of the Committee of the Whole, and shall include a brief description of the nominee's qualifications for appointment to the City Council. Copies of the nominations shall be distributed by the Clerk to all Council members no later than two (2) days prior to the meeting of the Committee of the Whole.

The Committee of the Whole may waive the provisions of the above paragraph and accept additional written nominations only by the favorable vote of three-fourths of those Council members present. The Committee of the Whole, by majority vote, may then amend its nomination, or nominations, prior to submittal to City Council. The Committee of the Whole may, in like manner, agree to a subsequent meeting or meetings to make final determination.

In the event that a number of vacancies occurring within the City Council are such that the remaining Council members do not constitute a quorum, such vacancies shall be filled in accordance with Section 11(1)(c) of the Charter, which states in part that vacancies shall be filled for the unexpired term of the member(s) by a majority vote of the remaining Council members, and the vacancy shall be filled within ten (10) days after the vacancy occurs.

12. **BOARDS AND COMMISSIONS**

The Committee of the Whole shall consider nominees for appointments to be made by Council to the various Boards and Commissions. Nominations may be submitted by Council Members only, although recommendations may be made by the particular Board or Commission concerned.

The Committee of the Whole may not recommend for Council appointment any individual whose name has not been previously submitted to the City Clerk as a written nomination on a form to be provided by the City Clerk. All written nominations shall be filed with the Clerk not later than three (3) days prior to the meeting of the Committee of the Whole at which a vacancy is to be filled, and shall include a brief description of the nominee's qualifications for appointment to the Board or Commission. The names of incumbents indicating a willingness to serve an additional term will be placed on the ballot for consideration for reappointment without the necessity of a written nomination. Copies of the nominations shall be distributed by the Clerk to all members of the Council not later than two (2) days prior to the meeting of the Committee of the Whole.

The Committee of the Whole may waive the provisions of the procedures set forth above and accept additional written nominations by a favorable vote of two-thirds of those Council Members present. The Committee of the Whole, by majority vote, may then amend its nomination or nominations, prior to submittal to City Council. The Committee of the Whole may, in like manner, agree to a subsequent meeting or meetings to make final determination.

In the event of the death, resignation or removal of a member appointed by Council to any Board or Commission, and upon submission of notification to City Council by the City Manager of such vacancy, the Committee of the Whole shall recommend to Council a nominee to fill such vacancy within a reasonable time after the vacancy occurs. The same nomination procedures described in preceding paragraphs shall apply.

13. **WAIVER OR AMENDMENT OF THE RULES**

These Council Rules and any other Rules of Procedure may be waived by a two-thirds vote of the Council, unless otherwise stated herein. These rules having been adopted by a vote of seven (7) members of the Council, may not be waived, amended or rescinded except by a vote of seven (7) members of the Council.

14. **RULES OF ORDER**

In the decision of any parliamentary question for which no provision has been made herein, **Robert's Rules of Order** shall prevail.

15. **COUNCIL WORKSHOPS**

A quorum shall be required to begin City Council workshops. After a workshop has commenced, if a quorum is no longer present, the Mayor or Deputy Mayor or Councilmember chairing the workshop shall determine whether to continue the workshop to its conclusion. Only the item or items which have been on the agenda will be considered at a workshop and no official action of Council will be taken, although "straw votes" reflecting the consensus of Council may be taken.