

1. Town Hall meetings are official city meetings at which information delivered by professional staff is presented to residents for the purpose of obtaining public comment. These are business meetings and not political or campaign meetings. The Mayor at citywide Town Hall meetings or the Commissioner at a District Town Hall shall serve as host and moderator of the meeting. The moderator shall keep order over the meeting and allow presentation of information to the public by professional staff, and take public comment. Questions may be raised by the public and addressed by the moderator where appropriate or professional staff. Care shall be taken never to misinform the public.
2. The Mayor may call City-Wide Town Hall meetings when necessary or upon the request of the City Commission. These meetings shall be conducted either at City Hall or another location within city limits may be selected if deemed necessary to accommodate the public.
3. City-Wide Town Hall meetings shall be publicized via the City's website, sandwich board street signage and postings, city social media, and/or by such means as the City Manager shall direct. The advertisements for these official meetings shall only be created by city staff.
4. The City Clerk shall publicly notice all Town Hall meetings under Ch. 286, FS; and take minutes at all Town Hall meetings.
5. A District Commissioner shall have the authority to call a District Town Hall meeting to be conducted within that Commissioner's District. Exceptions to locations necessary to accommodate the public may be approved by the City Manager. The advertisements for these official meetings shall only be created by city staff.
6. District Town Hall meetings shall be noticed on the City's website and by sandwich board street signage within the District.
7. All Town Hall meetings shall be deemed to be public meetings for all official City business where the public shall have a right to be heard and while decorum and order will be maintained. No person attending a Town Hall meeting shall be prohibited from speaking.
8. The City Commission may not vote on matters at any Town Hall meeting.
9. All Town Hall meetings shall be free of political activities, campaigning of any kind or be allowed to serve as a forum for any candidate(s) for public office.
10. Town Hall meetings incur cost to the City. Therefore, while City elected officials have the right to call them, the timing and frequency for such shall not be abused. Whenever the City Manager is in doubt about how to implement this paragraph, the City Manager may postpone scheduling of the requested Town Hall meeting and may seek guidance from the City Commission, whose decision by majority vote over that question shall be final.
11. Town Hall meetings may be video-taped, recorded at the direction and with the approval and at the discretion of the City Manager.