

**Deltona City Commission**  
**Operating Guidelines & Meeting Rules and Procedures**

<b><u>Contents</u></b>	<b><u>Page</u></b>
Section One – Operating Guidelines for Effective City Commission Operations	2
Section Two – Meetings:	3
A. Regular Meetings	4
B. Special Meetings	4
C. Workshop Meetings	5
D. Public Hearings	5
E. State of Emergency Meeting and Attendance	5
Section Three – Agenda	8
Section Four – Presiding Officer Duties	9
Section Five – Quorum	10
Section Six – Call to Order	10
Section Seven – Roll Call	10
Section Eight – Minutes Approval	10
Section Nine – Rules of Debate	10
Section Ten – Motions and Voting	11
Section Eleven – Ordinances and Resolutions	12
Section Twelve – Source of Rules of Order	12
Section Thirteen – Effective Date	13

**SECTION ONE. OPERATING GUIDELINES FOR EFFECTIVE COMMISSION OPERATIONS.**

**Commission Policy Role:**

1. The City Commission is responsible for setting the policies.
2. The City Commission will formulate policy by determining the broadest policies before progressing to more narrow ones.
3. The City Commission and staff may initiate policy for City Commission approval. Individual Commission Members may bring forth initiatives that are of significance to the entire community. Commissioners are strongly encouraged to attend both the institute of Elected Municipal Officials (IEMO) basic and advanced elected officials courses and trainings annually provided by the League of Cities or a similar organization, cost will be reimbursed by the City.
4. The City Manager will conduct an orientation for newly elected or appointed City Commissioners.

**Maximizing Effectiveness:**

1. The City Commission recognizes that the expression of differences and debate will ensure that we have good public policy. In support of this, City Commissioner's opinions will be listened to respectfully.
2. The City Commission will be open to ideas from City Commission Members, the administration and the public.

**Commission-Mayor Role:**

1. The Mayor will be the official spokesperson for the City Commission, without limiting other City Commission Members' ability to speak on issues.

**Communication:**

1. The City's administration will provide the City Commission with all relevant information on matters of policy, including pros and cons, alternatives, and professional recommendations, in order that the City Commission may make an informed final decision.
2. Achieving mutual trust between the City Commission and the City administration and between the City Commission Members themselves should be a fundamental pursuit.
3. Open and regular communication will be used to insure that both the City Commission and the City's administration are informed so that neither is surprised or blind-sided on issues and questions.

4. The City Manager will insure that the City Commission is informed about issues that have impact on a major policy area, may attract media or public attention, or affect major stakeholders.
5. The City Commission may pass along information or request information directly from staff, after informing the City Manager, without directing staff. Except for records relating directly to an upcoming noticed agenda item, requests for records by individual members of the City Commission shall be handled in accordance with Florida law and City of Deltona public records policies applicable to the public at large.
6. The City Commission will annually review progress on its collective leadership, goals, priorities and operating guidelines to insure success/relevance.

**Charter Officers Performance Accountability:**

1. The Charter Officers will be evaluated on the accomplishment of the City Commission's stated goals.
2. There shall be an annual evaluation of the Charter Officers during the month of July, procedure to be determined by the Commission.
3. The City Commission will never give instructions to persons who report to the Charter Officers.
4. The City Commission will hold the Charter Officers accountable for staff performance and individually provide the City Manager with feedback about staff performance in a private setting.
5. Priorities of the Charter Officers will be defined by the City Commission's goals and priorities in support of the vision.

**SECTION TWO. MEETINGS.**

Meetings of the City Commission shall be held at City Hall, in the City Commission Chambers or a Conference Room, or at such other location in the City as designated by the City Commission or designee. All meetings shall be public meetings, with the exception of Executive Sessions which shall be closed to the public in accordance with Florida Statutes, and shall be subject to notice and other requirements of law applicable to public meetings.

Whenever the Commission meets as a body for the purpose of a meeting at any City facility or within the City limits, a law enforcement officer shall be present. In addition, whenever the Commission meets as a body for the purpose of a meeting in the Commission Chambers the meeting shall be televised live.



To ensure the integrity of the public meeting process and open government, Commissioners shall be prohibited from accepting or sending any electronic communication via cell phone or other device during the course of a City Commission meeting; electronic research is permitted. Commissioners may submit in writing their comments, position and information to the City Manager prior to the meeting in which they are expected to be absent so it can be shared with the entire Commission. (Resolution No.2015-49)

**A. Regular Meetings:**

- (1) The City Commission shall meet regularly at least once a month, at such times and places as the Commission may prescribe. Meetings shall be held on the first and/or third Monday of each month, unless otherwise rescheduled due to a holiday or lack of City business. (Resolution No. 2023-05)
- (2) Regular Meetings of the City Commission shall begin at 6:30 p.m. and conclude by 10:30 p.m.
- (3) If the regularly scheduled meeting falls on a legal holiday, then the subsequent Monday or a day designated by the City Commission shall be deemed as the regularly scheduled meeting day. (Resolution No. 95-03)
- (4) Written minutes shall be kept of all regular meetings.

**B. Special Meetings:**

- (1) Special meetings are items that are time sensitive which cannot wait until the next regular meeting for action to be taken and may be called by the Mayor or in his or her absence, the Vice-Mayor. Special meetings may also be called upon the request of a majority of the City Commission. (Charter Section 8(c)) Meeting times shall preferably be in the afternoon or evening hours of weekdays or on Saturdays as necessary.
- (2) The City Clerk shall provide not less than 12 hours prior notice of the meeting to the public, where practical. (Charter Section 8(c))
- (3) Action by the City Commission in a special meeting shall be limited to the purpose for which the special meeting is called.
- (4) Written minutes shall be kept of all special meetings.

**C. Workshop Meetings:**

- (1) Workshop meetings may be scheduled during a regular meeting or called in the same manner as a special meeting; and shall be for discussion only with the exception in (2) below. Meeting times shall preferably be in the afternoon or evening hours of weekdays or on Saturdays as necessary. Workshop meetings will not exceed two hours.



- (2) No official action shall be taken at workshop meetings except to recommend items to be considered at a regular or special meeting, or to give direction to the City Attorney or City Manager.
- (3) Minutes shall be kept of all workshop meetings but shall not require approval by the City Commission.
- (4) Time permitted, public comment shall be permitted at the end of agenda items only and shall not exceed two minutes per person.

**D. Public Hearings:**

- (1) The City Clerk shall advertise all public hearings as required by law.
- (2) The purpose of a public hearing is to determine support, objections and/or suggestions from the public to proposals and to determine if a proposed Ordinance or Resolution requires changes or adoption.
- (3) Time of Public Hearings:
  - a. Public hearings shall be held during a regular meeting of the Commission as placed on the Agenda.
  - b. The City Commission may set a specific time during any meeting; or
  - c. A special meeting may be called for the specific purpose of a public hearing.

**E. State of Emergency Meetings and Attendance**

Should a State of Emergency be called by the Federal, State, County or City applicable to the City of Deltona, which may include local issues such as flood, hurricane, major water-line break, or other local or regional disasters, then and in that event the City may as applicable to and consistent with the State of Emergency.

- 1. Allow Commissioners to participate in the meeting and to vote telephonically or virtually if the Commissioners' absence is attributable to the State of Emergency,
- 2. In all cases the public's access to and ability to participate shall be maintained to the maximum extent possible to include virtually..

(4) **Manner of Addressing the Commission.**

The City Commission shall follow content-neutral, time, place and manner regulations to control disruption while insisting on decorum and allowing the City Commission to conduct City business. Civility arises from a sense of shared enterprise. To that end the Deltona City Commission shall continue to embrace dissension as a civic right and work to create a climate where the public feels included and respected.

- a. Citizen comments may be made on items not on the agenda only during the time designated by the City Commission; otherwise, citizens may address the City Commission only on items under discussion. After the meeting is in session, no person may approach the dais.
- b. Citizen comments may be made on items not on the agenda only during the time designated by the City Commission by filling out and submitting a Request To Speak to the City Clerk; otherwise, citizens may address the City Commission only on items under discussion.
- c. Citizen comments may be made on Consent Agenda items during that time designated by the City Commission; otherwise, citizens may address the City Commission only on items under discussion or during Public Forum.
- d. Each person addressing the City Commission has the right to speak for a timed period of four (4) minutes with a timer in clear view of the speaker: they shall step to the microphone; give his or her name and address clearly for the record; and shall be limited to four (4) minutes to address the City Commission, unless such time is expanded or contracted by the Mayor, or by the majority of the Commission up to an additional four (4) minutes.
- e. Quasi-Judicial Hearings, the City will have time for presentation, Applicants will have time for presentation, each person with or without standing addressing the City Commission has the right to speak for a timed period of four (4) minutes with a timer in clear view of the speaker: if represented collectively by an Attorney 15 minutes; they shall step to the microphone; and give his or her name and address clearly for the record.
- f. No person, other than a member of the City Commission and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the City Commission, without the permission of the Mayor.
- g. Any person who addresses the City Commission and makes personal, impertinent, slanderous, or profane remarks and/or displays props of any kind to any member of the City Commission, staff or general public that disrupts, disturbs or otherwise impedes the orderly conduct of any City Commission Meeting, and the conducting of City business, shall at the discretion of the Mayor or a majority of the City

Commission by verbally indicating the person is out of order, be barred from further audience participation before the City Commission during that meeting.

- h. Any person who engages in disorderly conduct or utters loud, threatening, offensive, or abusive language and/or displays props of any kind that disrupts, disturbs, or otherwise impedes the orderly conduct of any City Commission Meeting and the conducting of City business, shall at the discretion of the Mayor or a majority of the City Commission by verbally indicating the person is out of order, be barred from further audience participation before the City Commission during that meeting.
- i. Pursuant to Florida Statutes Section 790.06(12)(a)(7), no one may carry a concealed weapon or firearm (handgun, electronic weapon, tear gas gun, knife or billie) into a City Commission meeting. This prohibition applies to those persons with concealed weapons permits and all elected officials.
- j. Members of the City Commission shall not enter into discussion or respond to individuals' comments during the public forum other than to give directions or to ask for clarification.
- k. A City Commissioner shall not be asked a direct question except through the Mayor.
- l. Persons addressing the Commission may present oral or written communication in regard to matters under consideration with the permission of the Mayor, however, any written communications shall be copied to each member of the Commission, the Mayor, the City Attorney, the City Manager and the City Clerk by 5:00 p.m. on the Thursday, eleven (11) days prior to the regular meeting.
- m. All recognitions of an individual or group to be submitted to the Commission as part of the agenda packet must be delivered to the City Clerk to allow sufficient time for copying and distribution to the City Commission. All recognitions must be tied to an accomplishment which is representative of the City, submissions are limited to a maximum of 10 minutes, a written summary with appropriate background information must be included and are subject to the approval of the City Manager and/or the Mayor who may make additions and/or deletions at his/her discretion. (Resolution No. 2015-49)

**(5) Procedures at Public Hearings for matters on the Agenda:**

- a. The Mayor shall introduce matters as established on the Agenda by reading the title of a proposed ordinance, resolution, agenda item, or other means. (Motion to table or continue may be made at this time.)
- b. Staff may give a report as appropriate.
- c. Presentation of proponent/applicant as applicable.



- d. All other interested persons shall be allowed to give input into the announced subject.
- e. The public may be allowed to give input concerning the subject.
- f. Once the public participation is closed, the City Commission will take action on the subject matter by approval, denial, tabling the item indefinitely, or continuing to a certain date and time.

### **SECTION THREE. AGENDA.**

- A. The City Clerk, or designee shall prepare the agendas for all meetings of the City Commission in accordance with the City Charter or as directed by the City Manager.
- B. All reports, communications, Ordinances, Resolutions, contract documents, or other materials, to be submitted to the Commission as part of the agenda packet must be delivered to the City Clerk by 5:00 p.m. on the Thursday, eleven (11) days prior to the regular meeting. Exceptions to this timeframe may apply if circumstances warrant.
- C. It shall be the option of the City Clerk, or the City Manager, to remove any items from the Agenda if the information is not furnished to the City Clerk as stated in "B" above.
- D. All materials for special and/or workshop meetings must be submitted to the City Clerk to allow sufficient time for copying and distribution to the City Commission. Special and workshop meeting agenda packets shall be prepared and distributed, whenever practical, at least three (3) days prior to the subject meeting.
- E. The City Clerk shall arrange the Agenda, subject to the approval of the City Manager who may make additions and/or deletions at his/her discretion, notwithstanding, the Agenda shall be completed by 12:00 Noon, Wednesday preceding the Regular Commission meeting.
- F. The City Clerk, or designee, will post the Regular Commission meeting agenda and all associated back-up material to the City's WebPage, no later than 5:00 p.m., the Wednesday preceding the Regular City Commission meeting. Special and workshop agendas shall be prepared and posted as soon as possible and within guidelines established in the Charter and by State statute.
- G. Legislative action shall be taken only at the Regular City Commission meeting or at a special meeting called for the purpose of specific legislation.
- H. No action shall be taken on matters not on the agenda, including during citizen comments or Commission comments; however, if necessary, an item may be added to the present agenda upon the proper motion, second, and majority vote, provided the Commission finds that no additional information or public notice is required to consider the items at that time. An

item may be added to a future agenda upon a proper motion, second and majority vote. Such a motion shall be in order only during the "Commissioner Special Report and Requests" portion of the agenda.

- I. The report from the City Manager should list by item all legislative actions or discussions of legislative action being requested by the administration; such items may be added to the Agenda pursuant to Paragraph "H".
- J. The report from the City Attorney may be added to the Agenda when necessary to inform the City Commission of the status of legislative and other directed issues.
- K. The public forum part of the meeting shall be prior to the consent agenda.
- L. Any group or organization, other than staff, wishing to make a presentation to the City Commission must submit their request to the City Manager and obtain Commission approval to have the item placed on the next available City agenda.
- M. Any member of the City Commission who wishes to make a presentation to the City Commission must receive permission from the City Commission at a previous meeting.
- N. At the City Commission comments portion of the meeting, any member of the City Commission may address the record to make a statement regarding public comments or any other issue.

#### **SECTION FOUR. PRESIDING OFFICER DUTIES.**

- A. The Mayor shall be the Presiding officer of the City Commission meetings, sign or execute ordinances, and be recognized as the ceremonial head of the City government. The Mayor shall have no administrative duties other than those necessary to accomplish these actions, or such other actions as may be authorized by the City Commission, consistent with general or special law. (Charter, Section 5 (4) (b)). The Vice-Mayor shall be elected annually at the first regular City Commission meeting after the general election. In the absence of the Mayor, the Vice-Mayor shall be Acting Mayor. In the case the Mayor and Vice Mayor are both absent, then the remaining City Commissioners shall select a City Commissioner to serve as Acting Mayor. (Charter, Section 5 (5) (b)).
- B. The Mayor shall preserve strict order and decorum at all meetings of the City Commission. He or she shall state every question coming before the City Commission, announce the decision of the City Commission on all subjects and decide all questions of order; subject, however, to an appeal to the City Commission upon such questions, in which event a majority vote of the City Commission shall conclusively govern and determine such question of order. The Mayor shall vote on all questions, his/her name being called last.



**SECTION FIVE. QUORUM.**

The City Charter provides that a majority of the City Commission shall constitute a quorum. A Commissioner may join a meeting for good cause shown such as an illness of the Commissioner or their family or an emergency situation. The Commissioner participating by Zoom or similar platform may not be used to constitute a quorum (Florida Attorney General Advisory Opinion, Dated July 20, 2016-Video Conference-Public Meetings-see attached). No action of the City Commission shall be valid unless adopted by an affirmative vote of the majority of the Commissioners in attendance, unless otherwise provided by law or stated herein. (Charter Section 5 (8b)). However the Commissioner attending by Zoom may participate and vote as long as said Commissioner is not necessary for the quorum. In cases where Commissioner(s) leave a meeting early, once there is no longer a majority present, the meeting is to end and no further action may be taken.

**SECTION SIX. CALL TO ORDER.**

- A. The Mayor (as described in Section Four) shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Commission meeting to order.
- B. In the absence of the Mayor and Vice Mayor (as described in Section Four) the City Clerk shall call the Commission to order, whereupon a temporary chairman shall be selected by the members of the City Commission present. Upon the arrival of the Mayor, the temporary chairman shall immediately relinquish the chair upon the conclusion of the current business.

**SECTION SEVEN. ROLL CALL.**

Before proceeding with the business of the Commission, the City Clerk shall call the roll of the members and the names of those present, and of those absent, shall be entered in the minutes.

Commission seating shall always be by district beginning with District #1 on the right corner from the Mayor's seat who will be seated in the middle and ending with District #6 on the left corner from the Mayor's seat.

**SECTION EIGHT. MINUTES APPROVAL.**

Each member of the City Commission shall be furnished, in advance, with a copy of the minutes and unless there are any changes requested, the minutes will be approved by unanimous consent. If corrections are made to the minutes, they can be approved, as amended, by unanimous consent. If any objection is raised, the approval of the minutes will be by formal motion.

**SECTION NINE. RULES OF DEBATE.**

- A. The Mayor shall introduce matters as established on the Agenda by reading the title of a proposed ordinance, resolution, agenda item, or other means. (Motion to table to a time certain or to continue to a future date.)



- B. Action on items before the City Commission shall be commenced by oral motion of a Commission member. Upon said motion receiving a second by a Commission member other than he or she who made the original motion, said item should then be opened for discussion. At the conclusion of discussion, action on the motion shall be concluded by the use of an electronic voting system or voice vote as required. The Commission members making the motion and seconding it shall not be required to vote in favor of said motion.
- C. Obtaining the floor: Every Commissioner desiring to speak shall address the chair and, upon recognition by the Mayor, shall confine himself to the question under debate, avoiding all personalities and indecorous language. Except for workshops, each Commissioner can only speak twice on a motion.
- D. Interruptions: A Commissioner, once recognized, shall not be interrupted when speaking unless to call him or her to order, or as herein otherwise provided. If a member, while speaking, were called to order, he or she shall cease speaking until the question of order is determined and, if in order, shall be permitted to proceed.
- E. Withdrawal of motion: Any motion before the City Commission may be withdrawn at any time prior to a vote being taken thereon by the Commission member making the motion, upon agreement by the Commission member seconding said motion.
- F. Amending of motions: At any time during discussion of a motion on the floor, a motion to amend said motion may be made. If the amending motion is seconded, the Commission shall, at the conclusion of the discussion, first vote on the amending motion and then upon the original motion as amended. An amending motion may be withdrawn in the same manner as set forth in Paragraph "E" above.
- G. Closing the Debate: The Mayor shall request the motion be repeated by the City Clerk prior to the calling of the question, at which time the debate is closed.

**SECTION TEN. MOTIONS AND VOTING.**

- A. All actions by the City Commission shall be by Motion, Ordinance, or Resolution. (Charter Section 5(8b)).
- B. Every Motion shall be clearly stated, including direction, to whom it is given, specific dates, or time frame, by which the action is to be taken, and any stipulation or condition, which may be applicable.
- C. For withdrawal of motion and amending motions, refer to Section Nine (9), "E" and "F".
- D. For proper procedure on various motions, refer to Robert's Rules of Order as a source.

- E. All motions shall be made in the affirmative and shall not include opinions, observations, and/or personal views on the subject.
- F. In the event there is no second to the motion, it dies for lack of a second.
- G. Abstaining from voting: No member of the City Commission shall abstain from voting except as provided in the Florida State Statutes, Chapter 112.3143, if the issue would inure to the person's private gain. Accordingly, he or she must publicly state the nature of his or her interest in the issue at the time the item is to be considered, and within fifteen (15) days after the abstention, he or she must file a "Memorandum of Voting Conflict", with the City Clerk. The proper form is available in the City Clerk's office. The Memorandum(s) will be attached to the minutes of that meeting and made a part thereof.

#### **SECTION ELEVEN. ORDINANCES AND RESOLUTIONS.**

##### **A. Ordinances:**

1. The provisions in the City Charter and Florida State Statutes, shall govern the preparation and passage or adoption of all Ordinances.
2. The title of each Ordinance must be read for passage or adoption by the City Attorney prior to the vote.
3. The City Commission or the City Manager may request that the City Attorney prepare an Ordinance to be considered at a future meeting. All requests, except from the City Commission, shall be directed through the office of the City Manager.
4. The form of each Ordinance shall be as approved by the City Attorney, unless otherwise directed by the City Commission.

##### **B. Resolutions:**

1. All items in Section 11-A above shall also be applicable to Resolutions.
2. Resolutions may include Approval of a Contract or Agreement, authorizing its execution; Appointments to Boards, City Commissions, and Committees; and such other matters which may be determined by the City Commission and/or the City Manager.

#### **SECTION TWELVE. SOURCE OF RULES OF ORDER.**

Robert's Rules of Order, as revised, shall be the source to serve as the guidelines for City Commission Rules of Order in lieu of other direction as stipulated in the current City Commission Rules & Procedures.

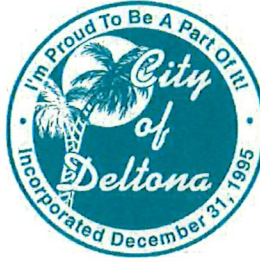
**SECTION THIRTEEN. EFFECTIVE DATE OF OPERATING GUIDELINES, RULES & PROCEDURES..**

Adopted by Resolution No. 99-24, effective March 15, 1999; Amended by Resolution No. 2006-51, adopted on November 6, 2006 with an effective date of January 1, 2007; Amended by Commission motion on November 20, 2006; Amended by Resolution No. 2008-06, adopted on February 18, 2008; Amended by Resolution No. 2009-14, adopted on April 20, 2009; Amended by Resolution No. 2010-42, adopted on December 13, 2010; Amended by Resolution No. 2015-04, adopted on March 2, 2015; Amended by Resolution No. 2015-49, adopted on February 1, 2016; Amended by Resolution No. 2016-46, adopted on September 19, 2016; and Amended by motion at Regular Commission Meeting on May 15, 2017; Amended by Resolution No. 2017-35, adopted on September 5, 2017; Amended by Resolution No. 2021-37 adopted on July 19, 2021; Amended by Resolution No. 2021-39 adopted on July 19, 2021; and Amended by Resolution No. 2023-05 adopted on March 20, 2023.





# EXHIBIT A



CITY OF DELTONA  
COUNTY OF VOLUSIA  
STATE OF FLORIDA

## CITY COMMISSION RULES OF PROCEDURE

### 1. AUTHORITY

A. LEGAL CITATIONS. These rules of procedure for the conduct of City Commission meetings are hereby adopted by the City of Deltona City Commission under the authority of the City of Deltona City Charter. These rules are subordinate to the City Charter, Code of Ordinances, and laws of the State of Florida and the United States of America.

### 2. MEETINGS OF THE CITY COMMISSION

A. REGULAR MEETINGS. The City Commission shall meet regularly at least once a month. Pursuant to the Deltona City Charter, before the end of each calendar year, the City Commission shall approve its regular meeting schedule for the ensuing calendar year. All meetings of the City Commission shall begin at the time stated in the advertised public notice and shall not last more than 2.5 hours. The meeting time can be extended one time by a vote of the majority of the Commission for a maximum of 15 minutes.

B. SPECIAL MEETINGS. Special meetings of the City Commission may be called by the Mayor or in their absence the Vice Mayor. Special meetings may also be called upon the request of a majority of the City Commission in writing to the City Manager and/or the City Clerk. No less than 12 hours' written notice, designating the time and purpose of such meeting, the agenda shall be delivered by the City Clerk or their designee. No business shall be transacted at any special meeting of the City Commission unless the agenda has been stated in the notice of such meeting and visibly posted at City Hall.

C. WORKSHOP MEETINGS. Workshops of the City Commission may be scheduled during a regular meeting or called in the same manner as a special meeting and shall be for discussion only. Workshops meetings will not exceed two hours. A quorum is not needed for a workshop meeting to take place. No official action shall be taken at a workshop meeting except to recommend items to be considered at a regular or special meeting, or to give direction to the Charter Officers. Minutes shall be kept of all workshop meetings but shall not require approval by the City Commission.



Award workshops may be held for Super Star Student Awards, Employee/City recognitions, and community recognitions, and award presentations shall be as efficient as possible.

**D. STATE OF EMERGENCY MEETINGS AND ATTENDANCE.** Should a State of Emergency be called by the Federal, State, County, or City, applicable to the City of Deltona, which may include local issues such as flooding, hurricanes, major water-line breaks, or other local or regional disasters, and consistent with the State of Emergency shall:

1. Allow Commissioners to participate in the meeting and to vote telephonically or virtually if the Commissioners' absence is attributable to the State of Emergency; and
2. Allow the public's access to and ability to participate to be maintained to the maximum extent possible to include virtually.

**E. PLACE OF MEETINGS.** All meetings of the City Commission shall be held in the City Commission Chambers in City Hall unless otherwise stated in the advertised public notice.

**F. TIME OF MEETINGS.** All meetings of the City Commission shall begin at the time stated in the advertised public notice.

**G. CHANGES IN MEETING SCHEDULE.** Changes to the regular meeting schedule may be made by the City Manager.

**H. PUBLIC NOTICE OF MEETINGS.** The City Clerk shall post a notice of the holiday and meeting schedule for the ensuing calendar year at City Hall. The City Clerk shall post notices of all City Commission meetings at City Hall and in accordance with the City Charter and/or Florida Statutes.

**I. PRESIDING OFFICER.** The Mayor shall preside at all meetings of the City Commission. In the absence of the Mayor, the Vice Mayor shall preside. In the absence of both the Mayor and Vice Mayor, the City Clerk shall call the meeting to order, and the remaining Commission members shall select a City Commissioner to serve as Acting Mayor per the City Charter.

**J. QUORUM FOR CONDUCT OF BUSINESS.** Four members of the City Commission shall constitute a quorum for the conduct of business at all meetings. Any Commissioner participating virtually may not be used to constitute a quorum (Florida Attorney General Advisory Opinion, Dated July 19, 2016-Video Conference-Public Meetings-see attached) (unless a State of Emergency meeting has been called as per Section D). No action of the City Commission shall be valid unless adopted by an affirmative vote of the majority of the Commissioners in attendance, unless otherwise provided by law or stated herein. (Charter Section 5 (8)(b)). However, the Commissioner attending virtually may participate and vote as long as said Commissioner is not necessary for the quorum. In cases where Commissioner(s) leave a meeting early, once there is no longer a quorum present, the meeting is to end, and no further action may



be taken.

**K. RULES OF ORDER.** The current edition of Robert's Rules of Order Newly Revised shall be the source to serve as the guidelines for City Commission Rules of Order in lieu of other direction. In the debate, each Commission member has the right to speak only twice (*2 times*) on the same question on the same day. A Commission member cannot make a second (*2nd*) comment on the same question if any other Commission member, who desires to speak, has not yet had the opportunity to speak once. A Commission member who has spoken twice (*2 times*) on a particular question on the same day has exhausted their right to debate that question for that day. No member of the Commission can speak longer than three (3) minutes at a time, each time they speak, without receiving the majority permission of the attending Commission.

The presiding officer will state/read the item into the record and immediately following will ask for a motion and a second. If there is not a motion or a second, the item dies leaving no need for a discussion, and the presiding officer will move on to the next item. Once the item has been moved and seconded, the presiding officer will open the item for Commission discussion as stated above. Once all Commissioners have had their first opportunity to comment, the presiding officer will call for public comment on the item. Once the public comment is over the presiding officer will open the item for the second opportunity for the Commission discussion before calling for a vote.

**L. VOTING DUTY.** Whenever a question is called by the presiding officer, every member of the City Commission shall vote on that question by a verbal roll call vote or electronic aye or nay vote, as called by the presiding officer. A roll call vote shall be made to call for a Closed Session, or at any other time required by law. No member of the City Commission shall abstain from voting except as provided in F.S. 112.3143. In accordance with Florida Statutes, the member abstaining from a vote due to a conflict must publicly state the nature of their interest in the issue at the time the item is to be considered, and within fifteen (15) days after the abstention, they must file a "Memorandum of Voting Conflict" with the City Clerk. The form will then be attached to the minutes of that meeting and made a part thereof. A majority vote of the entire membership of the City Commission shall be necessary to approve any action of the City Commission unless otherwise required by law.

**M. PUBLIC PARTICIPATION AT MEETINGS.** Prior to addressing the City Commission on any topic during a meeting, members of the public shall fill out and submit a "Request To Speak" form provided by the Clerk no later than the start time of the meeting, before the Mayor hits the gavel, regardless of the meeting type. A form must be filled out for each item that the speaker wants to speak about, and the forms will be collected on a first come first serve basis. Members of the public shall speak only when recognized by the presiding officer and once at the podium, shall identify themselves by name and/or organizational affiliation of persons addressing the City Commission. Members of the public shall be limited to speaking only during "Public Forum" for issues not on the meeting agenda which is limited to two (2) minutes for each speaker. Public comments following Commission discussion on each agenda item, prior to a vote by the City Commission on that item, is limited to two (2) minutes for each speaker. The clock will start when the speaker arrives at the podium. Each speaker shall observe the specified time limitation unless the rules are waived by a consensus or majority vote of the City Commission. For large groups, the presiding officer may



encourage groups to designate one or more individuals to speak on their behalf to avoid cumulative comments. Should a large group want to speak individually, by a consensus or majority vote of the City Commission, the public comment time limit may be reduced to one (1) minute per member of the public. Individuals may only speak one time per topic. Individuals may only comment during the public forum period and/or when a vote is being taken by the Commission.

Public comments for Workshops shall be at the end of each agenda item only, time permitted and shall not exceed four (4) minutes per person. Public comments for Special Commission Meetings shall be at the end of each agenda item only, time permitted and shall not exceed two (2) minutes per person. The City Clerk shall record in the meeting minutes the name and/or organizational affiliation of persons addressing the City Commission. A person shall not be excluded from a meeting that is otherwise open to the public except for a breach of the peace actually committed at the meeting. No public comments may include defaming or slanderous personal attacks on any member of the City Commission, any member of the City Staff and/or residents (See 2. N.).

The City's decorum policy will be in effect during all public meetings.

Questions asked by the public at a Regular Commission Meeting during the "Public Forum" portion of the meeting will be provided at the next Regular Commission Meeting on the table at the back of the room or in an alternate location as designated by the City.

**N. DISORDERLY CONDUCT AT MEETINGS PROHIBITED.** DECORUM POLICY: The City of Deltona has a significant interest in conducting orderly and efficient public meetings, which includes preventing disruption, promoting civility, and preserving decorum. However, the Deltona City Commission shall continue to embrace dissension as a civic right and work to create a climate where the public feels included and respected. To that end, the Mayor, or presiding officer, or a majority of the City Commission, may interrupt, warn, or terminate a speaker's statement when that statement is too lengthy, personally directed, abusive, obscene, irrelevant, slanderous, defaming, or otherwise reasonably perceived to be a disruption to the fair and orderly progress of the discussion at hand to include displays of props. The presiding officer may call to order any person who is breaching the peace or being disorderly by speaking without recognition, engaging in booing or catcalls, applauding, failing to be germane to the topic or issue being considered, speaking longer than the allotted time, speaking vulgarities, name calling, personal attacks, excessive body odor, or engaging in other conduct which is determined by the presiding officer to be disruptive to the meeting. Any person so disrupting a lawful public meeting of the City Commission may be removed or excluded from a meeting that is otherwise open to the public in accordance with Florida Statutes.

**O. MINUTES OF PROCEEDINGS.** Minutes of each meeting of the City Commission shall be prepared and maintained by the City Clerk, and shall be available to the public, in accordance with Florida Statutes. The minutes shall be summary in nature but shall properly record all actions of the City Commission with respect to motions, including the name of the maker of the motion, the member seconding the motion, and the result of the vote. The City Clerk shall not be required to maintain a written record of discussion or comments of the City Commission or members of the public made at Commission meetings. If a member of the City Commission is permitted



to abstain from a vote in accordance with Sec. 2L, the abstention shall be recorded in the meeting minutes together with the reason for abstention. The City Commission shall make any corrections to the minutes at the next meeting after the meeting to which the minutes refer. The corrected minutes shall show both the original entry and the correction.

**P. PROCLAMATIONS.** All proclamations may be included on the meeting agenda in accordance with the City's Recognition Policy.

**Q. DOCUMENTS SUBMITTED TO CITY.** All documents submitted to the City by the general public become part of the public record. All documents submitted during a meeting are provided to the City Commission the following day and not during the City Commission meeting at the discretion of the City Manager.

### **3. MEETING AGENDAS**

**A. PREPARATION.** The City Manager, or their designee, shall be responsible for the preparation of the agenda for all meetings of the City Commission. The City Clerk, or their designee, shall prepare and deliver to the Commission members the agenda with supporting materials and explanations on or before the Wednesday prior to the scheduled meeting.

**B. SUBMISSION OF PRESENTATION.** A request by a recognized community organization within the City for placement of an item on a Commission meeting agenda shall be submitted in writing to the Office of the City Manager and may be placed under the "*Consent Agenda*" for Commission approval at a future meeting, as approved by the City Manager, or presented to the City Commission at a meeting under "*Public Forum*" (*time as specified see Item 2M*). Presentations shall be to convey information that pertains directly or has the potential to pertain to the City of Deltona and/or its residents. These may include, but are not limited to, economic development, health, natural disasters, etc. and shall be in the form of a PowerPoint Presentation, demonstration, or speech. Submitters to offer a presentation shall be recognized as a specialist or professional within the field of the requested presentation. All submissions must be submitted no later than 30 days prior to the date of the event, no exceptions, and if placed on agenda the presentation shall not exceed 8 minutes.

**C. AGENDA FORMAT AND CHANGES.** The City Clerk shall arrange the agenda subject to the approval of the City Manager who may make additions and/or deletions at his/her discretion. The agenda may be changed at a regular meeting by a majority vote of the City Commission under the "*Approval of Agenda*" section of the meeting.

**D. DELTONA COMMUNITY EVENTS.** Announcements by a community organization within the City concerning events of interest to the general public may be presented during the "*Deltona Community Events*" portion of the agenda and the speaker shall be limited to two (2) minutes. If interested, an event brochure, in the form of a PowerPoint slide, shall be submitted to the City Clerk's Office at least three days in advance of the Commission Meeting.



**E. CONSENT AGENDA.** Consent Agenda items shall consist of the approval of meeting minutes, receipt and file of reports, and other matters. Any Commission member may request that an item be removed from the Consent Agenda for further discussion and consideration. If items are pulled for discussion, the items shall be discussed immediately after the Consent Agenda is approved or denied.

**F. PUBLIC HEARINGS.** The presiding officer shall announce each public hearing and the purpose of the public hearing and shall open the hearing to the public for comment. The rules of public participation established in Sec. 2M shall apply. After receiving public comments, the presiding officer shall close the public hearing. The City Clerk shall record in the meeting minutes the names of all members of the public who comment during a public hearing. Public hearings may be held separately or in connection with a regular or special Commission meeting and may be adjourned from time to time. In the case of hearings on proposed ordinances, the public hearing shall follow the publication of the ordinance and notice of the hearing as per Florida Statute.

**G. ACTION ITEMS.** All other items for consideration by the City Commission, other than Consent Agenda items, shall be placed under Action Items for discussion by the City Commission. After a motion and second, a discussion of the issue can ensue by the City Commission. The City Commission may either vote to approve or deny the item of consideration, or table the issue to a future date and time.

**H. CLOSED SESSIONS.** The City Commission may convene in closed session only for those purposes permitted by Florida Statute or other law. A roll call vote shall be made to call for a closed session or they may be called in accordance with Florida Statutes. The City Clerk shall prepare and maintain an agenda of the proceedings of closed sessions in accordance with the Florida Statutes. Closed Session items shall be a standalone agenda and shall include the section of the Florida Statute or other law under which the City Commission is permitted to convene into closed session for that matter.

**I. COMMISSIONER COMMENTS.** If the Mayor or a Commissioner would like to include an item on the next agenda, which requires crucial research and discussion, they will make the request during their Comment period of the previous meeting. A request will be made to the sitting Commission to ask for an item to be placed on the next Agenda. With the voted approval by the majority of the sitting Commission, the item will appear on the next Agenda. Other items can be requested by the Mayor or a Commissioner during the Commissioner Comment period by way of a simple consensus for time-sensitive items or a request for direction to the City Manager or City Attorney.

**J. QUASI-JUDICIAL PROCESS REVIEW.** The City Attorney swears in all persons participating in the meeting. Each Commissioner provides ex-parte communications. Staff presents the staff report which shall not exceed eight (8) minutes. Immediately following the staff report, the Commission is provided with the opportunity to ask questions of staff. The applicant and/or their representative will then have their opportunity to present their report which shall not exceed eight (8) minutes, with evidence presenters not exceeding two (2) minutes each. Immediately following the applicant's report, the Commission will be provided with the opportunity to ask questions of the applicant and/or their representative. Each person with standing shall present their finding and shall not exceed two (2) minutes each. However, if represented

collectively by an attorney, the attorney's presentation shall not exceed eight (8) minutes. Immediately following the presentation, the Commission will be provided the opportunity to ask questions of those speakers with standing and/or the attorney representing them. The public participation for those without standing shall not exceed two (2) minutes each. The applicant and/or their representative will have two (2) minutes to respond to the public's concerns (i.e. those with and without standing). The City Commission will have a final opportunity to ask questions. The Mayor shall call for a motion and a second and each Commissioner will be permitted to speak twice before a vote is taken. The City Clerk shall call a verbal vote, and each Commissioner shall provide the reason for their vote.

#### **4. ADJOURNMENT OF MEETINGS**

**A. ADJOURNMENT BY PRESIDING OFFICER.** The presiding officer shall adjourn all meetings of the City Commission.

#### **5. AMENDMENTS TO COUNCIL RULES OF PROCEDURE**

**A. PROCEDURE FOR AMENDING RULES.** Any member of the City Commission may request that the City Commission Rules of Procedure be amended by requesting the change during the Commissioner Comment period of a regular meeting. With the voted approval by the majority of the sitting Commission, the item will appear on the next Agenda. A majority vote of the Commission shall be necessary to approve any amendments to the rules of procedure.

#### **6. COPIES OF RULES**

**A. POSTING AND DISTRIBUTION OF RULES.** The duly adopted City Commission Rules of Procedure shall be posted on the City web site and be available at the City Clerk's office.



**RESOLUTION NO. 2024-27**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF  
DELTONA, FLORIDA; APEALING DELTONA CITY  
COMMISSION OPERATING GUIDELINES AND MEETING  
RULES AND PROCEDURES; REPEALING ALL RESOLUTIONS  
OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH; AND  
PROVIDING FOR AN EFFECTIVE DATE.**

---

**WHEREAS**, the City Commission Operating Guidelines and Meeting Rules and Procedures was created on March 15, 1999 by Resolution No. 99-24; and

**WHEREAS**, the City Commission has amended the Operating Guidelines & Meeting Rules and Procedures by Resolution No. 2006-51 effective January 1, 2007; Resolution No. 2008-06 effective February 18, 2008; Resolution No. 2009-14 effective April 20, 2009; Resolution No. 2010-42 effective December 13, 2010; Resolution No. 2015-04 effective March 2, 2015; Resolution No. 2015-49 effective February 1, 2016; Resolution No. 2016-46 effective September 19, 2016; Resolution No. 2017-35 effective September 5, 2017; Resolution No. 2021-37 effective July 19, 2021; Resolution No. 2021-39 effective July 19, 2021; and Resolution No. 2023-05 effective March 20, 2023.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE  
CITY OF DELTONA, FLORIDA, AS FOLLOWS:**

**Section 1.** The City Commission Operating Guidelines & Meeting Rules and Procedures, labeled as Exhibit A, shall be repealed.

**Section 2.** That all resolutions or parts of resolutions in conflict herewith be repealed.

**Section 4.** This resolution shall take effect immediately upon its final adoption by the City Commission.

**PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF  
DELTONA, FLORIDA, THIS 5<sup>th</sup> DAY OF AUGUST, 2024.**

BY: \_\_\_\_\_  
Santiago Avila, Jr., MAYOR

ATTEST:

\_\_\_\_\_  
Joyce Raftery, CITY CLERK



Approved as to form and legality for use  
and reliance of the City of Deltona, Florida:

---

CITY ATTORNEY

**RESOLUTION NO. 2024-27**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA; APEALING DELTONA CITY COMMISSION OPERATING GUIDELINES AND MEETING RULES AND PROCEDURES; REPEALING ALL RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.**

---

**WHEREAS**, the City Commission Operating Guidelines and Meeting Rules and Procedures was created on March 15, 1999 by Resolution No. 99-24; and

**WHEREAS**, the City Commission has amended the Operating Guidelines & Meeting Rules and Procedures by Resolution No. 2006-51 effective January 1, 2007; Resolution No. 2008-06 effective February 18, 2008; Resolution No. 2009-14 effective April 20, 2009; Resolution No. 2010-42 effective December 13, 2010; Resolution No. 2015-04 effective March 2, 2015; Resolution No. 2015-49 effective February 1, 2016; Resolution No. 2016-46 effective September 19, 2016; Resolution No. 2017-35 effective September 5, 2017; Resolution No. 2021-37 effective July 19, 2021; Resolution No. 2021-39 effective July 19, 2021; and Resolution No. 2023-05 effective March 20, 2023.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA, AS FOLLOWS:**

**Section 1.** The City Commission Operating Guidelines & Meeting Rules and Procedures, labeled as Exhibit A, shall be repealed.

**Section 2.** That all resolutions or parts of resolutions in conflict herewith be repealed.

**Section 4.** This resolution shall take effect immediately upon its final adoption by the City Commission.

**PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA, THIS 5<sup>th</sup> DAY OF AUGUST 2024.**

BY: \_\_\_\_\_  
Santiago Avila, Jr., MAYOR

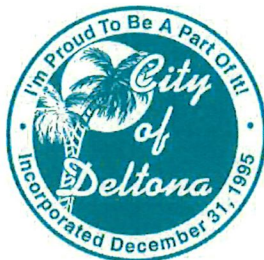
ATTEST:

\_\_\_\_\_  
Joyce Raftery, CITY CLERK

Approved as to form and legality for use  
and reliance of the City of Deltona, Florida:

\_\_\_\_\_  
CITY ATTORNEY

# EXHIBIT A



CITY OF DELTONA  
COUNTY OF VOLUSIA  
STATE OF FLORIDA

## CITY COMMISSION RULES OF PROCEDURE

### 1. AUTHORITY

A. LEGAL CITATIONS. These rules of procedure for the conduct of City Commission meetings are hereby adopted by the City of Deltona City Commission under the authority of the City of Deltona City Charter. These rules are subordinate to the City Charter, Code of Ordinances, and laws of the State of Florida and the United States of America.

### 2. MEETINGS OF THE CITY COMMISSION

A. REGULAR MEETINGS. The City Commission shall meet regularly at least once a month. Pursuant to the Deltona City Charter, before the end of each calendar year, the City Commission shall approve its regular meeting schedule for the ensuing calendar year. All meetings of the City Commission shall begin at the time stated in the advertised public notice and shall not last more than 2.5 hours. The meeting time can be extended one time by a vote of the majority of the Commission for a maximum of 15 minutes.

B. SPECIAL MEETINGS. Special meetings of the City Commission may be called by the Mayor or in their absence the Vice Mayor. Special meetings may also be called upon the request of a majority of the City Commission in writing to the City Manager and/or the City Clerk. No less than 12 hours' written notice, designating the time and purpose of such meeting, the agenda shall be delivered by the City Clerk or their designee. No business shall be transacted at any special meeting of the City Commission unless the agenda has been stated in the notice of such meeting and visibly posted at City Hall.

C. WORKSHOP MEETINGS. Workshops of the City Commission may be scheduled during a regular meeting or called in the same manner as a special meeting and shall be for discussion only. Workshops meetings will not exceed two hours. A quorum is not needed for a workshop meeting to take place. No official action shall be taken at a workshop meeting except to recommend items to be considered at a regular or special meeting, or to give direction to the Charter Officers. Minutes shall be kept of all workshop meetings but shall not require approval by the City Commission.



Award workshops may be held for Super Star Student Awards, Employee/City recognitions, and community recognitions, and award presentations shall be as efficient as possible.

**D. STATE OF EMERGENCY MEETINGS AND ATTENDANCE.** Should a State of Emergency be called by the Federal, State, County, or City, applicable to the City of Deltona, which may include local issues such as flooding, hurricanes, major water-line breaks, or other local or regional disasters, and consistent with the State of Emergency shall:

1. Allow Commissioners to participate in the meeting and to vote telephonically or virtually if the Commissioners' absence is attributable to the State of Emergency; and
2. Allow the public's access to and ability to participate to be maintained to the maximum extent possible to include virtually.

**E. PLACE OF MEETINGS.** All meetings of the City Commission shall be held in the City Commission Chambers in City Hall unless otherwise stated in the advertised public notice.

**F. TIME OF MEETINGS.** All meetings of the City Commission shall begin at the time stated in the advertised public notice.

**G. CHANGES IN MEETING SCHEDULE.** Changes to the regular meeting schedule may be made by the City Manager.

**H. PUBLIC NOTICE OF MEETINGS.** The City Clerk shall post a notice of the holiday and meeting schedule at City Hall for the ensuing calendar year. The City Clerk shall post notices of all City Commission meetings at City Hall and in accordance with the City Charter and/or Florida Statutes.

**I. PRESIDING OFFICER.** The Mayor shall preside at all meetings of the City Commission. In the absence of the Mayor, the Vice Mayor shall preside. In the absence of both the Mayor and Vice Mayor, the City Clerk shall call the meeting to order, and the remaining Commission members shall select a City Commissioner to serve as Acting Mayor per the City Charter.

**J. QUORUM FOR CONDUCT OF BUSINESS.** Four members of the City Commission shall constitute a quorum for the conduct of business at all meetings. Any Commissioner participating virtually may not be used to constitute a quorum (Florida Attorney General Advisory Opinion, Dated July 19, 2016-Video Conference-Public Meetings-see attached) (unless a State of Emergency meeting has been called as per Section D). No action of the City Commission shall be valid unless adopted by an affirmative vote of the majority of the Commissioners in attendance, unless otherwise provided by law or stated herein. (Charter Section 5 (8)(b)). However, the Commissioner attending virtually may participate and vote as long as said Commissioner is not necessary for the quorum. In cases where Commissioner(s) leave a meeting early, once there is no longer a quorum present, the meeting is to end, and no further action may



be taken.

**K. RULES OF ORDER.** The current edition of Robert's Rules of Order Newly Revised shall be the source to serve as the guidelines for City Commission Rules of Order in lieu of other direction. In the debate, each Commission member has the right to speak only twice (*2 times*) on the same question on the same day. A Commission member cannot make a second (*2nd*) comment on the same question if any other Commission member, who desires to speak, has not yet had the opportunity to speak once. A Commission member who has spoken twice (*2 times*) on a particular question on the same day has exhausted their right to debate that question for that day. No member of the Commission can speak longer than three (3) minutes at a time, each time they speak, without receiving the majority permission of the attending Commission.

The presiding officer will state/read the item into the record and immediately following will ask for a motion and a second. If there is not a motion or a second, the item dies leaving no need for a discussion, and the presiding officer will move on to the next item. Once the item has been moved and seconded, the presiding officer will open the item for Commission discussion as stated above. Once all Commissioners have had their first opportunity to comment, the presiding officer will call for public comment on the item. Once the public comment is over the presiding officer will open the item for the second opportunity for the Commission discussion before calling for a vote.

**L. VOTING DUTY.** Whenever a question is called by the presiding officer, every member of the City Commission shall vote on that question by a verbal roll call vote or electronic aye or nay vote, as called by the presiding officer. A roll call vote shall be made to call for a Closed Session, or at any other time required by law. No member of the City Commission shall abstain from voting except as provided in F.S. 112.3143. In accordance with Florida Statutes, the member abstaining from a vote due to a conflict must publicly state the nature of their interest in the issue at the time the item is to be considered, and within fifteen (15) days after the abstention, they must file a "Memorandum of Voting Conflict" with the City Clerk. The form will then be attached to the minutes of that meeting and made a part thereof.

**M. PUBLIC PARTICIPATION AT MEETINGS.** Prior to addressing the City Commission on any topic during a meeting, members of the public shall fill out and submit a "Request To Speak" form provided by the Clerk no later than the start time of the meeting, before the Mayor hits the gavel, regardless of the meeting type. A form must be filled out for each item that the speaker wants to speak about, and the forms will be collected on a first come first serve basis. Members of the public shall speak only when recognized by the presiding officer and once at the podium, shall identify themselves by name and/or organizational affiliation of persons addressing the City Commission. Members of the public shall be limited to speaking only during "Public Forum" for issues not on the meeting agenda which is limited to two (2) minutes for each speaker. Public comments following Commission discussion on each agenda item, prior to a vote by the City Commission on that item, is limited to two (2) minutes for each speaker. The clock will start when the speaker arrives at the podium. Each speaker shall observe the specified time limitation unless the rules are waived by a consensus or majority vote of the City Commission. For large groups, the presiding officer may encourage groups to designate one or more individuals to speak on their behalf to avoid cumulative comments. Should a large group want to speak individually, by a consensus



or majority vote of the City Commission, the public comment time limit may be reduced to one (1) minute per member of the public. Individuals may only speak one time per topic. Individuals may only comment during the public forum period and/or when a vote is being taken by the Commission. A motion and a second to table a topic for future discussion does not include public comment.

Public comments for Workshops shall be at the end of each agenda item only, time permitted and shall not exceed four (4) minutes per person. Public comments for Special Commission Meetings shall be at the end of each agenda item only, time permitted and shall not exceed two (2) minutes per person. The City Clerk shall record in the meeting minutes the name and/or organizational affiliation of persons addressing the City Commission. A person shall not be excluded from a meeting that is otherwise open to the public except for a breach of the peace actually committed at the meeting. No public comments may include defaming or slanderous personal attacks on any member of the City Commission, any member of the City Staff and/or residents (See 2. N.).

The City's decorum policy will be in effect during all public meetings.

Questions asked by the public at a Regular Commission Meeting during the "Public Forum" portion of the meeting will be provided at the next Regular Commission Meeting on the table at the back of the room or in an alternate location as designated by the City.

**N. DISORDERLY CONDUCT AT MEETINGS PROHIBITED.** DECORUM POLICY: The City of Deltona has a significant interest in conducting orderly and efficient public meetings, which includes preventing disruption, promoting civility, and preserving decorum. However, the Deltona City Commission shall continue to embrace dissension as a civic right and work to create a climate where the public feels included and respected. To that end, the Mayor, or presiding officer, or a majority of the City Commission, may interrupt, warn, or terminate a speaker's statement when that statement is too lengthy, personally directed, abusive, obscene, irrelevant, slanderous, defaming, or otherwise reasonably perceived to be a disruption to the fair and orderly progress of the discussion at hand to include displays of props. The presiding officer may call to order any person who is breaching the peace or being disorderly by speaking without recognition, engaging in booing or catcalls, applauding, failing to be germane to the topic or issue being considered, speaking longer than the allotted time, speaking vulgarities, name calling, personal attacks, excessive body odor, or engaging in other conduct which is determined by the presiding officer to be disruptive to the meeting. Any person so disrupting a lawful public meeting of the City Commission may be removed or excluded from a meeting that is otherwise open to the public in accordance with Florida Statutes.

**O. MINUTES OF PROCEEDINGS.** Minutes of each meeting of the City Commission shall be prepared and maintained by the City Clerk, and shall be available to the public, in accordance with Florida Statutes. The minutes shall be summary in nature but shall properly record all actions of the City Commission with respect to motions, including the name of the maker of the motion, the member seconding the motion, and the result of the vote. The City Clerk shall not be required to maintain a written record of discussion or comments of the City Commission or members of the public made at Commission meetings. If a member of the City Commission is permitted to abstain from a vote in accordance with Sec. 2L, the abstention shall be recorded in



the meeting minutes together with the reason for abstention. The City Commission shall make any corrections to the minutes at the next meeting after the meeting to which the minutes refer. The corrected minutes shall show both the original entry and the correction.

**P. PROCLAMATIONS.** All proclamations may be included on the meeting agenda in accordance with the City's Recognition Policy.

**Q. DOCUMENTS SUBMITTED TO CITY.** All documents submitted to the City by the general public become part of the public record. All documents submitted during a meeting are provided to the City Commission the following day and not during the City Commission meeting at the discretion of the City Manager.

### **3. MEETING AGENDAS**

**A. PREPARATION.** The City Manager, or their designee, shall be responsible for the preparation of the agenda for all meetings of the City Commission. The City Clerk, or their designee, shall prepare and deliver to the Commission members the agenda with supporting materials and explanations on or before the Wednesday prior to the scheduled meeting. Any important items or additional information that may come about after the agenda is submitted to the Commission will be emailed to the Commission as soon as possible and brought to the table for consideration by the Commission.

**B. SUBMISSION OF PRESENTATION.** A request by a recognized community organization within the City for placement of an item on a Commission meeting agenda shall be submitted in writing to the Office of the City Manager and may be placed under the "*Consent Agenda*" for Commission approval at a future meeting, as approved by the City Manager, or presented to the City Commission at a meeting under "*Public Forum*" (*time as specified see Item 2M*). Presentations shall be to convey information that pertains directly or has the potential to pertain to the City of Deltona and/or its residents. These may include, but are not limited to, economic development, health, natural disasters, etc. and shall be in the form of a PowerPoint Presentation, demonstration, or speech. Submitters to offer a presentation shall be recognized as a specialist or professional within the field of the requested presentation. All submissions must be submitted no later than 30 days prior to the date of the event, no exceptions, and if placed on agenda the presentation shall not exceed 8 minutes.

**C. AGENDA FORMAT AND CHANGES.** The City Clerk shall arrange the agenda subject to the approval of the City Manager who may make additions and/or deletions at his/her discretion. The agenda may be changed at a regular meeting by a majority vote of the City Commission under the "*Approval of Agenda*" section of the meeting.

**D. DELTONA COMMUNITY EVENTS.** Announcements by a community organization within the City concerning events of interest to the general public may be presented during the "*Deltona Community Events*" portion of the agenda and the speaker shall be limited to two (2) minutes. If interested, an event brochure, in the form of a PowerPoint slide, shall be submitted to the City Clerk's Office at least three days in advance of the Commission Meeting.



**E. CONSENT AGENDA.** Consent Agenda items shall consist of the approval of meeting minutes, receipt and file of reports, and other matters. Any Commission member may request that an item be removed from the Consent Agenda for further discussion and consideration. If items are pulled for discussion, the items shall be discussed immediately after the Consent Agenda is approved or denied.

**F. PUBLIC HEARINGS.** The presiding officer shall announce each public hearing and the purpose of the public hearing and shall open the hearing to the public for comment. The rules of public participation established in Sec. 2M shall apply. After receiving public comments, the presiding officer shall close the public hearing. The City Clerk shall record in the meeting minutes the names of all members of the public who comment during a public hearing. Public hearings may be held separately or in connection with a regular or special Commission meeting and may be adjourned from time to time. In the case of hearings on proposed ordinances, the public hearing shall follow the publication of the ordinance and notice of the hearing as per Florida Statute.

**G. ACTION ITEMS.** All other items for consideration by the City Commission, other than Consent Agenda items, shall be placed under Action Items for discussion by the City Commission. After a motion and second, a discussion of the issue can ensue by the City Commission. The City Commission may either vote to approve or deny the item of consideration, or table the issue to a future date and time.

**H. CLOSED SESSIONS.** The City Commission may convene in closed session only for those purposes permitted by Florida Statute or other law. A roll call vote shall be made to call for a closed session or they may be called in accordance with Florida Statutes. The City Clerk shall prepare and maintain an agenda of the proceedings of closed sessions in accordance with the Florida Statutes. Closed Session items shall be a standalone agenda and shall include the section of the Florida Statute or other law under which the City Commission is permitted to convene into closed session for that matter.

**I. COMMISSIONER COMMENTS.** If the Mayor or a Commissioner would like to include an item on the next agenda, which requires crucial research and discussion, they will make the request during their Comment period of the previous meeting. A request will be made to the sitting Commission to ask for an item to be placed on the next Agenda. With the voted approval by the majority of the sitting Commission, the item will appear on the next Agenda. Other items can be requested by the Mayor or a Commissioner during the Commissioner Comment period by way of a simple consensus for time-sensitive items or a request for direction to the City Manager or City Attorney.

**J. QUASI-JUDICIAL PROCESS REVIEW.** The City Attorney swears in all persons participating in the meeting. Each Commissioner provides ex-parte communications. Staff presents the staff report which shall not exceed eight (8) minutes. Immediately following the staff report, the Commission is provided with the opportunity to ask questions of staff. The applicant and/or their representative will then have their opportunity to present their report which shall not exceed eight (8) minutes, with evidence presenters not exceeding two (2) minutes each. Immediately following the applicant's report, the Commission will be provided with the opportunity to ask questions of the applicant and/or their representative. Each person with standing shall



present their finding and shall not exceed two (2) minutes each. However, if represented collectively by an attorney, the attorney's presentation shall not exceed eight (8) minutes. Immediately following the presentation, the Commission will be provided the opportunity to ask questions of those speakers with standing and/or the attorney representing them. The public participation for those without standing shall not exceed two (2) minutes each. The applicant and/or their representative will have two (2) minutes to respond to the public's concerns (i.e. those with and without standing). The City Commission will have a final opportunity to ask questions. The Mayor shall call for a motion and a second and each Commissioner will be permitted to speak twice before a vote is taken. The City Clerk shall call a verbal vote, and each Commissioner shall provide the reason for their vote.

**4. ADJOURNMENT OF MEETINGS**

**A. ADJOURNMENT BY PRESIDING OFFICER.** The presiding officer shall adjourn all meetings of the City Commission.

**5. AMENDMENTS TO COUNCIL RULES OF PROCEDURE**

**A. PROCEDURE FOR AMENDING RULES.** Any member of the City Commission may request that the City Commission Rules of Procedure be amended by requesting the change during the Commissioner Comment period of a regular meeting. With the voted approval by the majority of the sitting Commission, the item will appear on the next Agenda. A majority vote of the Commission shall be necessary to approve any amendments to the rules of procedure.

**6. COPIES OF RULES**

**A. POSTING AND DISTRIBUTION OF RULES.** The duly adopted City Commission Rules of Procedure shall be posted on the City web site and be available at the City Clerk's office.

**RESOLUTION NO. 2025-12**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA; AMENDING THE DELTONA CITY COMMISSION OPERATING GUIDELINES AND MEETING RULES AND PROCEDURES; SUPERSEDING RESOLUTIONS ON THE SAME SUBJECT; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.**

---

**WHEREAS**, the City Commission Operating Guidelines and Meeting Rules and Procedures were adopted on March 15, 1999 by Resolution No. 99-24; and

**WHEREAS**, the City Commission has amended the Operating Guidelines & Meeting Rules and Procedures by Resolution No. 2006-51 effective January 1, 2007; Resolution No. 2008-06 effective February 18, 2008; Resolution No. 2009-14 effective April 20, 2009; Resolution No. 2010-42 effective December 13, 2010; Resolution No. 2015-04 effective March 2, 2015; Resolution No. 2015-49 effective February 1, 2016; Resolution No. 2016-46 effective September 19, 2016; Resolution No. 2017-35 effective September 5, 2017; Resolution No. 2021-37 effective July 19, 2021; Resolution No. 2021-39 effective July 19, 2021; and Resolution No. 2023-05 effective March 20, 2023; and

**WHEREAS**, the City Commission desires to enact amended and restated City Commission Operating Guidelines and Meeting Rules and Procedures in order to facilitate more efficient meetings; and

**WHEREAS**, the revision of these rules and procedures is in the best interest of the City; and

**WHEREAS**, this Resolution shall supersede and replace all previous Resolutions regarding Council meeting procedures, so as to maintain the consolidation of procedural rules.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals Adopted.** That each of the above stated recitals is hereby adopted and confirmed.

**Section 2. City Commission Operating Guidelines and Meeting Rules.** The City Commission Operating Guidelines & Meeting Rules and Procedures, attached hereto as "Exhibit A," shall be amended as presented.



**Section 3. Conflict.** That all resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict. This Resolution shall supersede all prior Resolutions enumerating Commission Operating Guidelines and Meeting Rules.

**Section 4. Severability.** That the provisions of the City Commission Operating Guidelines and Meeting Rules are declared to be severable and if any section, sentence, clause or phrase therein shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases, but they shall remain in effect, it being the legislative intent that the City Commission Operating Guidelines and Meeting Rules shall stand.

**Section 5. Effective Date.** That this resolution shall take effect immediately upon its final adoption by the City Commission.

**PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.**

BY: \_\_\_\_\_  
Santiago Avila, Jr., MAYOR

ATTEST:

\_\_\_\_\_  
Joyce Raftery, CITY CLERK

Approved as to form and legality for use  
and reliance of the City of Deltona, Florida:

\_\_\_\_\_  
TG Law, PLLC, CITY ATTORNEY