

**ORDINANCE No. 2025-13**

**AN ORDINANCE OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AMENDING DIVISION III “RULES OF PROCEDURE” OF ARTICLE II “CITY COUNCIL”, OF CHAPTER 2 “ADMINISTRATION”, OF THE CITY’S CODE OF ORDINANCES; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR INCORPORATION INTO THE CODE; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City of Doral (“City”) has created Rules of Procedures for Council Meetings, which may need to be amended from time to time; and

**WHEREAS**, the City finds it necessary and in the best interest of the City to amend, clarify, and expand upon, various sections of Division II – Rules of Procedure.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:**

**Section 1. Incorporation of Recitals.** The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance upon adoption hereof.

**Section 2. Amendment to Chapter 2 of the City of Doral’s Code of Ordinances.** Chapter 2, Article II, Division 3 of the City of Doral’s Code of Ordinances is hereby amended as follows:

**DIVISION 3. RULES OF PROCEDURE**

**~~Sec. 2-66. Definitions.~~**

~~The following words, terms, and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:~~

~~*Chair* means the presiding officer of the city council. The mayor is the presiding officer, under the Charter, when present. In the absence of the mayor, the vice mayor shall become the presiding officer. In the absence of both the mayor and vice mayor, the remaining city council members shall elect a chair for the meeting.~~

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~~*Journal of proceedings* means that an account of all proceedings of the city council shall be kept by the city clerk and shall be the official record of the city council.~~

~~*Meeting* shall mean any regular, special or workshop meeting of the city council.~~

~~*Quorum* shall mean a majority of the members of the city council.~~

**~~Sec. 2-67. Purpose.~~**

~~This division shall govern the procedures for meetings of the city council.~~

**~~Sec. 2-68. Authority.~~**

~~Section 4.01(b) of the city Charter authorizes the city council to determine and adopt its own rules of procedure for city council meetings. Except as otherwise provided by the city Charter, this Code or laws of the state, the functioning and proceedings of the council shall be governed by these council rules of procedures.~~

**~~Sec. 2-69. Council meetings—Rules of procedure.~~**

- ~~(a) On matters involving parliamentary procedure not provided for in these council rules of procedure, the city attorney's latest revised edition of Robert's Rules of Order shall be referenced by the mayor as persuasive rather than binding, and the mayor's determination shall be final.~~
- ~~(b) The city attorney shall act as parliamentarian and, when applicable, shall interpret Robert's Rules of Order for the council.~~
- ~~(c) These rules of procedure shall not be altered except by an amending ordinance. These rules of procedure may be suspended, when appropriate, by a majority vote of the council.~~

**~~Sec. 2-70. Same—Agenda.~~**

- ~~(a) The city manager shall be responsible for preparing the agenda for all city council meetings. The Charter officials shall meet with the mayor to finalize the agenda. City staff may request that a matter of business be placed on the agenda provided that the complete item with staff report is provided to the city manager not less than three weeks prior to the date of the city council meeting. Once the city manager has completed his/her review, the city manager shall deliver the items to the city attorney for review for legal sufficiency not less than two weeks prior to the date of the city council meeting.~~
- ~~(b) Items previously brought before the city council for consideration or for an expression of interest on three occasions, may not be brought forward for reconsideration or expression of interest again before six months have lapsed from the last consideration or expression of interest pertaining to said item, unless a super majority four-fifths of the city council agrees to reconsider the item.~~
- ~~(c) All proposed agenda items must be reviewed by the city manager and the city attorney and shall be delivered in final form to the city clerk's office at a minimum of seven business days before a city council meeting. The final agenda shall be published and made available to the city council by the city clerk not later than the close of business on the fourth seventh business day before a city council meeting.~~

~~(d)(b) Members of the city council may submit items for placement on the agenda. Members of the city council shall endeavor to deliver all proposed agenda items to the city manager's office a minimum of three weeks before the city council meeting in which the item will be discussed. All proposed agenda items shall be accompanied with background documentation and transmitted to the city manager for review. Such background information shall be sufficient to permit clear analysis of the legislative objective and advise the city council and the public of the nature of any requested actions that may be taken on the items.~~

~~(e) The city manager shall work with city departments and the city attorney's office to review, provide feedback, and make recommendations concerning the proposed agenda item. The city administration's feedback shall include a fiscal impact statement. As part of the council memorandum that accompanies any ordinance or resolution placed on a city council meeting agenda (including any resolution calling for a voter referendum on any measure), the city administration shall, to the extent applicable, prepare a written statement, to be included as a stand-alone section of the council memorandum, briefly describing the estimated or anticipated increase or decrease of the revenues or expenditures of the city associated with the proposed measure, if any, for the current fiscal year and the subsequent fiscal year. The memorandum shall include a budget score for the item, and advise whether an item is budgeted, and whether budgeted funds are otherwise available for the item.~~

~~When the review of the proposed agenda item is complete, the city manager shall prepare a recommended position on the item based on the administration's review and transmit the item to the city clerk for inclusion in the agenda. If the proposed item does not promote the city's strategic plan, the city manager shall advise the council member accordingly.~~

~~(f)(c) These items shall be part of the meeting notice and part of the meeting agenda. Every item submitted by the mayor and member of the city council to the city clerk for each city council regular or special meeting agenda shall identify the city administration and the appropriate department as the sponsor. No member of the city council may present more than four items at any meeting.~~

~~(c) To the extent determined applicable by the city administration, the fiscal impact statement may include:~~

- ~~(1) Historical data concerning the revenues or expenditures at issue;~~
- ~~(2) Any assumptions, sources of information or methodologies used to estimate the fiscal impact to the city;~~
- ~~(3) An estimate of the staff time or other resources that may be needed to implement the proposed measure;~~
- ~~(4) Whether the proposed measure could be absorbed in the current fiscal year's budget, or whether an additional appropriation is required to implement the proposed measure;~~

- ~~(5) Whether the fiscal impact in subsequent years (up to, but no more than, five years, from adoption of the measure) materially differs from the fiscal impact in the first year;~~
- ~~(6) Whether the proposed measure will involve pension liability, and the estimated costs thereof; and~~
- ~~(7) Any capital requirements or infrastructure constraints associated with the proposed measure.~~
- ~~(d) If the fiscal impact on the current or future revenues or expenditures of the city cannot be determined at the time the proposed measure is considered by the city council, the fiscal impact statement shall include a description of the risk factors or variables involved, and the administrative actions that will be required to determine the anticipated impact on future revenues and expenditures. In such cases, the fiscal impact statement should, to the extent possible, use ranges to estimate the impact on revenues or expenditures.~~
- ~~(g)(e) With respect to proposed agenda items related to the procurement of goods and services, including construction services, that are awarded pursuant to a previously approved budget, or which involve expenditures that are specifically authorized in a previously approved budget, the requirements of this section shall be deemed satisfied by a statement of the budget code or funding source that will be used to cover the proposed item, and the contract amount associated with the proposed item, if any.~~
- ~~(h)(f) The city administration's feedback shall include a fiscal impact statement. If a proposed item has a fiscal impact on revenues or expenditures of the city in the amount of \$50,000.00 or less, the fiscal impact statement shall state that the item involves an estimated fiscal impact of \$50,000.00 or less, and no further information or analysis shall be required. If a proposed item has a fiscal impact on revenues or expenditures of more than \$50,000.00, information as to the total expenditures needs to be included.~~
- ~~(g) The failure to comply with the requirements of this section shall not constitute grounds for canceling the consideration of a proposed measure or rendering invalid any determination made by the city council.~~
- ~~(i)(h) The city manager shall endeavor to complete the review prior to the submission deadline specified in the city Charter. When the review of the proposed agenda item is complete, the city manager shall provide the required feedback on the item based on the administration's review and transmit the item to the city clerk for inclusion in the next or date certain agenda.~~
- ~~(j) If the review of proposed item requires additional time such that the desired council meeting agenda deadline cannot be met, the city manager shall advise the council member accordingly. The sponsoring council member may elect to schedule the proposed item to a future agenda to allow for additional review time or to advance the partially reviewed item to the desired agenda for consideration. The agenda item must nevertheless have sufficient information to comply with the Charter and the~~

~~requirements of this section. Partially reviewed items, or items that were not delivered to the city manager's office a minimum of three weeks before the city council meeting in which the item will be discussed, shall nevertheless be placed on the agenda under "Discussion items" These items shall be part of the meeting notice and part of the meeting agenda. The council member requesting that an item be placed on the agenda shall deliver to the city clerk's office, for distribution to the other members of city council, a brief memorandum explaining the reason for the item and copies of all materials to be used in the member's presentation of the agenda item, including, but not limited to, reports, brochures, power point presentations and other visual or audio-visual displays, a minimum of four business days before a city council meeting.~~

- ~~(k) City council-initiated agenda items shall identify the sponsoring councilmember. Council members may request to be co-sponsors on an item, which such co-sponsorship shall be considered during the discussion of the item and either independently entertained and approved or included as a condition for approval of the item.~~
- ~~(l) No member of the city council may present more than four items at any meeting. Co-sponsorship of an agenda item shall not count towards the four agenda item limit.~~
- ~~(i) Except for emergency matters or other special matters requiring the immediate attention of the city council, a listing of business to be considered by the city council shall be prepared by the city manager. The city manager shall attempt to deliver the listing of business to each member at least 72 hours prior to each regular city council meeting.~~
- ~~(m)(j) It is the responsibility of the city clerk to compile and deliver the agenda and all supporting documentation under the general supervision and direction of the city manager. All members of the city organization are encouraged to cooperate with the clerk in making the agenda complete and accurate. Pursuant to F.S. ch. 286, as amended from time to time, additional items may only be added to the agenda under exigent circumstances to protect the life, health, safety and welfare of the citizens and residents of the city. The city manager may request additional time to study an item not included on the agenda but presented for action at the meeting.~~
- ~~(n)(k) The city council may, upon a majority vote of its members, modify the contents of the agenda at a city council meeting.~~
- ~~(o)(l) Any member of the city council may pull an item off the consent agenda for discussion and take a separate vote on that item. No vote of the city council is required to pull the item off the consent agenda.~~
- ~~(p)(m) City council workshops may be held from time to time for the special purpose of affording the city council an opportunity to discuss items that may be considered at a future city council meeting. Pursuant to F.S. Ch. 286, as amended from time to time, only items on a workshop agenda may be discussed at a city council workshop. The mayor shall have the authority to enforce Robert's Rules of Order to ensure only items on the workshop agenda are discussed at city council workshops.~~

**Sec. 2-71. Notice of meetings.**

- ~~(a) The city clerk shall publish monthly and post a statement in at least three locations of the dates, times and places (subject to change) of the city council meetings regularly scheduled for the upcoming month. Said publication shall occur no later than the day preceding the first regular meeting of the month. The city clerk may use any other medium appropriate for notice of public meetings. The city clerk shall provide legal notice of meetings as per Florida Statute.~~
- ~~(b) The city clerk shall also post a statement of the date, time, and place of each council meeting, regular or otherwise, a minimum of 24 hours prior to the meeting.~~

**Sec. 2-72. Order of business.**

- ~~(a) All regular council meetings shall be split into two (2) sessions: a morning session that shall commence at 10:00 a.m., and an evening session that shall commence at 6:00 p.m. The mayor shall take the chair at the hour appointed for the meeting of the city council and shall call the meeting to order and direct the clerk to call roll. In the absence of the mayor, the vice mayor shall preside. If a quorum is present, the meeting shall continue.~~
- ~~(b) Upon the establishment of a quorum, city council meetings shall open with the Pledge of Allegiance, led by the presiding city council member.~~
- ~~(c) The general order of any regular or alternate meeting, which any member of the city council can alter upon request and acceptance, should be as follows; provided, however, that this order and content may vary in consideration of time constraints and/or actual items being considered:~~

~~Morning Session – 10:00 a.m.~~

- ~~(1) Call to order/roll call of members.~~
- ~~(2) Pledge of Allegiance.~~
- ~~(3) Invocation.~~
- ~~(4) Agenda/order of business.~~
- ~~(5) Public comments.~~
- ~~(6) Consent agenda.~~
- ~~(7) Approval of minutes.~~
- ~~(8) Presentations.~~
- ~~(9) Discussion items.~~
- ~~(10) Mayor's report.~~
- ~~(11) Council comments.~~
- ~~(11)(12) Advisory board comments.~~
- ~~(12)(13) City manager's report.~~

- i. ~~Department reports.~~
- ~~(13)(14) City attorney's report.~~
- ~~(14)(15) City clerk's report.~~
- ~~(15)(16) Adjournment/break (prior to afternoon session).~~
- ~~Evening Session – 6:00 p.m.~~
- ~~(16)(17) Call to order/roll call of members.~~
- ~~(17)(18) Pledge of Allegiance.~~
- ~~(18)(19) Invocation~~
- ~~(19)(20) Agenda/order of business.~~
- ~~(20)(21) Public comments.~~
- ~~(21)(22) Evening presentations.~~
- ~~(22)(23) Discussion items (if necessary).~~
- ~~(23)(24) Public hearings (if necessary).~~
- ~~(24)(25) Adjournment.~~

**~~Sec. 2-73. Rules for conduct of business.~~**

**~~(a) City council's duties.~~**

- ~~(1) Recognition shall be given only by the mayor who is the presiding officer. Upon being recognized, the member may proceed.~~
- ~~(2) The mayor shall preserve order and decorum and may speak to points of order in preference to other members, and shall decide all questions of order, subject to appeal.~~
- ~~(3) No member may filibuster. No member may speak more than five minutes continuously, except by leave of the mayor. The decision of the mayor is final, unless a majority of the city council votes to the contrary.~~
- ~~(4) A member may speak a second time on any one question only after all members have been given an opportunity to speak.~~
- ~~(5) The mayor shall regulate debate in any other manner that he deems necessary, provided that the rights of all persons to express their views are respected.~~
- ~~(6) Questions and comments by members of the city council should be reserved insofar as possible for the end of a presentation to avoid interrupting the speaker, disrupting the time-keeping process and duplicating ground the speaker may cover. All members of the city council shall be permitted to speak on any matter and shall not be ruled out of order by the presiding officer unless the member has made abusive, derogatory or rude remarks. No member of the city council shall be limited in his debate on any issue, except as otherwise provided herein, unless the member engages in abusive, derogatory or rude comment.~~

- ~~(7) All members of the city council shall accord the utmost courtesy to each other, to city employees, and to public members appearing before the city council, and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.~~
- ~~(8) The city manager may speak to any matter on which he has information for the city council.~~
- ~~(9) All members shall be in their respective seats at said hour of each regular council or special meeting until such time as the meeting is adjourned.~~
- ~~(10) No member shall leave a council meeting without permission from the mayor.~~
- ~~(11) No leave of absence shall be granted if such will result in a quorum not being present for that meeting.~~
- ~~(12) Every member present when a question is put shall vote for or against the same, unless the member is prevented from voting by a conflict of interest.~~
- ~~(13) A member shall be considered absent from a meeting if the member is not physically present for at least 75 percent of the meeting's duration.~~
- ~~(14) No member shall be considered present unless the member is within the council chamber.~~
- ~~(15) Excused absences: The member shall contact the mayor prior to the regular meeting and state the reason for his/her inability to attend the regular meeting. If the member is unable to contact the chair, the member shall contact the city clerk who shall convey the message to the mayor. The mayor shall inform the council of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. Upon passage of such motion by a majority of members present, the absent member shall be considered excused, and the city clerk will make an appropriate notation in the minutes. If the motion is not passed, the city clerk will note in the minutes that the absence is unexcused. Injury, illness, or medical condition/status that is too severe or contagious for the member to attend will constitute an excused absence without further action being required, provided medical confirmation from the medical professional involved in the medical care of the member is provided.~~
- ~~(16) It shall be unlawful for any individual or member of the city council to disturb or disrupt a meeting of the city council or refuse to obey the orders of the mayor or presiding officer in the conduct of the meeting. Any individual or member of the city council who causes a disruption or disturbance of the meeting shall be warned by the mayor or presiding officer that the conduct is interfering or disturbing the order of the meeting and shall be given the opportunity to cease the conduct constituting an interruption or disturbance. If the individual or member of the city council fails to cease the offending conduct and continues to interrupt or disturb the meeting, the individual or member of the city council shall be removed from the meeting by the police chief or his authorized agent in attendance at the meeting if so directed by the mayor or presiding officer. Once~~



~~removed, the individual or member of the city council shall be barred from further audience for the remainder of the meeting.~~

~~(17) In the event that the mayor or presiding officer fails to act, any member of the city council may move to require the presiding officer to act to enforce the rules, and the affirmative vote of the majority of the city council members present at that time shall require the presiding officer to act.~~

~~(18) Any individual or city council member who, at a city council or board meeting, willfully interrupts or disturbs such meeting in violation of F.S. § 871.01, entitled "Disturbing Schools and Religious and Other Assemblies," is subject to arrest by those law enforcement officers present. No action by the presiding officer is required for a law enforcement officer to enforce F.S. § 871.01, as may be amended from time to time.~~

~~(19) Each public officer serving on the city council or an advisory board, committee or commission of the city, when appearing before any other governmental body or within the contents of any written communication, pledges to inform the recipient of the oral or written communication that the issue before such governmental body or in writing has or has not been addressed officially by the city council or the advisory board of which he is a member; and further pledges to inform the recipient of the oral or written communication of any official position taken by the city council or an advisory board and indicate that his appearance or written correspondence is or is not authorized by the city council or an advisory board. When a member of the city council is representing the city council before another governmental body, said member of the city council shall, at a minimum, update the other members of the city council and the city manager at the next scheduled city council meeting.~~

~~(b) *Residents/interested parties' duties.*~~

~~(1) Members of the public may speak only at times designated by the mayor or presiding officer.~~

~~(2) The member of the public shall step to the floor microphone and state his name and address in an audible tone for the clerk's record.~~

~~(3) Remarks shall be limited to the question under discussion, unless such remarks come during the public participation section of the meeting.~~

~~(4) During public participation, any member of the public may speak to any issue that is not on the agenda for public hearing during the city council meeting. Speakers will be limited to three minutes during this time. Speakers are encouraged to sign up in advance with the city clerk prior to their participation.~~

~~(i) The city clerk shall provide comment cards to those interested in making public comments.~~

~~(ii) When signing up to speak, the member of the public shall clearly indicate on the comment card which agenda item or issue in general they wish to speak on and whether they are in favor or against the item.~~

- ~~(iii) Comment cards shall be printed in two colors to correspond to the position the speaker wishes to take on an item. Blue comment cards shall be used by members of the public in favor of an item or issue. Yellow comment cards shall be used by members of the public against an item or issue.~~
- ~~(iv) The city clerk shall arrange all comment cards received by agenda item or issue and by the position of the speaker. The city clerk shall time stamp the comments cards received in order to ensure that speakers are called to the podium in the order in which the comments cards were handed to the clerk, consistent with the other provisions of this section.~~
- ~~(v) The mayor shall call one speaker to the podium who is in favor of an item or issue followed by a speaker against the item or issue. No person may speak about an issue already discussed until such time as all issues have been discussed at least once.~~
- ~~(vi) Public comments shall take no longer than 60 minutes.~~
- ~~(5) All remarks shall be addressed to the city council as a body through the mayor, and not to any member thereof.~~
- ~~(6) Cumulative and repetitive testimony should be avoided on any matter. Persons of the same position as the previous speaker may simply state their names, address and the positions with which they agree.~~
- ~~(7) Any person making disruptive, impertinent or slanderous remarks, or who shall become boisterous while addressing the city council and refuses to stop may be requested to leave the meeting by the mayor, pursuant to subsections (a)(16) and (a)(17) of this section.~~
- ~~(8) A person whose allotted time to speak has expired shall be so advised by the city clerk Mayor to conclude. Public hearings consist of those agenda items where the public may participate. The public shall speak only on the agenzized subject. Speaking time for members of the public is limited to three minutes for any particular topic. Additional time may be added by the city council Mayor. Members of the public shall not delegate or give their time, or any portion thereof, to another party. For a public hearing, the city council may set an aggregate time limit for public comment. When an issue has been designated as quasi-judicial, public remarks shall only be heard during a quasi-judicial hearing that has been properly noticed for that matter.~~

**~~Sec. 2-74. Enforcement.~~**

- ~~(a) During city council meetings, city council members shall preserve order and decorum and shall neither by conversation nor otherwise delay or interrupt the proceedings or the peace of the city council nor refuse to obey the rules of the city council.~~
- ~~(b) Anyone in the audience creating an atmosphere detrimental or disturbing to the conduct of the meeting will be asked to leave by the mayor, pursuant to section 2-73(a)(8) and (a)(9).~~

- ~~(c) The order, if not heeded, will then cause the police to eject the person from the council chambers upon instruction from the mayor, pursuant to section 2-73(a)(8) and (a)(9).~~

**~~Sec. 2-75. Procedure for city council actions.~~**

- ~~(a) *Member actions.* A member may speak on any item to be considered by the city council; call for the question (for the question to be called, requires a majority vote of the city council); ask for a statement of the question (which the mayor or clerk shall render); call for a division of the questions (the mayor shall render a decision regarding the divisibility of any question and said decision shall be subject to appeal as is a question of order); and question the city manager or city attorney.~~
- ~~(b) *Introduction of items for council consideration.* Pursuant to section 2-70, any member may introduce items to be considered by the city council, such as the member deems appropriate. It is preferred that it be submitted to the city manager to be included on an appropriate agenda.~~
- ~~(c) *Consideration and action by council.* The city council may consider and act upon such other business as may come before it. When new business is offered as a motion and seconded, it shall be written and read to the city council by the city clerk before debate. After a motion has been read by the city clerk, it shall be deemed to be in the city council's possession and may be withdrawn only by leave of the city council.~~
- ~~(d) *Form of ordinances/resolutions.* Form of ordinances/resolutions shall contain not more than one subject, which shall be fully described in the title in easily understood terms.~~
- ~~(e) *Motion to reconsider.* Any member who voted on the prevailing side may move a reconsideration of any action of the city council, provided that the motion be made not later than the next regular meeting after such action was taken. A motion to reconsider shall be in order at any time, except when a motion on some other subject is pending. A motion to reconsider being laid upon the table may be taken up and acted upon at any time.~~
- ~~(f) *Motion made and additional proper motions.* When a question is before city council or under debate, or a motion has been made, no other motion shall be proper except the following, and these take precedence according to the order listed:~~
- ~~(1) To adjourn;~~
  - ~~(2) To table until future stated time;~~
  - ~~(3) Requested cessation of debate and vote are taken;~~
  - ~~(4) To refer to a standing or ad hoc committee;~~
  - ~~(5) To amend the matter under discussion;~~
  - ~~(6) To postpone action for an indefinite time or to a certain date.~~

- (g) ~~Questions without debate.~~ The following questions shall be considered without debate:
- (1) ~~To adjourn;~~
  - (2) ~~To lay on the table;~~
  - (3) ~~To take from the table;~~
  - (4) ~~All questions relating to priority.~~
- (h) ~~Motion to postpone, adjourn.~~
- (1) ~~A motion to postpone (to a day certain or indefinitely) shall not again be allowed at the same reading of the ordinance or resolution under consideration.~~
  - (2) ~~A motion to adjourn shall always be in order, but if decided in the negative, it shall not be entertained again until some motion, order, or decision has taken place.~~
- (i) ~~Motion to take from the table.~~ A motion to remove any matter from the table shall be in order after consideration of one question succeeding the tabling. This item may be overturned by a majority vote of the city council.
- (j) ~~Motion to amend or revise.~~ A motion to amend or revise shall be divisible into two separate motions: a motion to strike and a motion to insert. A refusal to strike is equivalent to agreeing to the matter in the form. However, this does not preclude further amendment by way of addition.
- (k) ~~Appeal decision of the chair.~~ On appeal from the decision of the chair, no member shall speak more than once, and the chair shall have preference.
- (l) ~~Call to order.~~ A call to order can be made at any time when the order of business is being varied from. It requires no second, and is in order when another has the floor, even though it interrupts a speech, as a single member has a right to demand that the order of business be conformed to.

## **Sec. 2-76. Voting procedures.**

- (a) Every member present, when a question is put, shall vote unless the member has a conflict of interest. Any member abstaining from voting must make a brief statement for such request and will fill out all appropriate paperwork to be filed with the city clerk at the meeting where the conflict is announced, pursuant to F.S. ch. 112, as amended from time to time. The question shall then be immediately taken without further debate.
- (b) Voting on all legislation shall be oral and in open city council meetings. No proxy votes are permitted. When the city clerk calls the roll, each member shall respond "yes," "no," "aye," or "nay." No other comment is permitted during voting. The order of voting shall rotate in a random manner, except that the mayor shall vote last.
- (c) The city clerk will announce whether the matter passed or failed.

**~~Sec. 2-77. Special call council meetings—Agenda.~~**

- ~~(a) Special meetings may be held on the call of the mayor or manager or upon the call of three councilmembers and upon no less than 48 hours' notice to each member and the public, or such shorter time as a majority of the council shall deem necessary in case of an emergency affecting life, health, property or the public peace. Such a request shall be transmitted in writing to the city clerk and city manager. Only those items identified in writing by the mayor, city council or city manager as the reason for the special call meeting shall be placed on an agenda as substantive discussion items, unless a super majority four fifths of the city council agrees to consider additional items. The city manager shall be responsible for preparing the agenda for all special call city council meetings. Once the city manager has completed his/her review, the city manager shall deliver the items to the city attorney for review for legal sufficiency.~~

**~~Sec. 2-78. Order of business for special call council meetings.~~**

- ~~(a) The mayor shall take the chair at the hour appointed for the special call meeting of city council and shall call the meeting to order and direct the clerk to call roll. In the absence of the mayor, the vice mayor shall preside. If a quorum is present, the meeting shall continue.~~
- ~~(b) Upon the establishment of a quorum, special call city council meetings shall open with the Pledge of Allegiance, led by the presiding city council member.~~
- ~~(c) The general order of any regular or alternate meeting, which any member of the city council can alter upon request and acceptance, should be as follows; provided, however, that this order and content may vary in consideration of time constraints and/or actual items being considered:~~
- ~~(1) Call to order/roll call of members.~~
  - ~~(2) Pledge of Allegiance.~~
  - ~~(3) Agenda/order of business.~~
  - ~~(4) Public comments.~~
  - ~~(5) Discussion items.~~
  - ~~(6) Adjournment.~~

**~~Sec. 2-79. Municipal sponsorships.~~**

- ~~(a) *Purpose.* The purpose of this section is to establish procedures for all municipal sponsorships including the disbursement of discretionary funds approved by city councilmembers to sponsor programs, services, events and charitable and civic organizations that serve a municipal purpose.~~

~~The city will consider entering into sponsorships that further the city's vision, mission, and values, as set forth in the city's adopted strategic plan, by providing monetary support for programs, services, and events conducted by eligible applicants in the city. However, the city recognizes that the public trust and perception of its integrity and impartiality must~~

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~~be preserved when pursuing sponsorships. Therefore, the city reserves the right to consider sponsorships as outlined in this section.~~

~~(b) Definitions.~~

~~*Sponsorship:* A sponsorship is any financial support from the city to an eligible applicant as the term is defined in subsection (d).~~

~~*Event:* A local celebration, fundraiser, athletic, cultural, or educational activity that demonstrates a public benefit that meets the criteria established below. Event types shall be one or more of the following types:~~

- ~~(1) Events providing a benefit to Doral residents.~~
- ~~(2) Events that contribute positively to the recognition and image of the City of Doral.~~
- ~~(3) Events that are open to the general public.~~
- ~~(4) The organization's goals must align with the city's established vision, mission, and values as set forth in the city's adopted strategic plan.~~

~~(c) Sponsorship opportunities.~~

~~(1) Available funds.~~

- ~~a. Each councilmember will be allotted \$5,000.00 per fiscal year (contingent upon annual city budget approval), to sponsor eligible applicants whose events, services, and programs support the city's vision, mission, and values as set forth in the city's adopted strategic plan and provide a community benefit.~~
- ~~b. Unexpended funds of the allotment set forth in subsection (c)(1)(a) in the mayor's and councilmembers' budgets at the end of the fiscal year shall be added to the line item budget designated for municipal sponsorships of the respective mayor or councilmember's office budget as part of the mid-year budget amendment in the following fiscal year~~
- ~~c. Transferring of funds into the mayors' and councilmembers' line item budget designated for municipal sponsorships from other funding sources shall be prohibited.~~
- ~~d. A mayor or councilmember who is not eligible to run for re-election by virtue of the limitations on lengths of service set forth in Section 2.03 of the city charter shall be prohibited, during the six months prior to the date he or she is scheduled to leave office, from proposing or making an expenditure from the allotted funds set forth in subsections (c)(1)(a) and (c)(1)(b). A mayor or councilmember who has submitted an irrevocable resignation pursuant to section 99.012, Florida Statutes and Section 14-20 of the city code, shall also be prohibited from proposing or making an expenditure from the allotted funds set forth in subsections (c)(1)(a) and (c)(1)(b) during the time that is the later of the date the elected official has submitted their irrevocable resignation, or six months prior to the date he or she is scheduled to leave office.~~

- ~~e. The minimum expenditure by any individual councilmember for a single event, service or program shall be \$500.00, and the maximum expenditure for a single event, service or program shall be \$5,000.00.~~
  - ~~f. The expenditure of the allotted funds shall be subject to council approval.~~
  - ~~g. Councilmembers will not be required to use their allotment to attend events related to city memberships or events/sponsorships specifically approved in the city budget.~~
  - ~~h. The allotted funds shall not be utilized for event tickets or table purchases for charitable events.~~
  - ~~i. The allotted funds shall not be utilized for those events that require a special event permit pursuant to chapter 35, of the City's Code of Ordinances.~~
  - ~~j. Use of the aforementioned funds by a councilmember for an event, service or program shall entitle the councilmember to advertise that the said event, service or program was sponsored by the sponsoring councilmember. Promotion or advertising of the event, service or program by the city shall also reflect that the councilmember was a sponsor of the event, service or program.~~
- ~~(2) Sponsorships available to eligible applicants include but are not limited to:~~
- ~~a. *Programs:* Sponsorship of programs provides the opportunity for the city's name and logo to appear in advertising and marketing materials related to a program that serves a municipal purpose.~~
  - ~~b. *Events:* Event sponsorship may be offered through monetary donations, and/or the waiver of rental fees related to use of city facilities and parks. If the event sponsorship involves the waiver of rental fees, the amount waived shall be deducted from the sponsoring councilmember's maximum allotment set forth in subsection (c)(1)(a). Nothing provided for herein shall be interpreted to provide that the city will provide staffing or equipment for an approved event solely because it is being sponsored under this section.~~
  - ~~c. *Charitable donations.* Monetary contributions or in-kind donations of goods and services to an organization recognized as an eligible applicant as defined in subsection (d)(1) and (2).~~
- ~~(3) Sponsorship limitations for eligible applicants:~~
- ~~a. An eligible applicant may only receive one charitable donation per subsection (c)(2)c. per fiscal year and may not seek a charitable donation from more than one councilmember per fiscal year.~~
  - ~~b. An eligible applicant may only receive one council sponsorship per program or event as defined in subsections (c)(2)a. and b, and said sponsorship shall be limited to a single council member sponsor. Notwithstanding the foregoing, an eligible applicant may request a sponsorship for more than one event or program.~~

~~(d) Eligible applicants.~~

- ~~(1) Nonprofit organizations.~~ Qualifying nonprofit organizations that are incorporated as a nonprofit charitable organization that is tax exempt under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code are eligible for sponsorship funds.

~~(e) Eligibility criteria.~~ The city council shall consider the following non-exclusive criteria for all sponsorship events:

- ~~(1) Whether the expenditure is normal and customary.~~
- ~~(2) The relationship and importance of the event to the city's vision, mission, and values as set forth in the city's adopted strategic plan.~~
- ~~(3) Whether, and the extent to which, the event or eligible applicant furthers one or more of the city council's vision, mission, and values as set forth in the city's adopted strategic plan.~~
- ~~(4) Whether and the extent to which the sponsorship will create financial or administrative burdens on the city or require additional personnel.~~
- ~~(5) The extent and prominence of communications to the public regarding the event.~~
- ~~(6) The aesthetic characteristics of communications to the public regarding the event.~~
- ~~(7) Whether the sponsorship will establish or will be perceived as establishing an inappropriate association.~~
- ~~(8) Whether the event is or will be perceived to be politically oriented.~~
- ~~(9) Whether the event is or will be perceived to be religiously oriented.~~
- ~~(10) Whether the event is or will be perceived to be offensive to segments of the city's citizenry.~~
- ~~(11) Whether the persons or organizations affiliated with the event manufacture products, take positions, or otherwise engage in activity that is/are inconsistent with local, state, or federal law, or city policies, city mission, or council's focus areas.~~
- ~~(12) Other factors that might undermine public confidence in the city's impartiality or interfere with the efficient delivery of city services or operations.~~
- ~~(13) All sponsorship opportunities shall serve a municipal purpose and benefit the City of Doral and its residents.~~

~~(f) Procedure.~~

- ~~(1) If the sponsorship is related to an event scheduled to take place on city property, the following process shall apply:~~
  - ~~a. Applicants and members of the city council may submit sponsorship requests to the city manager's office for review no later than 21 days prior to the scheduled event. The request must be accompanied with background~~



~~documentation sufficient to permit the city manager to determine what the staffing needs and space/location availability may be for said event.~~

- ~~b. If within five business days of receipt of the request, the city manager determines that the city does not have the staffing or space to accommodate the request, the city manager shall promptly advise the councilmember or applicant as to the city manager's determination. The sponsorship request must then be placed on the official consent agenda of the next regular meeting of the city council for council approval, which approval shall serve as a determination by the city council that the sponsorship satisfies the eligibility criteria set forth in subsection (e).~~
- ~~(2) All other sponsorship requests shall be placed on the official consent agenda of the next regular meeting of the city council.~~
- ~~(3) In those instances wherein a sponsorship event or program (not including charitable donations) is to occur before the next regularly scheduled council meeting and (if applicable) the city manager has provided a determination as set forth in subsection (f)(1)(b), the council member requesting the sponsorship may request a special meeting in accordance with the procedures set forth in section 2-77 of the city's code of ordinances.~~
- ~~(g) *City logo.* Any sponsorship approved by the city council for an event under this section shall automatically entitle the eligible applicant to utilize the city logo for the advertising, promotion, and in association with, said event.~~

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## **Sec. 2-66. Definitions.**

The following words, terms, and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Chair* means the presiding officer of the Council. The Mayor is the presiding officer, under the Charter, when present. In the absence of the Mayor, the Vice Mayor shall become the presiding officer. In the absence of both the Mayor and Vice Mayor, the remaining Council Members shall elect a chair for the meeting.

*Fiscal Impact* shall mean any item that impacts the City's budget. The impact may be in the realization of an expense, a savings, or the acceptance of funds.

*Journal of proceedings* means that an account of all proceedings of the City Council shall be kept by the City Clerk and shall be the official record of the Council.

*Legislative Impact* shall mean any item that requires an amendment to the City's Code of Ordinances, or the creation of new legislation.

*Meeting* shall mean any regular, special or workshop meeting of the Council.

Quorum shall mean a majority of the members of the Council.

Rules of Procedure shall mean the rules described in this, Chapter 2, Section 2, Division III, and unless otherwise provided for in State, local law or the Charter, shall govern all Council Meetings.

**Sec. 2-67. Purpose.**

This division shall govern the procedures for Meetings of the City Council.

**Sec. 2-68. Authority.**

Section 4.01(b) of the City Charter authorizes the City Council to determine and adopt its own rules of procedure for City Council Meetings.

**Sec. 2-69. Council Meetings—Rules of Procedure.**

(a) The City Attorney shall act as parliamentarian.

(b) The Mayor shall have full discretion to decide on matters involving parliamentary procedure, not provided for in the Rules of Procedure.

(c) These rules of procedure shall not be altered except by an amending ordinance. These rules of procedure may be suspended, when appropriate, by a majority vote of the City Council.

(d) Robert's Rules of Order are superseded by the Rules of Procedure.

**Sec. 2-70. Regular Council Meetings — Agenda.**

(a) The City Manager shall be responsible for preparing the agenda for all Regular Council Meetings. The Charter Officials (or their designees) shall meet with the Mayor to finalize the Regular Council Meeting Agenda.

(b) City staff may request that a matter of business be placed on the Regular Council Meeting Agenda, provided that the item inclusive of a memorandum and back-up documentation is provided to the City Manager, no less than three weeks prior to the date of the Regular City Council Meeting.

(c) Members of the City Council may submit items for placement on a Regular Council Meeting Agenda.

(d) All proposed City Council Agenda items which have a fiscal impact and/or a legislative impact, shall be provided inclusive of a memorandum and back-up documentation to the City Manager, City Attorney and City Clerk no later than 10:00 a.m. (14) calendar days prior to the date of the Regular City Council Meeting. Such background information shall be sufficient to permit clear analysis of the fiscal and/or legislative objective. The City Manager shall work

- with the City Departments to review, provide feedback, and make recommendations concerning the proposed agenda item.
- (e) All proposed City Council Agenda items which do not have a fiscal impact and/or legislative impact, shall be provided to the City Manager, City Attorney and City Clerk no later than 10:00 a.m. (7) seven calendar days prior to the date of the City Council Meeting, and said agenda items will be placed under the "Discussion Items" Section of the Regular Council Meeting Agenda.
  - (f) City Council Agenda items shall identify the sponsoring Mayor or Councilmember. The Mayor and City Councilmembers may request to be co-sponsors on an item, which such co-sponsorship shall be considered during the discussion of the item, and either independently entertained and approved, or included as a condition for approval of the item.
  - (g) No member of the City Council may present more than (4) four items at any Regular Council Meeting. Co-sponsorship of an agenda item shall not count towards the four agenda item limit.
  - (h) The City administration's feedback shall include a fiscal impact statement. If a proposed item has a fiscal impact on revenues or expenditures of the City in the amount of \$50,000.00 or less, the fiscal impact statement shall state that the item involves an estimated fiscal impact of \$50,000.00 or less. If a proposed item has a fiscal impact on revenues or expenditures of more than \$50,000.00, information as to the total expenditures needs to be included.
  - (i) With respect to proposed agenda items related to the procurement of goods and services, including construction services, that are awarded pursuant to a previously approved budget, or which involve expenditures that are specifically authorized in a previously approved budget, the requirements of this section shall be deemed satisfied by a statement of the budget code or funding source that will be used to cover the proposed item, and the contract amount associated with the proposed item, if any.
  - (j) Items previously brought before the City Council for consideration on (3) three occasions, may not be brought forward for reconsideration again before six months have lapsed from the last consideration pertaining to said item, unless a super majority four-fifths of the City Council agrees to reconsider the item.
  - (k) All proposed agenda items must be reviewed by the City Manager and the City Attorney, and shall be delivered in final form to the City Clerk's Office at a minimum of (7) seven days before a Regular City Council Meeting. The final agenda shall be published and made available to the City Council by the City

Clerk not later than the (7) seventh day before a Regular City Council Meeting.

- (l) The failure to comply with the requirements of this section shall not constitute grounds for canceling the consideration of a proposed measure or rendering invalid any determination made by the City Council.
- (m) It is the responsibility of the City Clerk to compile and deliver the agenda and all supporting documentation under the general supervision and direction of the City Manager. All members of the City organization are encouraged to cooperate with the City Clerk in making the agenda complete and accurate. Pursuant to F.S. Ch. 286, as amended from time to time, additional items may only be added to the agenda under exigent circumstances to protect the life, health, safety and welfare of the citizens and residents of the City.
- (n) Any member of the City Council may pull an item off the consent agenda for discussion, and take a separate vote on that item. No vote of the City Council is required to pull the item off the consent agenda.
- (o) City Council Workshops may be held from time to time for the special purpose of affording the City Council an opportunity to discuss items that may be considered at a future City Council Meeting. Pursuant to F.S. Ch. 286, as amended from time to time, only items published on a Workshop Agenda may be discussed at a City Council Workshop. The Mayor shall have the authority to take any and all necessary actions to ensure that this rule is followed.
- (p) All Mayoral and Councilmember items added to the agenda may be pulled or tabled to a date certain by the sponsoring Councilmember prior to the Council Agenda being set. Once the Council Agenda is set by vote of the Mayor and City Council, the sponsoring Councilmember may only pull or table an agenda item by majority vote of the Mayor and Council.

#### **Sec. 2-71. Notice of Meetings.**

The City Clerk shall provide legal notice of Meetings as provided by Florida State Law.

#### **Sec. 2-72. Regular Council Meetings - Order of Business.**

- (a) All Regular Council Meetings shall be split into two (2) sessions: a morning session that shall commence at 10:00 a.m., and an evening session that shall commence at 6:00 p.m. The Mayor shall call the meeting to order, and direct the City Clerk to call roll. In the Mayor's absence, the Vice Mayor shall preside. If a quorum is present, the meeting shall continue.
- (b) Upon the establishment of a quorum, Regular City Council Meetings shall open with the Pledge of Allegiance, led by the presiding City Councilmember.

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(c) The general order of any Regular Council Meeting, which any member of the City Council can alter upon a request made by a motion and a majority vote of the members present, should be as follows:

Morning Session - 10:00 a.m.

- (1) Call to Order/Roll Call of Members.
- (2) Pledge of Allegiance.
- (3) Invocation.
- (4) Agenda/Order of Business.
- (5) Public Comments.
- (6) Consent Agenda.
- (7) Approval of Minutes.
- (8) Presentations.
- (9) Discussion Items.
- (10) Advisory Board Comments (if necessary).
- (11) Mayor's Report.
- (12) City Manager's Report.
- i. Department Reports.
- (13) City Attorney's Report.
- (14) City Clerk's Report.
- (15) Adjournment/Break (Prior to Evening Session).

Evening Session - 6:00 p.m.

- (16) Call to Order/Roll Call of Members.
- (17) Pledge of Allegiance.
- (18) Agenda/Order of Business.
- (19) Public Comments.
- (20) Presentations (if necessary).
- (21) Discussion Items (if necessary).
- (22) Public Hearings (if necessary).
- (23) Adjournment.

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**Sec. 2-73. Rules for Conduct of Business.**

**(a) City Council's Duties.**

(1) Recognition and permission to speak shall be given only by the Mayor who is the presiding officer. Upon being recognized, the Councilmember may proceed.

(2) The Mayor shall preserve order and decorum and may speak to points of order in preference to other members, and shall decide all questions of order, subject to appeal.

(3) No Councilmember may filibuster. No Councilmember may speak for more than five minutes continuously, except by leave of the Mayor. The decision of the Mayor is final.

(4) After all Councilmembers have been provided with an opportunity to speak, any Councilmember may be afforded a second opportunity to speak on any agenda item, or motion for Council consideration, subject to the same limitations as described in paragraph (3).

(5) The Mayor shall regulate debate in any manner that either (he or she) deem necessary, provided that the Councilmember's freedom of expression is respected.

(6) Questions and comments by Councilmembers should be reserved to the end of a presentation, and where applicable, after a motion is made and seconded to avoid interrupting the speaker, disrupting the time-keeping process, and duplicating any ground the speaker may cover.

(7) All members of the City Council shall afford the utmost courtesy to each other, to City's employees, and to members of the public appearing before the City Council, and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

(8) The City Manager may speak to any matter on which (he or she) has information for the city Council.

(9) All members shall be in their respective seats at said hour of each Regular Council Meeting until such time as the Meeting is adjourned.

(10) No member shall leave a Regular Council Meeting without permission from the Mayor. Any non-permitted exit from a Regular Council Meeting shall result in a non-excused absence.

(11) No leave of absence shall be granted if such will result in a quorum not being present for a Regular Council Meeting.

(12) Every Councilmember present when a question is called, shall vote for or against the same, unless the member is prevented from voting by a conflict of interest.

(13) No Councilmember shall be considered present unless the member is within the Council Chamber.

(14) Excused Absences: The Councilmember shall contact the Mayor prior to the Regular Council Meeting and state the reason for his/her/their inability to attend the Regular Council Meeting. If the Councilmember is unable to contact the Mayor, the Councilmember shall contact the City Clerk who shall convey the message to the Mayor. The Mayor shall inform the Council of the Councilmember's absence, state the reason for such absence, and inquire if there is a motion to excuse the Councilmember. Upon passage of such motion by a majority of Councilmembers present, the absent Councilmember shall be considered excused, and the City Clerk will make an appropriate notation in the minutes. If the motion to excuse the absent Councilmember fails, the City Clerk will make the appropriate notation in the minutes. Injury, illness, or medical condition/status that is too severe or contagious for the Councilmember to attend, will constitute an excused absence without further action being required.

(15) It shall be unlawful for any member of the public or Councilmember to disturb or disrupt a Regular Council Meeting, or refuse to obey the orders of the Mayor or presiding officer in the conduct of the Meeting. Any member of the public or Councilmember who causes a disruption or disturbance of the Meeting, shall be warned by the Mayor or presiding officer that the conduct is interfering or disturbing the order of the Meeting, and shall be given the opportunity to cease their conduct. If the member of the public or Councilmember fails to cease their offending conduct, the member the public or Councilmember shall be removed from the meeting by the police chief or his/her designee at the Mayor's request. Once removed, the member of the public or Councilmember shall be barred from further audience for the remainder of the meeting.

(16) In the event that the Mayor or presiding officer fails to act, any Councilmember may move to require the presiding officer to enforce the rules, and the affirmative vote of the Councilmembers present at the shall require the presiding officer to act.

(b) Residents/Interested Parties' Duties.

(1) Members of the public may speak only at times designated by the Mayor or presiding officer.

(2) Members of the public are encouraged to register with the City Clerk and complete a comment card prior to speaking.

(3) Prior to delivering public comments, a member of the public shall step to the floor microphone and state his or her name, and their residential address in an audible tone for the City Clerk's record.

(4) During the public comments portion of the Regular Council Meeting, the public may speak on any item for a period of (3) three minutes. Additional time may be provided at the discretion of the Mayor. Public comments shall not take longer than 60 minutes.

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(5) During public hearings and quasi-judicial proceedings, public remarks shall be limited to the agenda item for Council consideration. Comments shall be limited to (3) three minutes. Additional time may be provided at the discretion of the Mayor. No other comments will be permitted.

(6) Public Comments Procedure:

(i) The City Clerk shall provide comment cards to those interested in making public comments.

(ii) When signing up to speak, the member of the public shall clearly indicate on the comment card which agenda item or issue in general they wish to speak on, and whether they are in favor or against the item.

(iii) Comment cards shall be printed in two colors to correspond to the position the speaker wishes to take on an item. Blue comment cards shall be used by members of the public in favor of an item or issue. Yellow comment cards shall be used by members of the public against an item or issue.

(iv) The City Clerk shall time stamp the comments cards received.

(v) The Mayor shall call one speaker to the podium who is in favor of an item or issue followed by a speaker against the item or issue, until such time that said item is exhausted.

(5) All remarks shall be addressed to the City Council as a body through the Mayor, and not to any member thereof.

(6) Cumulative and repetitive testimony should be avoided on any matter. Persons of the same position as the previous speaker may simply state their names, address and the positions with which they agree.

(7) A person whose allotted time to speak has expired shall be advised by the Mayor to conclude.

(8) Public hearings consist of those agenda items where the public may participate. The public shall speak only on the agendaized subject. Speaking time for members of the public is limited to three minutes for any particular topic. Additional time may be added by the Mayor. Members of the public shall not delegate or give their time, or any portion thereof, to another party. For a public hearing, the City Council may set an aggregate time limit for public comment. When an issue has been designated as quasi-judicial, public remarks for said item shall only be heard during a quasi-judicial hearing that has been properly noticed for that matter.

**Sec. 2-74. Enforcement.**

(a) During Regular Council Meetings, Councilmembers shall preserve order and decorum and shall neither by conversation nor otherwise delay or interrupt the



proceedings or the peace of the City Council nor refuse to obey the rules of the City Council.

**Sec. 2-75. Procedure for City Council Actions.**

(a) *Member Actions.* A member may speak on any item to be considered by the City Council; call for the question (for the question to be called, requires a majority vote of the City Council); ask for a statement of the question (which the Mayor or City Clerk shall render); call for a division of the questions (the Mayor shall render a decision regarding the divisibility of any question); and question the City Manager or City Attorney.

(b) *Introduction of Items for Council Consideration.* Pursuant to Section 2-70, any member may introduce items to be considered by the City Council.

(c) *Consideration and Action by the City Council.* The City Council may consider and act upon such other business as may come before it. When new business is offered as a motion and seconded, it shall be written and read to the City Council by the City Clerk before debate.

(d) *Form of Ordinances/Resolutions.* Form of ordinances/resolutions shall contain no more than one subject, which shall be fully described in the title in easily understood terms.

(e) *Motion to Reconsider.* Any member who voted on the prevailing side may move a reconsideration of any action taken by the City Council, provided that the motion be made not later than the next Regular Council Meeting after such action was taken. A motion to reconsider shall be in order at any time, except when a motion on some other subject is pending. A motion to reconsider being laid upon the table may be taken up and acted upon at any time.

(f) *Motion Made and Additional Proper Motions.* When a question is before the City Council or under debate, or a motion has been made, no other motion shall be proper except the following, and these take precedence according to the order listed:

- (1) To adjourn;
- (2) To table until future stated time;
- (3) Requested cessation of debate and vote are taken;
- (4) To refer to a standing or ad hoc committee;
- (5) To amend the matter under discussion;
- (6) To postpone action for an indefinite time or to a certain date.

(g) *Questions Without Debate.* The following questions shall be considered without debate:

- (1) To adjourn;

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- (2) To lay on the table;
- (3) To take from the table;
- (4) All questions relating to priority.

(h) Motion to Postpone, Adjourn.

(1) A motion to postpone (to a day certain or indefinitely) shall not again be allowed at the same reading of the ordinance or resolution under consideration.

(2) A motion to adjourn shall always be in order, but if decided in the negative, it shall not be entertained again until some motion, order, or decision has taken place.

(i) Motion to Take From the Table. A motion to remove any matter from the table shall be in order after consideration of one question succeeding the tabling. This item may be overturned by a majority vote of the city council.

(j) Motion to Amend or Revise. A motion to amend or revise shall be divided into two separate motions: a motion to strike and a motion to insert. A refusal to strike is equivalent to agreeing to the matter in the form. However, this does not preclude further amendment by way of addition.

(k) Appeal Decision of the Chair. On appeal from the decision of the chair, no Councilmember shall speak more than once, and the chair shall have preference.

(l) Call to Order. A call to order can be made at any time when the order of business is varied from. It requires no second, and is in order when another has the floor, even though it interrupts a speech, as a single member has a right to demand that the order of business be conformed to.

**Sec. 2-76. Voting procedures.**

(a) Every member of the Council present, when a question is put, shall vote unless the Mayor or Councilmember has a conflict of interest. Any member abstaining from voting must make a brief statement for such request, and will fill out all appropriate paperwork with the City Clerk at the meeting where the conflict is announced, pursuant to F.S. Chapter 112, as amended from time to time. The question shall then be immediately taken without further debate.

(b) Voting on all legislation shall be oral and in open City Council Meetings. No proxy votes are permitted. When the City Clerk calls the roll, each member shall respond "yes," "no," "aye," or "nay." No other comment is permitted during voting. The order of voting shall rotate in a random manner, except that the Mayor shall vote last.

(c) The City Clerk will announce whether the matter passed or failed.

**Sec. 2-77. Special Council Meetings — Agenda.**

- (a) Special Council Meetings may be held on the call of the Mayor, City Manager, City Attorney, or at the call of three Councilmembers and upon no less than 48 hours' public notice, or such shorter time as a majority of the City Council shall deem necessary in case of an emergency affecting life, health, property or public peace.
- (b) Such a request shall be transmitted in writing to the City Clerk and City Manager.
- (c) Only those items identified in writing by the Mayor, City Manager, City Attorney, or three Councilmembers as the reason for the Special Council Meeting, shall be noticed and placed on an Agenda as substantive discussion items, unless a four-fifths of the City Council agrees to consider additional items.
- (d) The City Manager shall be responsible for preparing the agenda for all Special Council Meetings.

**Sec. 2-78. Special Council Meetings - Order of Business.**

- (a) The Mayor shall take the chair at the hour appointed for the Special Council Meeting, and shall call the meeting to order and direct the City Clerk to call roll. In the Mayor's absence, the Vice Mayor shall preside. If a quorum is present, the meeting shall continue.
- (b) Upon the establishment of a quorum, Special Council Meetings shall open with the Pledge of Allegiance, led by the presiding Councilmember.
- (c) The general order of any Special Council Meeting, which any member of the City Council can alter upon a request made by a motion and a majority vote of the members present, should be as follows:
  - (1) Call to Order/Roll Call of Members.
  - (2) Pledge of Allegiance.
  - (3) Agenda/Order of Business.
  - (4) Public Comments.
  - (5) Discussion Items.
  - (6) Adjournment.

**Sec. 2-79. Municipal Sponsorships.**

- (a) Purpose. The purpose of this section is to establish procedures for all municipal sponsorships including the disbursement of discretionary funds approved by

Councilmembers to sponsor programs, services, and charitable and civic organizations that serve a municipal purpose.

The City will consider entering into sponsorships that further the city's vision, mission, and values, as set forth in the city's adopted strategic plan, by providing monetary support for programs and services provided by eligible applicants in the City. However, the City recognizes that the public trust and perception of its integrity and impartiality must be preserved when pursuing sponsorships. Therefore, the City reserves the right to consider sponsorships as outlined in this section.

(b) Definitions.

Sponsorship: A sponsorship is any financial support from the city to an eligible applicant as the term is defined in subsection (d).

(c) Sponsorship opportunities.

(1) Available funds.

a. Each Councilmember and the Mayor will be allotted \$5,000.00 per fiscal year (contingent upon annual City budget approval), to sponsor eligible applicants whose services, and programs support the City's vision, mission, and values as set forth in the City's adopted strategic plan and provide a community benefit.

b. Unexpended funds of the allotment set forth in subsection (c)(1)(a) in the Mayor's and Councilmembers' budgets at the end of the fiscal year shall be added to the line-item budget designated for municipal sponsorships of the Mayor or respective Councilmember's office budget as part of the mid-year budget amendment in the following fiscal year.

c. Transferring funds into and out of the Mayors' and Councilmembers' line item budget designated for municipal sponsorships from other funding sources shall be prohibited.

d. A Mayor or Councilmember who is not eligible to run for re-election by virtue of the limitations on lengths of service set forth in Section 2.03 of the City Charter, shall be prohibited, during the six months prior to the date he/she/they is/are scheduled to leave office, from proposing or making an expenditure from the allotted funds set forth in subsections (c)(1)(a) and (c)(1)(b). A Mayor or Councilmember who has submitted an irrevocable resignation pursuant to section 99.012, Florida Statutes and Section 14-20 of the City's Code, shall also be prohibited from proposing or making an expenditure from the allotted funds set forth in subsections (c)(1)(a) and (c)(1)(b) during the time that is the later of the date the elected official has submitted their irrevocable resignation, or six months prior to the date he or she is scheduled to leave office.

e. The minimum sponsorship by any individual Mayor or Councilmember for a single organization's service or program shall be \$500.00, and the maximum sponsorship for a single organization's service or program shall be \$5,000.00.

f. The expenditure of the sponsorship funds shall be subject to Council approval.

g. Councilmembers will not be required to use their sponsorship funds to attend events related to City memberships, or sponsorships specifically approved in the City's budget.

h. The sponsorship funds shall not be utilized for event tickets or table purchases for charitable events.

i. The sponsorship funds shall not be utilized for those events that require a special event permit pursuant to Chapter 35, of the City's Code of Ordinances.

(2) Sponsorships available to eligible applicants include but are not limited to:

a. *Programs*: Sponsorship of programs provides the opportunity for the City's name and logo to appear in advertising and marketing materials related to a program that serves a municipal purpose.

b. *Charitable donations*. Monetary contributions or in-kind donations of goods and services to an organization recognized as an eligible applicant as defined in subsection (d)(1) and (2).

(3) Sponsorship limitations for eligible applicants:

a. An eligible applicant may only receive one charitable donation per fiscal year, and may not seek a charitable donation from more than one Mayor or Councilmember per fiscal year.

b. An eligible applicant may only receive one Council sponsorship per service or program, and said sponsorship shall be limited to a single Mayor or Councilmember sponsor. Notwithstanding the foregoing, an eligible applicant may request sponsorship for more than one service or program.

(d) *Eligible applicants*.

(1) *Nonprofit organizations*. Qualifying nonprofit organizations that are incorporated as a nonprofit charitable organization, and that are tax exempt under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code are eligible for sponsorship funds.

(e) *Eligibility criteria*. The City Council shall consider the following non-exclusive criteria for all sponsorship requests:

(1) Whether the expenditure is normal and customary.

(2) The relationship and importance of the organization to the City's vision, mission, and values as set forth in the city's adopted strategic plan.

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(3) Whether, and the extent to which, the eligible applicant furthers one or more of the City council's vision, mission, and values as set forth in the City's adopted strategic plan.

(4) Whether and the extent to which the sponsorship will create financial or administrative burdens on the City or require additional personnel.

(5) Whether the sponsorship will establish or will be perceived as establishing an inappropriate association.

(6) Whether the service or program is or will be perceived to be politically oriented.

(7) Whether the service or program is or will be perceived to be religiously oriented.

(8) Whether the service or program is or will be perceived to be offensive to segments of the city's citizenry.

(9) Whether the persons or organizations manufacture products, take positions, or otherwise engage in activity that is/are inconsistent with local, state, or federal law, or City policies, City mission, or Council's focus areas.

(10) Other factors that might undermine public confidence in the City's impartiality or interfere with the efficient delivery of city services or operations.

(11) All sponsorship opportunities shall serve a municipal purpose and benefit the City of Doral and its residents.

(f) *Procedure.*

(1) All other sponsorship requests shall be placed on the Consent Agenda of the next Regular Council Meeting.

(g) *City logo.* Any sponsorship approved by the City Council under this section, shall automatically entitle the eligible applicant to utilize the City's logo for the advertising and promotion of the sponsorship for (1) one year from the date the sponsorship was approved by the City Council.

**Section 3. Severability.** If any section, subsection, clause or provision of this Ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, the remainder shall not be affected by such invalidity.

**Section 4. Incorporation Into the Code.** It is the intention of the Mayor and the City Commission, and it is hereby ordained that the provisions of this Ordinance shall

become and made a part of the Code of Ordinances of the City of Doral; that the sections of this Ordinance may be renumbered or re-lettered to accomplish such intentions; and that the word "Ordinance" shall be changed to "Section" or other appropriate word, as required.

**Section 5.** **Effective Date.** This Ordinance will become effective ten (10) days after adoption at second reading.

The Prime Sponsor of the foregoing ordinance is Mayor Christi Fraga.

The foregoing Ordinance was offered by \_\_\_\_\_, who moved its adoption. The motion was seconded by \_\_\_\_\_ upon being put to a vote, the vote was as follows:

Mayor Christi Fraga	_____
Vice Mayor Maureen Porras	_____
Councilwoman Digna Cabral	_____
Councilman Rafael Pineyro	_____
Councilwoman Nicole Reinoso	_____

PASSED AND ADOPTED on FIRST READING this 12 day of March, 2025.

PASSED AND ADOPTED on SECOND READING this 16 day of April, 2025.

\_\_\_\_\_  
CHRISTI FRAGA, MAYOR

ATTEST:

\_\_\_\_\_  
CONNIE DIAZ, MMC  
CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY  
FOR THE USE AND RELIANCE OF THE CITY OF DORAL ONLY:

\_\_\_\_\_  
LORENZO COBIELLA  
GASTESI, LOPEZ, MESTRE & COBIELLA, PLLC  
CITY ATTORNEY

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