

Sec. 2.36. - Regular and Special Meetings.

- (1) Regular meetings of the City Council shall be held on Monday afternoon at the hour of 2:00 p.m. unless scheduled for another day of the week or hour of the day by the City Council at an earlier regular meeting. No notice of regular meetings shall be required to any member of the City Council.
- (2) Special meetings of the City Council may be called by the Mayor on personal notice or by telephone given to each member of the Council on or before the day preceding the day on which such special meeting is held; provided, however, that notice shall not be required to members of the Council who are absent from the City on the day the notice is given of such special meeting.
- (3) A special meeting of the City Council may be held at any time without giving the notice as provided in this section when all members of the City Council are present at any such special meeting.
- (4) The Mayor shall call a special meeting of the City Council on the request of the majority of the Council and on his refusal to do so, any one of such members of the Council constituting a majority, shall call a special meeting, and notice of same shall be as provided in this section.
- (5) Regular or special meetings shall be held at the City Hall or at such other location in the City as shall be designated by the City Council.

(Ord. of 2-16-1981, § 2; Ord. of 2-7-1983, Doc. #17524)

Sec. 2.37. - Agenda.

All reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the Council must be delivered to the City Clerk on or before 12:00 noon ten (10) days before the regular meeting of Council at which such matter is to be submitted unless an exemption has been granted by the Mayor or Chief Administrative Officer; whereupon, the City Clerk shall arrange an agenda list of such matters and furnish a copy of the same to the Mayor and Commissioners prior to the Council meeting and as far in advance of the meeting a time for preparation will permit.

(Ord. of 2-16-1981, § 2; Ord. of 2-7-1983, Doc. #17524; Ord. No. 2015-23, § 1, 6-15-2015, Doc. #1506151205)

Sec. 2.38. - Presiding Officer—Designated; Duties.

The presiding officer at the Council shall be the Mayor or, in the Mayor's absence, a Mayor pro tem, two (2) of whom shall be elected annually, by the members, from their membership.

The presiding officer shall preserve strict order and decorum at all regular and special meetings of the Council. The presiding officer shall state every question coming before the Council, announce the decision of the Council on all subjects and decide all questions of order; subject, however, to an appeal to the Council,

in which event, a majority vote of the Council shall govern and conclusively determine such question of order. The Mayor or Mayor pro tem shall sign all ordinances and resolutions adopted by the Council and all other documents authorized or approved by the Council except as otherwise specifically provided.

(Ord. of 2-16-1981, § 2; Ord. of 2-7-1983, Doc. #17524; Ord. of 12-4-1995, Doc. #28983; Ord. No. 2023-39, § 1, 11-13-2023, Doc. #2311131205)

Sec. 2.39. - Same—Calling Council to Order.

The Mayor, or in his absence the Mayor pro tem, shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the Council to order. In the absence of the Mayor or Mayor pro tem, the City Clerk or designee, shall call the Council to order; whereupon, a temporary chairman shall be elected by the members of the Council present. Upon the arrival of the Mayor or Mayor pro tem, the temporary chairman shall immediately relinquish the chair upon the conclusion of the business immediately before the Council.

(Ord. of 2-16-1981, § 2; Ord. of 2-7-1983, Doc. #17524; Ord. No. 2015-23, § 1, 6-15-2015, Doc. #1506151205)

Sec. 2.40. - Roll Call.

Before proceeding with the business of the Council, the City Clerk or designee shall take the roll of the members, and the names of those present shall be entered in the minutes.

(Ord. of 2-16-1981, § 2; Ord. of 2-7-1983, Doc. #17524; Ord. No. 2015-23, § 1, 6-15-2015, Doc. #1506151205)

Sec. 2.41. - Quorum.

A majority of all members elected to the Council shall constitute a quorum at any regular or special meeting of the Council.

(Ord. of 2-16-1981, § 2; Ord. of 2-7-1983, Doc. #17524)

Sec. 2.42. - Reading of Minutes.

Unless a reading of the minutes of a Council meeting is requested by a member of the Council, such minutes may be approved without reading, if the City Clerk has previously furnished each member with a copy thereof.

(Ord. of 2-16-1981, § 2; Ord. of 2-7-1983, Doc. #17524)

Sec. 2.43. - Rules of Debate.

- (1) *Presiding Officer May Debate and Vote, etc.* The Mayor or such other member of the Council as may be presiding may move, second and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a Commissioner by reason of acting as the presiding officer.
- (2) *Getting the Floor; Improper Reference to be Avoided.* Every member desiring to speak shall address the chair, and, upon recognition by the presiding officer, shall confine himself to the question under debate.
- (3) *Interruptions.* A member, once recognized, shall not be interrupted when speaking unless it be to call him to order, or as herein otherwise provided. If a member, while speaking, be called to order, he shall cease speaking until the question of order be determined, and, if in order, he shall be permitted to proceed.
- (4) *Privilege of Closing Debate.* The Commissioner moving the adoption of an ordinance or resolution shall have the privilege of closing the debate.
- (5) *Motion to Reconsider.* A motion to reconsider any action taken by the Council may be made only on the date such action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session thereof. Such motion must be made by one of the prevailing side, but may be seconded by any member, and may be made at any time and have precedence over all other motions or while a member has the floor; it shall be debatable. Nothing herein shall be construed to prevent any member of the Council from making or remaking the same or any other motion at a subsequent meeting of the Council.
- (6) *Remarks of Commissioner; When Entered in Minutes.* A Commissioner may request, through the presiding officer, the privilege of having an abstract of his/her statement on any subject under consideration by the Council entered in the minutes. If the Council consents thereto, such statement shall be entered in the minutes.

(Ord. of 2-16-1981, § 2; Ord. of 2-7-1983, Doc. #17524)

Sec. 2.44. - Manner of Addressing Council; Time Limit.

All persons addressing the Council shall give their name and address in an audible tone of voice for the records and shall limit their address to three (3) minutes, unless by majority vote of the Council such time is enlarged or contracted. All remarks shall be addressed to the Council as a body and not to any member thereof. No person, other than a member of the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the presiding officer. No question shall be asked a Commissioner, except through the presiding officer.

(Ord. of 2-16-1981, § 2; Ord. of 2-7-1983, Doc. #17524; Ord. No. 2021-28, § 1, 4-12-2021, Doc. # 2104121204)

Sec. 2.45. - Silence Constitutes Affirmative Vote.

Silence by a member of the Council during the taking of a vote shall be recorded as an affirmative vote.

(Ord. of 2-16-1981, § 2; Ord. of 2-7-1983, Doc. #17524)

Sec. 2.46. - Enforcement of Decorum.

The Chief of Police, or such member or members of the Police Department as he may designate, shall be Sergeant-at-Arms of the Council meetings and shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Council meeting. Upon instructions of presiding officer, it shall be the duty of the sergeant-at-arms, or any of them present, to place any person who violates the order and decorum of the meeting under arrest, and cause him to be prosecuted under the provisions of this Code, the complaint to be signed by the presiding officer.

(Ord. of 2-16-1981, § 1; Ord. of 2-7-1983, Doc. #17524)

Sec. 2.47. - Special Committees.

All special committees shall be appointed by the presiding officer, unless otherwise directed by the Council.

(Ord. of 2-16-1981, § 2; Ord. of 2-7-1983, Doc. #17524)

Sec. 2.48. - Members May File Protests Against Council Action.

Any member of the Council shall have the right to have the reasons for dissent from, or protest against, any action of the Council entered on the minutes.

(Ord. of 2-16-1981, § 1; Ord. of 2-7-1983, Doc. #17524)

Sec. 2.49. - Ordinances and Resolutions.

- (1) *Preparation.* All ordinances and resolutions shall be prepared by the City Attorney. No ordinance or resolution shall be prepared for presentation to the Council unless ordered by a majority vote of the Council, or requested by the Mayor, or as otherwise provided by the City Charter.
- (2) *Introducing for Passage or Approval.*
 - (a) Ordinances, resolutions and other matters or subjects requiring action by the City Council shall be considered in the manner provided for by the City Council.
 - (b) Each ordinance or resolution shall be introduced in writing and shall embrace but one subject and matters properly connected therewith. The subject shall be clearly stated in the title.

No ordinance shall be revised or amended by reference to its title only. Ordinances to revise or amend shall set out in full the revised or amended act or section or subsection or paragraph of a section or subsection.

- (c) Except as otherwise provided, a proposed ordinance shall be read by title, or in full, on at least two (2) separate days and at least ten (10) days prior to adoption, shall be noticed once in a newspaper of general circulation in the City of Orlando. The notice of proposed enactment shall state the date, time and place of the meeting, the title or titles of proposed ordinances, and the place or places within the municipality where such proposed ordinances may be inspected by the public. Said notice also shall advise that interested parties may appear at the meeting and be heard with respect to the proposed ordinance.
 - (d) The City Council, by a two-thirds ($\frac{2}{3}$) vote, may enact an emergency ordinance without complying with the requirements of paragraph (c) of this subsection. However, no emergency ordinance shall be enacted which enacts or amends a land use plan or which rezones private real property.
- (3) In addition to the requirements imposed by this section, ordinances which rezone private real property shall be enacted as provided by ordinance and any general law of the State of Florida.
 - (4) Any resolution providing for the appropriation of money shall designate the particular fund from which the appropriation is to be made.
 - (5) Nothing herein contained shall be deemed to prohibit the Council from consideration or passage of any ordinance of an emergency nature in the manner provided by ordinance or any general or special law of the State of Florida.
 - (6) Subject to the provisions of Chapter 2, Section 29 of the Charter of the City of Orlando (when ordinances take effect; emergency measures; approval or disapproval by Mayor; overriding veto), every ordinance or resolution, upon its final passage, shall be signed by the Mayor or Mayor pro tem and the City Clerk.

(Ord. of 2-26-1981, § 2; Ord. of 2-7-1983, Doc. #17524; Ord. of 1-30-1984, Doc. #18331)

Sec. 2.50. - Robert's Rules of Order.

Except as otherwise specifically provided, "Robert's Rules of Order" shall govern the meetings of the City Council.

(Ord. of 2-16-1981, § 2; Ord. of 2-7-1983, Doc. #17524)