RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, ADOPTING AMENDED RULES OF PROCEDURE FOR CITY COMMISSION MEETINGS AMENDING SECTION 5(a). MEETING TIMES AND DATES; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it is the desire of the City Commission to amend its rules; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That this Resolution shall supersede Resolutions No. 86-223, 88-286, 89-520, 98-331, 08-063, 10-021, 19-069,21-090, 22-108, 23-112, 24-292, 25-053, 25-143, 25-160 and 25-314.

Section 2: **Meeting Procedures.**

(a) All meetings of the City Commission shall follow the rules set forth in this Resolution.

(b) The Mayor shall preside and preserve order at the Commission meeting and, in the Mayor's absence, the Vice Mayor shall preside and preserve order. The Mayor shall call for motions and state the result of the votes. The Mayor shall decide any question of order.

(c) The meeting shall be conducted consistent with Robert's Rules of Order, except insofar as its rules are superseded as provided in this Resolution.

Section 3: **City Commissioner Comment.**

(a) A member sponsoring an agenda item may have the privilege to introduce the item and may also have the privilege of making the final comment on the motion.

(b) Any Commission member desiring to speak shall address the presiding officer and upon recognition shall confine his or her comments to the question or matter under consideration. Commissioner comment shall be limited to five (5) minutes per Commission member/per item, unless leave is granted by the Mayor for items of particular community interest or relevancy.

(c) Except in a quasi-judicial hearing as provided herein, discussion of an individual agenda item shall be limited to one (1) hour. Public comment will be allowed at all first and second readings of ordinances.

(d) In addition to Ordinances and Resolutions, an agenda may include Discussion items and Presentations. There is no public comment on a Discussion item or a Presentation. Presentations shall be limited to ten (10) minutes. However, upon public interest shown, the Mayor, at their discretion, may waive the restriction on public comments on Discussion Items or Presentations.

(e) At the conclusion of the morning and evening sessions, the Mayor and Commissioners shall be afforded an

opportunity to comment on any relevant topic to the Commission's agenda or topic of public concern.

Section 4: **Public Comment.**

(a) Each person wishing to address the City Commission shall identify the specific agenda item to be addressed on a form provided by the City Clerk. Requests to speak on an item shall be recognized in the order they are received. The Clerk shall call the name of the current speaker, and the name of the next speaker thereafter. Speakers shall promptly appear at the podium to address the Commission. Subsequent speakers shall situate themselves in reasonably close proximity to the podium in order to begin their comments upon conclusion of the speaker before them. Public Comment shall occur at beginning of the morning and evening sessions before the setting of the agenda with expanded opportunities for public comment when deemed appropriate by vote of the Commission. Public Comment shall not be grounds to remove an item from the consent agenda.

(b) Members of the public addressing the City Commission shall observe order and decorum, including the confining of remarks to the item at hand. All speakers must address their comments to the presiding officer rather than individual Commission members or staff. A person engaged in disorderly conduct in the Commission chambers pursuant to Sec.

2-1 of the Code of Ordinances may be removed upon a complaint of the presiding officer to the police.

(c) Public comment shall be limited to three (3) minutes per speaker at the beginning of the morning and evening sessions.

(d) The Clerk shall provide the members of the Commission with copies of all letters received on any particular matter, with a note regarding the specific agenda item to which it relates.

(e) For an item wherein there is an application for a City contract, lease or regulatory approval, the applicant may make a presentation prior to other public comment for five (5) minutes. After public comment closes, the City Commission may call back the applicant or a member of the public to the podium for further comment or to answer a City Commissioner's question.

(f) Public comment time limits set forth in this Section 4 shall be applicable to quasi-judicial hearings of the City Commission, except that time limits of parties and witnesses shall be waived by the presiding officer in order for complete, relevant testimony to be presented.

Section 5: **Meeting Times and Dates.**

(a) Regular meetings of the City Commission shall occur on the 1st ~~Tuesday~~ Thursday of each month. The morning session

will begin at 9:00 am and the ~~evening~~ afternoon session will begin at ~~5~~3:00 p.m., as needed. A variation of this regular schedule shall be established by Resolution. The City Commission will not meet on election day and shall meet twelve (12) months per year. If a Commission meeting falls on an election day or a recognized holiday, it will be rescheduled for the following day.

(b) The afternoon meetings of the City Commission shall begin at ~~5~~3:00 p.m., if needed. No agenda item shall begin after 10 p.m. However, by majority vote of the Commission, the meeting may be extended so no agenda item commences after 10 p.m. Commission meetings shall be advertised in a manner to provide that if the meeting is not completed within the time limits provide herein, the Commission shall recess until 5 p.m. the following day, or the same day as the case may be, to complete its business and that of the CRA and LRA, if applicable. Commission meetings shall be advertised in a manner providing notice of the recess and reconvened meeting as required by law.

(c) Notwithstanding subsection (b), ordinances that change the actual list of permitted, conditional, or prohibited uses within a zoning category or that change the zoning map designation of a parcel or parcels of land involving ten (10) contiguous acres or more, shall be heard in accordance with section 166.041, Florida Statutes. At least

one (1) advertised public hearing shall be held after 5:00 p.m. on a weekday, unless the City Commission, by a majority plus one vote, elects to conduct that hearing at another time of day, provided all statutory notice and hearing requirements are satisfied.

(d) The City Commission may hold a workshop at any time. Workshops shall be advertised to the public. No quorum is required to hold a workshop. The procedures set forth in this Resolution shall govern the conduct of a workshop, unless otherwise determined by the City Commission at the time.

Section 6: **Agenda.**

(a) The Mayor, a City Commissioner, the City Manager or the City Attorney may sponsor an item on an agenda of a regularly scheduled meeting. There shall be only one sponsor per item. Items not contained on the Agenda initially finalized by the Clerk may be added only upon unanimous vote of the City Commission to be taken at the beginning of the meeting, and only where the item is not required to be advertised by law or ordinance.

(b) That the City Clerk provide all pertinent agenda information to the Mayor and City Commissioners at least seven (7) calendar days prior to all regularly scheduled Commission meetings.

(c) That the City Clerk shall provide all pertinent

agenda information to the Mayor and City Commissioners at least five (5) calendar days prior to all specially scheduled Commission meetings if sufficient time between the calling of such meeting and the actual holding of the meeting so allows. If ~~the~~ time does not permit, the City Clerk shall provide such materials as soon as possible to allow sufficient review.

(d) The City Manager and City Attorney are directed to develop timelines to facilitate adequate internal review in assisting the City Clerk to meet the deadlines specified in this resolution.

Section 7: That this Resolution shall supersede prior Commission meeting procedure Resolutions and go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

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Passed and adopted by the City Commission at a meeting held this_____ day of _____,20256

Authenticated by the Presiding Officer and Clerk of the Commission on the _____day of _____, 2026.

Filed with the Clerk on _____, 2026.

Mayor Danise Henriquez	_____
Vice Mayor Donald “Donie” Lee	_____
Commissioner Lissette Carey	_____
Commissioner Aaron Castillo	_____
Commissioner Monica Haskell	_____
Commissioner Sam Kaufman	_____
Commissioner Greg Veliz	_____

_____
DANISE HENRIQUEZ, MAYOR

ATTEST:

_____
KERI O’BRIEN, CITY CLERK