

RESOLUTION 2001-7

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA PRESCRIBING THE ORGANIZATION OF THE TOWN AND ESTABLISHING THE RULES OF CONDUCT OF THE PUBLIC AT PUBLIC MEETINGS; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the residents of the Town of Southwest Ranches decided to incorporate and voted overwhelmingly to incorporate on June 6, 2000; and

**WHEREAS**, in accordance with Section 4.0, Council meeting procedure, of the Town Charter, in order to ensure the smooth and continuous operation of the Town, it is imperative to establish rules of conduct of the public at public meetings of the Town of Southwest Ranches.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Southwest Ranches, Florida,

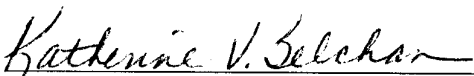
**Section 1:** The recitals contained in the preamble to this Resolution are incorporated by reference herein.

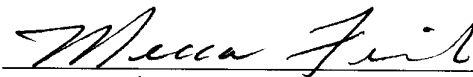
**Section 2:** The Rules of Conduct of the public at public meetings, attached hereto as Exhibit "A", are hereby adopted.

**Section 3:** This Resolution shall take effect immediately upon its adoption.

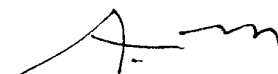
ADOPTED by the Town Council of the Town of Southwest Ranches, Florida, this 9th day of November, 2000.

ATTEST:

  
\_\_\_\_\_  
Katherine V. Selchan  
Interim Town Clerk

  
\_\_\_\_\_  
Mecca Fink, Mayor

Approved as to Form and Correctness:

  
\_\_\_\_\_  
Gary A. Poliakoff, J.D., Town Attorney

**EXHIBIT "A"**

**RULES OF CONDUCT OF THE PUBLIC**  
**AT PUBLIC MEETINGS OF**  
**TOWN OF SOUTHWEST RANCHES**

1. The rules of conduct set forth herein shall apply to all public meetings held by boards, committees, and agencies of whatever nature or kind and established by the Town Council and it shall include the Town Council.
2. Members of the public may speak at public meetings subject to the following:
  - a. Unless otherwise provided by rule or by the presiding officer, members of the public may ask to be recognized to speak by raising their hand. Until recognized as a speaker by the presiding officer, members of the public shall remain seated while the meeting is in session. The speaker shall then speak from the speaker's podium or by remote microphone or as otherwise indicated by the presiding officer.
  - b. In the event that the meeting space fills to permitted capacity, members of the public shall remain outside of the Chambers until such time as additional space opens within the Chambers.
  - c. Members of the public may speak only at the times designated by the presiding officer. All comments or questions from a member of the public are to be directed to the presiding officer only. There shall be no cross conversation or questions of any other persons unless specifically permitted by the presiding officer.
  - d. The presiding officer may impose reasonable limitations on the total time allotted to public participation on items and the total number of speakers during the discussion on any item. Further, the presiding officer may impose reasonable limitations on the time allotted to each speaker during discussion on any item.
  - e. Members of the public recognized as speakers by the presiding officer shall state their name and address for the record.
  - f. Members of the public shall address only the topic being discussed as determined by the presiding officer unless overruled by a majority of the members of the Town Council or Board present.
  - g. No person shall disturb or interrupt any public meeting. The use of obscene or profane language, impertinent or slanderous remarks, physical violence or the threat thereof, or other loud and boisterous behavior as determined by the presiding officer to be intended as a disruption of the meeting shall not be allowed.

h. Any member of the public who violates these rules may be instructed by the presiding officer to conform to the rules of conduct set forth herein. In the event that a person shall continue to violate the provisions of these rules, that person may be instructed by the presiding officer to remove himself or herself from the Chambers where the public meeting is

being conducted. It shall be unlawful for any person to refuse to leave the Chambers where the public meeting is being conducted when instructed to do so by the presiding officer.

i. In the interest of safety and to prevent the obstruction of view of all persons present at public meetings, placards, banners, and other types of hand-held signs or similar objects shall not be permitted in the Chambers where a public meeting is being conducted during public meetings by spectators or persons seated in the audience.

j. If the audience becomes unruly, the presiding officer may recess or adjourn the meeting.

k. During Town Council meetings, all cell phones shall be turned off, and all pagers shall be silenced. The only exception shall be that of Police and Fire Department employees.

l. All meetings of the Town of Southwest Ranches, including but not limited to the Town Council and all Departments and Agencies, shall be conducted in weapon free buildings, and no person, other than an authorized law enforcement officer, shall carry or conceal upon his/her person any weapon or firearm while in attendance at said meeting(s).

m. Persons appearing in a Representative Capacity. If an attorney, or any person, appears before the Town Council in a representative capacity, they must first obtain and complete a comment card from the Town Clerk. Comment cards must be returned to the Town Clerk within the first five minutes after the public comment on an agenda item has been opened or prior to the close of public comment, whichever comes first. After being recognized, approach the podium, give your name and address, identify our client or clients (if applicable), group or organization, state whether or not they are resident taxpayers of the Town of Southwest Ranches and then state whether they are in favor of, or against the agenda item in question and proceed to succinctly state the client's, group or organization's position or present information on their behalf.

n. Lobbyists Registration Required. Registration as a lobbyist in the Town of Southwest Ranches is required if any person, firm or corporation is being paid to lobby the Town Council on any matter. Registration forms can be obtained from the Town Clerk.