

9. Interruptions

A commissioner/member, once recognized, should not be interrupted when speaking unless it is to call him/her to order, or as herein otherwise provided. If a member, while speaking, is called to order, he/she should cease speaking until the question of order can be determined, and, if in order, he/she should be permitted to proceed.

10. Notice of Meetings

In order to protect the right of the public to know when meetings are held, adequate notice must be made. In the case of regular meetings whose time and place is set forth in a formal document (bylaws, ordinance, resolution, etc.), the required agenda serves as notice and no additional notice is needed. Special meetings may be called by the chair or a majority of members if written notice is received at least twenty-four hours in advance by each member and by any news media which have requested such notice in writing. The notice must contain the time and place of the meeting as well as the business to be transacted. No other business can be considered. Agendas of meetings of the board, committee or commission and any subcommittee meetings are to be posted on the official City bulletin board, Pioneer Center bulletin board, and Library bulletin board and are also to be posted on the City's website and sent to the media.

11. Polling, Quorum, and Voting

The staff person/City Recorder should check with the chair of such board/committee or Mayor of the City Commission a few days before the scheduled meeting to ensure there will be adequate attendance by members to make a quorum.

A quorum is the minimum number of members/commissioners who must be present for the valid transaction of business. In order to take any action, a quorum of members/commissioners must be present. For the purposes of these guidelines, a quorum means a majority of actual appointees. Thus, if a board has nine actual appointees (out of a potential of nine), five members constitute a quorum. If there are only five appointees (out of a potential of nine), three members constitute a quorum. The number of affirmative votes needed to pass a motion is the same number which constitutes a quorum - a majority of actual appointees. This ensures that a majority of those actually appointed to a board endorse the action being taken. If one were to allow a majority of a quorum to take action (instead of a majority of those actually appointed), formal action could be taken by a very low percentage of those actually appointed (e.g., if there were five actual appointments to a nine-member body, a quorum would be three and action could be taken by two appointees). Occasionally, a particular enabling ordinance or resolution may create a different requirement so the ordinance or resolution establishing the Commission should be consulted for particular requirements, as in the case of the Urban Renewal Commission. There are specific rules on these matters applicable to the City Commission under sections 15, 18 and 19 of the City Charter.