



RULES AND PROCEDURES GOVERNING PUBLIC PARTICIPATION

CITY OF HALLANDALE BEACH WELCOME TO YOUR CITY COMMISSION MEETING

We are pleased that you have demonstrated an interest in the City of Hallandale Beach by attending a City Commission Meeting. We hope you will attend more of these meetings in the future.

GENERAL INFORMATION: The City of Hallandale Beach is a municipality chartered by the State of Florida operating under the “City Council–City Manager form of Government.” The City Commission is comprised of four members and the Mayor, elected by the residents of Hallandale Beach, to serve as the City’s governing body. The City Commission is responsible for adopting policies of the City, passing ordinances, adopting resolutions and approving budgets. A City Manager is appointed by the City Commission to serve as the Chief Executive Officer of the municipal government and provides recommendations to the City Commission on policy issues.

Both the City Commission Meetings and the City Commission Workshops are formal meetings of the members of the Commission to transact City business. This business is conducted in a manner prescribed by resolutions, laws and regulations which require certain formal actions and the following of specific procedures.

The **AGENDA** is a printed document that lists the order of business for the Commission Meeting. This document is available to the public one week before the City Commission Meeting in electronic format and can be accessed by www.cohb.org/agendasandminutes. The public is encouraged to contact the Mayor or any City Commissioner prior to a Commission Meeting to express their views on items appearing on the Agenda.

The City Commission may consider and act upon such other business that may come before it. In the event this agenda must be revised, such revised copies will be available to the public at the City Commission Meeting.

* All beepers, cell phones and other electronic devices must be turned off prior to entering the Commission Chambers.

GENERAL RULES AND PROCEDURE FOR PUBLIC PARTICIPATION AT CITY COMMISSION MEETINGS:

Who May Speak – Any individual who wishes to address the City Commission may do so providing this is accomplished in an orderly manner and in accordance with the procedures outlined below.

1. **Speaking on items during Public Hearings**— The public will be given an opportunity to speak during consideration on all matters which require a Public Hearing. The Presiding Officer will announce that the public hearing is open and any individuals wishing to speak on the matter need only to raise their hand to be recognized by the Mayor during discussion of the specific item, or could advise the City Clerk **by signing in prior to the meeting**. When signing in, the individual must include his/her name, address and telephone number, to be utilized in case staff needs to contact the individual. The Mayor still elects to allow individuals to address items on the Regular Agenda at the time the

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item is called. Discussion at Special Meetings is limited to the items referred to on the Agenda for such Special Meetings.

2. Speaking on Non-Agenda and other Agenda items – Public Participation – Any individual may speak on any subject pertinent to the City business or concern, including items on the Consent Agenda. **Individuals must sign in with the City Clerk prior to the meeting.** When signing in, the individual must include his/her name, address and telephone number and if speaking on an agenda item, the agenda item number they will be addressing. The Mayor will recognize those persons who signed in, under the agenda item “Public Participation.”
3. Addressing Commission, Manner & Time – Public participation during all items is limited to three minutes maximum per person, however, the Mayor at his/her discretion may allow more time. Each person who addresses the Commission shall step up to the speaker’s podium and shall give his/her name and address.

Any person requiring auxiliary aids and services at this meeting may call the City Clerk’s Office at 954-457-1340 at least two calendar days prior to the meeting.

If a person decides to appeal any decision made by the City Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and for such purpose may need to ensure that a verbatim recording of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

City Commission Meetings are aired on Comcast Channel 78. To view the schedule for repeat airing of the Commission Meeting, visit www.cohb.org/cityclerk. Residents who do not have Advanced Cable can view the meeting through the Live Streaming Channel by visiting www.cohb.org/citywebtv. Those who missed the meeting can www.cohb.org/citywebtv through the *On Demand Archive*. Agendas can be accessed by visiting www.cohb.org/agendasandminutes.

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