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| **OFFICE OF THE CITY COUNCIL** |
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**Meeting Minutes for Council President Lori N. Boyer & Standing Committee Chairs**

**Friday, July 15, 2016 at 10:00 a.m.**

**Topic:** The meeting was held to discuss committee process for the coming year, special committees/workshops, Council rules and mechanics of agenda management.

**Location:** Conference Room A, 4th Floor, 117 West Duval St., City Hall, Jacksonville, FL

**City Attendees**: Council President Lori Boyer, Council Vice President Crescimbeni, Council Member Love, Council Member Garrett Dennis, Council Member Brosche, Council Member Newby and Council Member Becton

Please see the attached sign in sheet for a complete list of attendees.

**Meeting Convened:** 10:05 a.m.

Council President Lori Boyer thanked everyone for attending the meeting. Handouts were provided – Committee Charges and Lunch and Learn.

Council President Boyer discussed how the City Council spends time reacting to issues instead of being proactive and in order to change that, each Standing Committee will have a Special Committee. Each Committee will be scheduled the same way: Agenda meeting, Standing Committee Meeting and then Special Committee Meeting, except LUZ which will have the Standing Committee meet prior to the LUZ meeting. If this new schedule doesn’t work Council President Boyer is comfortable with changing the meeting notice.

Council President Boyer recommended that the Committee Chairs take up less controversial bills first which will require more judgement on their part to decipher which bills are ready and which need to be deferred. She’s said her goal is not to limit debate in Committee.

Council President Boyer said that Legislative Services will be noticing and preparing minutes for the Committee and Standing Committee meetings.

Council Member Brosche will use the five and three minute speaking time limits to ensure her Committee accomplishes the task at hand. She does not want to stifle debate, but mirror her meetings after the Council meetings.

Council Member Becton asked for clarity on Special Committee start times.

Cheryl Brown mentioned that a master meeting notice for all Standing Committees and Special Committees has already been sent out.

Council President Boyer mentioned that Chairs are responsible for presenting bills like a floor leader would and the role of the Vice Chair is to make motions on a bill. She suggested that if a Vice Chair doesn’t make a motion, the Committee Chair can ask the Committee for a motion and if a motion is not made, the bill is deferred.

Council President Boyer discussed unusual motions including: bill withdrawal requests can be made by any Committee member, not just the bill sponsor; a committee member can ask for a vote to overrule the Chair on a deferred bill; a motion can be made to discharge a bill to take it up as a one cycle emergency; and a Chair has the authority to defer a bill.

Council President Boyer explained that Peggy Sidman and Paige Johnston in OGC are available to assist with questions regarding Robert’s Rule.

Council President Boyer met with Peggy Sidman to discuss the issues surrounding public comment. At this point, it will be left to the digression of the Chair to decide whether to allow public comment at the Committee meetings, until an official ruling has been made.

Council President Boyer mentioned that agenda meetings will take place in the Lynwood Roberts Room and that pre-marked agendas will be published on Friday’s by noon and will include who requested a bill deferral. She advised that agendas can change before the agenda meeting.

Council Vice President Crescimbeni cautioned ECA’s from talking to other Council Members to determine why a bill has been deferred.

Council President Boyer asked everyone to send bill deferral requests to Committee Chairs, Committee Staff, Auditors and OGC prior to the Committee Chair meeting with Committee Staff.

Council Member Becton, LUZ Chair, will be meeting with Committee Staff at 9am on Friday’s.

Council President Boyer explained that fact sheets are required by Code and that she is working with Cheryl Brown, Carol Owens and the Administration to update the fact sheet so that it provides useful information about a bill for the Council Members.

Council President Boyer mentioned that in 2006 there was a Special Committee called Special Committee on Conducting Jacksonville’s Business that discussed and adopted rules for the Council process. She has discovered that the Council isn’t necessarily following all of the recommendations from this Committee and in a couple of weeks a new fact sheet will be implemented to address this.

Council President Boyer mentioned that Jeff Clements role will be to provide history on policy opposed to just a bill summary.

Council President Boyer led a discussion on the Special Committee meeting topics and encouraged Committee Chairs to discuss this list with Committee members and create a list of topics for the Special Committee to address.

Council President Boyer offered to assist Committee Chairs with scheduling guest speakers and that Cheryl Brown and Research staff are also available to help.

Council Member Brosche wants an outline explaining the Special Committee meetings and information about scheduling guest speakers.

Paige Johnston explained that if meeting notices state potential committee issue topics then it should comply with Sunshine Law.

Council President Boyer wants to ensure that the notices comply with Sunshine Law.

Meeting attendees discussed meeting notices. Cheryl Brown explained that the meeting notices are broad enough, but it is important to put the specific topics on the meeting agendas.

Cheryl Brown recommended that the Chairs plan guest speakers a month in advance.

Council President Boyer said that the Lunch and Learns topics have been planned through August.

Council President Boyer will put together a process memo later today.

Council President Boyer will take Council Members downstairs to the Council Chamber to test out the equipment following this meeting.

Council President Boyer has met with OGC to discuss security issues in the Council Chamber during meetings. It has been determined that more than one person at the microphone at the same time, during public comment, constitutes a demonstration. Exceptions to rule will be made to accommodate individuals with special needs, children ect, and seats will be reserved upfront for those that want to record the meeting. This rule does not apply when a resolution is being presented or if a Council Member asks for multiple individuals to step up to the microphone.

Council President Boyer said that she is currently waiting to get a final ruling on the issues surrounding individuals having to provide an address before speaking during public comment and has asked the Rules Committee to discuss this during the Special Committee meeting.

Council Member Love would like individuals to provide a zip code during public comment and public hearings.

Council President Boyer explained that the Floor Leader, Rules Chair and Council President are responsible for making sure everyone follows the rules during Council meetings.

Meeting attendees discussed public comment and possibly reserving an area for them to sit in the Council Chamber. Council President Boyer said she would address this.

Council President Boyer ended the meeting.

**Meeting Adjourned:** 11:19 a.m.

**Minutes:** Minutes completed by Nicole Spradley, ECA District 5, on Friday, July 15, 2016

cc: Council Members/Staff

Cheryl Brown, Director/CouncilSecretary

Carol Owens, Interim Chief, Legislative Services Division

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