

## EXHIBIT “A”

**TOWN OF GREENVILLE, FLORIDA**  
**POLICY NO. 18-01**

It shall be the policy of the Town Council of the Town of Greenville, Florida, that the procedures herein shall govern all official meetings of the Town Council and that the members of the Town Council, Town staff, and the public shall adhere to these rules, to wit:

**RULE 1 – GENERAL PROVISIONS.****Rule 1.01: Rules of Procedure; Journal.**

Pursuant to Town of Greenville Charter Art. II § 2.08(d), the Town Council shall determine its own rules and orders of business, and shall provide for keeping a record of its proceedings. The record of proceedings shall be open to public inspection.

**Rule 1.02: Rules of Order.**

Robert's Rules of Order, newly revised, so long as they do not conflict with ordinances, resolutions and statutes, these rules or the Town of Greenville Charter, govern council meetings.

**Rule 1.03: Written Rules, Order of Business, and Procedure.**

These Rules of Procedure of the Town of Greenville Council shall be available to all interested persons.

**RULE 2 – CODE OF CONDUCT AND CONFLICTS OF INTEREST.****Rule 2.01: Code of Conduct.**

Town Councilmembers occupy positions of public trust. All actions and business transactions of such officials dealing in any manner with public funds shall be in compliance with all laws or ordinances establishing a code of conduct for public officials or pertaining to conflicts of interest of public officials or employees.

The Town of Greenville encourages citizen participation in the democratic process and recognizes and protects the right of freedom of speech afforded to all. As the Council conducts the business of the Town, the rules of civility shall apply. Councilmembers, Town officials and members of the public are to respectfully communicate according to the Council's Rules of

Procedure. Persons shall speak only when recognized by the Presiding Officer and, at that time, refrain from engaging in personal attacks and derogatory or offensive language. Comments from citizens being made at a time other than during the period titled, “Citizen Comments,” should be focused on the issue at hand. Outbursts will not be tolerated and those who do not conduct themselves in a respectful and lawful manner shall be subject to removal as outlined in the Town Council’s Rules of Procedure. It shall be the responsibility of each individual to demonstrate civility.

**Rule 2.02: Conflicts of Interest.**

Any Councilmember prohibited from participating or voting on any matter before the Town by the state laws or regulations shall make known such conflict on the record of any meeting where the item is discussed, and shall not enter into discussion, debate, or vote on such matter.

**RULE 3 – COUNCIL MEETINGS.**

**Rule 3.01: Regular Meetings.**

Regular Town Council meetings, also referred to as Regular Session, as required by Town of Greenville Charter Art. II § 2.08(a), are scheduled to be held on the second Monday of each month, beginning at 6:00 p.m. If the day fixed for any regular meeting of the Town Council falls upon a day which the Town observes as a legal holiday, the meeting shall be cancelled and rescheduled for the second Tuesday of that month, beginning at 6:00 p.m. All regular meetings of the Town Council shall be held in the Town Hall Council Chambers.

By a majority vote of the Town Council at a preceding meeting, the time of a regular meeting may be changed, or the regular meeting may be canceled. No change shall be made in regular meeting times without a published seven (7) day notice. The Mayor, Vice Mayor and/or Town Manager may change the Town Council meeting location to adjust to a specific need for additional space required to accommodate a large citizen turnout, upon giving the public reasonable notice of such change pursuant to notice requirements.

All regular meetings of the Town of Greenville Council shall be open to the public.

**Rule 3.02. Special Meetings.**

Special meetings, also referred to as Special Session, may be called by the Town Manager, three or more members of the Council, by the Mayor or by the Vice Mayor. The Town Council may hold any other meetings it deems necessary at such times and locations as it determines appropriate under the circumstances for the purposes of addressing specific issues, specific neighborhood's concerns, strategic planning, budgeting, or for any other purpose allowed by law, so long as notice of such meeting has been given in accordance with the Florida Open Meeting Law.

The Town Clerk shall prepare written notice of special meetings, stating time, place, and agenda; this written notice shall be given personally or by electronic mail, to each member of the Town Council, the Town Manager, and the Town Attorney, and shall be posted outside of the Town Hall no later than twenty-four hours in advance of the special meeting. If an emergency requires an earlier meeting of the Council than allowed by this rule, Rule 3.05 pertaining to emergency meetings shall be followed.

**Rule 3.03: Workshops and Agenda Review.**

Workshops, or work sessions, are public meetings held for the following purposes: (1) briefing Town Councilmembers on items included on the Town Council's regular meeting agenda, (2) discussion of long range plans and programs for which no immediate action is required, (3) detailed discussion of matters which may soon be placed on a regular meeting agenda, and (4) exchange of information between the Town staff and the Town Council. No formal vote shall be taken on any matter under discussion, nor shall any Town Councilmember enter into a commitment with another respecting a vote to be taken subsequently in a public meeting of the Town Council, providing that nothing herein shall prevent the Town Council from giving Town staff direction on any matter under discussion. Any formal action, however, must be scheduled for Town Council action at a regular or special Council meeting.

The Town Council may hold workshops as deemed appropriate, and the date and time shall be determined by a majority vote of the Town Council. The Town Clerk shall prepare written notice of workshops, stating the time, place, and agenda; this notice shall be given personally or by electronic mail, to each member of the Town Council, the Town Manager, and

the Town Attorney, and shall be posted outside of the Town Hall no later than seven (7) days in advance of the special meeting.

**Rule 3.04: Executive Sessions.**

The Town Council may meet in, or recess into, executive session for all purposes allowed by Florida law. The Mayor, Vice Mayor, or Town Manager shall schedule any such meetings as the need arises and circumstances require more immediate action. An Executive Session may be convened at a Special Meeting called for that purpose on a majority vote of the members of the Town Council, or during a Regular Meeting, Special Meeting, or Workshop of the Town Council for legal advice on matters on a meeting's properly noticed agenda. Attendance at the executive session shall be limited to members of the Town Council, the Town Manager and Town Attorney or their designees, and appropriate Town staff or consultants to the Town as the Town Council may invite or as may be required for advice or information. No formal vote involving final action shall be taken on any matter under discussion while in an executive session, except the Town Council may instruct its attorneys and representatives as allowed by law.

**Rule 3.05: Emergency Meetings.**

In case of an actual emergency, the Town Council may hold a meeting, including an executive session, upon such notice as is appropriate to the circumstances, but shall post a public notice within twenty-four (24) hours declaring that an emergency session has been held, and setting forth the agenda of specific items discussed, considered, or decided.

**Rule 3.06: Minutes of Meeting.**

Except as otherwise provided by state law, there shall be minutes of all Town Council meetings. Such minutes shall include, but need not be limited to: (1) the date, time, and place of the meeting; (2) the members of the Town Council recorded as either present or absent; (3) a general description of the matters considered; (4) an accurate description of all legal actions proposed, discussed, or taken, and the names of members who propose each motion; and (5) the name of persons, as given, making statements or presenting material to the Council and a reference to the legal action about which they made statements or presented material. Minutes of

all meetings shall be subject to amendment by the Town Council. Minutes of all meetings, except executive sessions, shall be open to public inspection.

**Rule 3.07: Audio Recording of Meetings.**

The Town Clerk, or designee, shall make and keep audio recordings of all meetings of the Town of Greenville Council, except those meetings or portions of meetings conducted in Executive Session, or unless a motion is passed to suspend audio recording of a meeting. Audio recordings will be maintained for six (6) years, while agenda packets will be retained for three (3) years.

**Rule 3.08: Telephonic Participation by Member of Town Council who is Physically Absent.**

If a quorum of the Town Council is physically present at a Town Council meeting, a member of the Town Council who is physically absent from the meeting shall be allowed to participate and vote by telephone if the absence is for good cause and the member does not exceed three (3) telephonic appearances per fiscal year. In such circumstance, the Town Councilmember who is physically absent but participates telephonically shall not be considered absent for purposes of Town of Greenville Charter Art. II § 2.07(a).

**Rule 3.09: Absences.**

The Town Council shall consider the excusal of any absence by a Councilmember from any regular, special, or emergency or executive session immediately following the consideration of the minutes for said meeting or session,

When a Town Councilmember wishes to be excused from an absence from a regular, special, or emergency meeting or executive session, the Councilmember must notify the Town Manager in writing prior to the meeting of the reason for the Councilmembers absence. Any notification of an absence due to illness, medical emergency, death in the family, or acts of God shall be accompanied by documentation prior to the next regular meeting. If the position of Town Manager is vacant, the Town Councilmember wishing to be excused from an absence from a regular, special, or emergency meeting or executive session shall notify in writing the Town Attorney.

In the case where a Councilmember (1) is absent from a regular, special, or emergency meeting or executive session due to illness, medical emergency, death in the family, or acts of God, (2) notified the Town Manager prior to the meeting, and (3) provided reasonable documentation substantiating the claim, the absence shall be excused by the Town Council at the next regular meeting.

For absences which are not due to illness, medical emergency, death in the family, or act of God or those which do meet these enumerated reasons but where the Councilmember failed to meet the notification and documentation requirements stated above, the Town Council shall decide by a majority vote at the regular meeting where the minutes for the missed meeting are considered whether to excuse said absence.

In the case where a Councilmember already has two (2) unexcused absences in a twelve (12) month period, the Councilmember must seek prior excusal for an anticipated absence in order to not vacate the office of councilmember pursuant to Town of Greenville Charter Art. II § 2.07(a).

#### **RULE 4 – TOWN COUNCIL AGENDAS.**

##### **Rule 4.01: Procedures for Preparation of Town Council Agendas.**

The Town Manager or his or her designee shall direct the Town Clerk to prepare an agenda for each meeting on the Council. To the greatest extent possible, the agenda, with accompanying backup materials, shall be available for distribution by close of business on the Thursday prior to the meeting.

Items shall be placed on the agenda by the Town Manager, the Town Attorney, or any three (3) members of the Town Council. Agenda items shall be submitted to the Town Clerk seven (7) days prior to the Council Meeting, except in unusual circumstances, and shall be limited to matters that are within the jurisdiction of the Town Council. The Town Manager shall organize the agenda in an orderly way to minimize delays on public hearing times.

##### **Rule 4.02: Time Certain Scheduling.**

When deemed appropriate by the Town Manager or requested by a Councilmember, agenda items may be set to be heard at a “time certain” (i.e., not earlier than that time). The setting of multiple “time certain” items at the same time shall be kept to a minimum.

**Rule 4.03: Consent Agenda Items.**

The Town Manager shall place as many items as possible and appropriate on the consent agenda. Councilmembers shall attempt to have any questions regarding consent agenda items resolved prior to the Council meeting.

**Rule 4.04: Amendments to Town Agendas.**

Additional items, not part of the agenda published by the Town Clerk, shall require a four-fifths (4/5ths) vote of the Town Council in order for the additional item to be approved; provided, however, that any such item that would otherwise require a unanimous vote shall still require a unanimous vote. Such additional agenda items shall not be subject to formal action if doing so would violate Florida law.

**Rule 4.05: Printed Materials Provided by the Public.**

Printed materials shall not be distributed to the Town Council at the Council Meeting by citizens or employees. If it is necessary to distribute any additional printed documents to the Council on the day of the Council Meeting, ten (10) copies of the printed materials shall be delivered to the Town Clerk, for distribution to the Town Council, Town Manager, Town Attorney, and Town Clerk.

**Rule 4.06: Public Notice.**

A copy of the agenda shall be made available to the public two (2) business days prior to the meeting.

The Town Clerk of his or her designee shall post a copy of the agenda outside the Town Hall. An Information Rack containing copies of the agenda for the public shall be placed inside the Town Hall.

A copy of the agenda shall appear on the Town's official website as soon as it is printed.

**RULE 5 – ORDER OF BUSINESS.**

**Rule 5.01: Regular Meeting Agenda.**

The Town Council shall by unanimous consent waive the order of business mandated by Town of Greenville Ordinance No. 1, and the agenda for regular meetings of the Town Council shall be as follows:

Call to Order by the Mayor

Roll Call by the Clerk

Pledge of Allegiance and Invocation

Reading and Approving of the Agenda.

Reading and Approving of the Minutes.

Consideration of Councilmember Absences

Citizens' Comments

Consent Calendar

Action Items

Discussion Items

Comments by Town Council, Town Attorney, and Town Manager

Future Agenda Item Requests

Informational Items

Adjournment

**RULE 6 – PRESIDING OFFICER.****Rule 6.01: Mayor as Chair.**

Pursuant to the Town of Greenville Charter Art. II §§ 2.04(b) and (c), the Mayor, or in his or her absence, the Vice Mayor, shall be the Chair for all meetings of the Town Council.

**Rule 6.02: Temporary Chair.**

In case of the absence of the Mayor and the Vice Mayor, the Town Clerk shall call the Council to order. If a quorum is found to be present, the Town Council shall proceed to elect, by a majority of those present, a Chair for the meeting.



**Rule 6.03: Process for Appeal.**

Any Councilmember may appeal to the Town Council from a ruling of the Chair. If the appeal is seconded, the member making the appeal may briefly state his or her reason for the same, and the Chair may briefly explain the Chair's ruling. There shall be no debate on the appeal, and no other member shall participate in the discussion. The Chair shall then put the question, "Shall the decision of the Chair be sustained?" If a majority of the members present vote "aye", the ruling of the Chair is sustained; otherwise, it is overruled.

**Rule 6.04: Call to Order.**

The meetings of the Town Council shall be called to order by the Mayor or, in the Mayor's absence, by the order of succession as set forth in Rules 6.01 and 6.02.

**Rule 6.05: Preservation of Order.**

The Presiding Officer shall preserve order and decorum, call upon the Sergeant-at-Arms as necessary to enforce compliance with the rules and confine Councilmembers in debate to the question under discussion.

**Rule 6.06: Questions to be Stated.**

The Presiding Officer shall state all questions submitted for a vote and announce the result. Upon demand of any Councilmember for a roll call vote, made before the result is announced, the roll shall be called for "aye" and "nay" votes upon any question before the Town Council. This process shall not be used for the purpose of Councilmembers to explain their vote during the roll call.

**Rule 6.07: Call for Recess.**

The Presiding may call for a 10-minute recess at regular intervals of approximately one (1) hour at appropriate points in the meeting agenda.

**RULE 7 – MEETING DECORUM AND ORDER.****Rule 7.01: Decorum and Order among Councilmembers.**

The Chair shall preserve decorum and decide all questions of order, subject to appeal to the Town Council. During Town Council meetings, Councilmembers shall preserve order and decorum and shall not delay or interrupt the proceedings or refuse to obey the order of the Chair or the Rules of the Town Council. Every Councilmember desiring to speak shall address the Chair, and upon recognition by the Chair, shall confine himself or herself to the question under debate and shall avoid all personal attacks and indecorous language. A Councilmember once recognized shall not be interrupted while speaking unless called to order by the Chair or unless a point of order is raised by another Councilmember. If a Councilmember is called to order while he or she is speaking, he or she shall cease speaking immediately until the question of order is determined. If ruled to be out of order, he or she shall remain silent or shall alter his or her remarks so as to comply with the Rules of the Town Council. Councilmembers shall confine their questions to the particular issues before the Town Council. If the Chair fails to act, any member may move to require him or her to enforce the Rules and the affirmative vote of the majority of the Town Council shall require the Chair to act.

If Town Council discussion of a matter exceeds one hour, each Councilmember shall limit their subsequent remarks to three minutes.

**Rule 7.02: Decorum and Order among Town Staff.**

The Chair shall have the authority to preserve decorum in meetings as far as the audience, staff members, and city employees are concerned. The Town Manager shall also be responsible for the orderly conduct and decorum of all Town employees under the Town Manager's direction and control. Any remarks shall be addressed to the Chair and to any or all members of the Town Council. No staff member, other than the staff member having the floor, shall enter into any discussion either directly or indirectly without permission of the Chair.

**Rule 7.03: Decorum and Order among Citizen Participants.**

Citizens attending Town Council meetings should observe the same rules of propriety, decorum, and good conduct applicable to members of the Town Council. Any person causing a disturbance of the peace and good order during a Town Council meeting, may be removed from

the room if so directed by the Chair, and such person may be barred from further audience before the Town Council. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the Chair, if such actions cause a disturbance of the peace and good order the Chair may direct the Sergeant-at-Arms to remove such offenders from the room. Should the Chair fail to act, any member of the Council may move to require the Chair to enforce the Rules, and the affirmative vote of the majority of the Council shall require the Chair to act.

Political campaigning is prohibited.

Any member of the public desiring to address the Town Council shall do so from the podium, shall be recognized by the Chair, and shall state his or her name in an audible tone for the record. Any remarks shall be addressed to the Chair and to any or all members of the Town Council. Once the Chair recognizes a speaker, the Chair shall limit the period of speaking to a reasonable period of time of no more than three minutes per person, excluding and question and answer initiated by a member of the Town Council.

**Rule 7.04: Sergeant-at-Arms.**

The Town Manager, or his or her designee in the Town Manager's absence, shall act as the Sergeant-at-Arms and shall assist the Presiding Officer in maintaining order at all meetings of the Town Council.

**Rule 7.05: Parliamentarian.**

The Town Attorney, or his or her designee in the Town Attorney's absence, shall act as Parliamentarian and shall advise and assist the Presiding Officer in matters of parliamentary procedure and law.

**RULE 8 – RULES OF DEBATE.**

**Rule 8.01: Presiding Officer May Debate.**

The Presiding Officer is entitled to debate any issue before the Town Council. If the Presiding Officer wishes to offer a motion, he or she shall relinquish the chair to the appropriate Councilmember, pursuant to the rules of succession outlined in Rules 6.01 and 6.02.

**Rule 8.02: The Floor.**

Every Councilmember desiring to speak for any purpose shall address the Presiding Officer, and upon recognition, shall confine himself or herself to the question under debate, avoiding all comments of a personal or indecorous nature. A Councilmember, once recognized by the Presiding Officer, shall not be interrupted when speaking, unless it is to call him or her to order or as herein otherwise provided. If a Councilmember while speaking is called to order, he or she shall cease speaking until the Presiding Officer determines the question of order, and if in order, the Councilmember may be permitted to proceed. Any Councilmember may appeal to the Town Council from the decision of the Presiding Officer pursuant to Rule 6.03.

**Rule 8.03: Motion to be Stated by the Chair – Withdrawal.**

When a motion is made and seconded, it shall be so stated by the Chair before debate commences. A motion may not be withdrawn by the mover without the consent of the member seconding it.

**Rule 8.04: Motion to Suspend Rules.**

Suspension of these Rules requires a majority vote of the Councilmembers present. A motion to suspend may not be made while another motion is pending unless it directly applies to the pending motion.

**Rule 8.05: Motion to Change Order of Agenda.**

The Chair may, at his or her discretion, or shall, upon the majority vote of Councilmembers present, change the order of the agenda. However, caution should be given to not changing the order to circumvent the Open Meeting Law.

**Rule 8.06: Motion to Table.**

A motion to table is used to delay discussion on an item until later in the meeting or until the next meeting. Neither the motion to table nor other business can be discussed, until a vote has been taken on the motion. If the motion is successful, no further discussion can be had without a motion to take off the table. To take a motion off the table at the same or immediately

succeeding meeting, a motion and second must be made to take the item off the table, and it must pass by majority vote.

If not revived by the adjournment of the immediately succeeding meeting, the matter is considered to be dead.

**Rule 8.07: Motion to Postpone.**

A motion to postpone is in order when an item is rescheduled to a time certain, when it is delayed with conditions, or when the matter is intended to be disposed of without action. If the motion prevails, the item shall return for Council action at the meeting specified or in accordance with the conditions established in the postponement. A motion to postpone may be debated prior to vote, but no other motion, including a motion to amend, may be offered until the vote is taken and only if the motion to postpone fails.

A motion to postpone indefinitely, if it receives a majority vote, effectively extinguishes an item.

**Rule 8.08: Motion to Divide the Question.**

If the question contains two or more divisible propositions, the Chair may, and upon request of a member shall, divide the same.

**Rule 8.09: Motion to Amend.**

On a motion to amend or “strike out and insert”, the motion shall be made so that the intent of the amendment is clear to the Council and public, and for the record.

The Council may materially amend an ordinance after the first read of that ordinance and proceed immediately to the second read and adoption. In other words, it is not necessary to proceed as though it is a new ordinance after a material change.

**Rule 8.10: Motion to Amend and Amendment.**

A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be introduced. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order.

**Rule 8.11: Motion to Reconsider.**

After the decision on any question, any member who voted with the majority may move for a reconsideration of any action at the same meeting or at the next regular meeting that occurs at least one week after the date the action was taken. In the event of a tie vote on a motion, any Councilmember may move for reconsideration at the next regular meeting of the Town Council that occurs at least one week after the date the action was taken, but not thereafter. To ensure that the matter will be included on the posted agenda in conformance with the Open Meeting Law, any Councilmember who wishes to have a decision reconsidered must alert the Town Clerk in writing at least five (5) days, exclusive of Saturdays, Sundays, and intermediate holidays, prior to the meeting at which the motion to reconsider will be made, unless the motion to reconsider was made and seconded at a Town Council meeting.

A motion to reconsider shall require the affirmative vote of the majority of the Councilmembers present at the time of reconsideration. After a motion for reconsideration has once been acted on, no other motion for reconsideration of the same subject shall be made without unanimous consent of all Councilmembers.

After the reconsideration time period has expired, the same matter may be placed on a later Town Council meeting agenda under Future Agenda Item Request at the request of any Councilmember. It shall require agreement by Councilmembers during Future Agenda Item Request to be placed on a future agenda as an action item. If the matter is considered for formal action on a future meeting, the motion for or against taking an action need not be made by a member of the prevailing vote.

**Rule 8.12: Motion for Roll Call Vote.**

Any Councilmember may request a roll call vote, or the Presiding Officer may ask for a roll call vote for purposes of clarifying a vote for the record. The roll may be called for “ayes” and “nays” upon any questions before the Town Council. Unless allowed by the Chair, it shall be out of order for members to explain their vote during the roll call, or to engage in additional debate or discussion on the subject after the vote is taken.

**RULE 9 – APPLICATION OF RULES OF PROCEDURE.****Rule 9.01: Adoption, Alteration, or Suspension of Rules.**

Rules may be adopted, altered, waived, or rescinded by a majority vote of the members of the Town Council; provided, however, that the rule that limits comments during the Town Council Comment Period of each Regular Council Meeting to five minutes per Mayor/Councilmember may be waived by a vote of three members of the Town Council. Any of the rules so adopted, altered, or amended may be suspended by a majority vote of the members of the Town Council.

**Rule 9.02: Failure to Comply with Council Rules of Procedure.**

No action of the Town Council shall be deemed invalid because of a failure to comply with any of the rules contained herein.

**Rule 9.03: Application of Rules.**

These rules shall apply to all matters that come before the Town Council, except as may be specifically provided by other resolutions, such as resolutions establishing rules of order and/or rules of conduct and procedure for quasi-judicial proceedings.