

PROPOSED RESOLUTION NO. 2026-R-04

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PEMBROKE PINES, FLORIDA; APPROVING THE TOWN HALL MEETING REQUEST COMMISSION POLICY ATTACHED HERETO AS EXHIBIT "A," RELATED TO TOWN HALL MEETING REQUESTS BY ELECTED OFFICIALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Pembroke Pines (the "City"), historically has called Town Hall meetings by the Mayor and by the Commissioners; and

WHEREAS, the City encourages engagement between elected officials and residents; and

WHEREAS, 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; and

WHEREAS, Town Hall meetings provide an opportunity for residents to discuss matters of public concern affecting residents City-wide or District-wide; and

WHEREAS, in order to ensure that the City continues to provide an informative assembly for its residents, the City Commission desires to formalize the City's long-standing custom and practices for conducting town hall meetings to ensure transparency, fairness, and proper use of municipal resources; and

WHEREAS, the codification of this policy will protect the public's right of access to their government and preserve the public record; and

WHEREAS, in light of the foregoing, the City Commission of the City of Pembroke Pines, Florida, deems it to be in the best interest of the citizens and residents of the City to formalize a policy for elected officials to request Town Hall Meetings.

NOW THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PEMBROKE PINES, FLORIDA, THAT:

Section 1. The foregoing "WHEREAS" clauses are true and correct and hereby ratified and confirmed by the City Commission. All exhibits referenced herein and attached hereto are hereby incorporated herein.

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Section 2. The City Commission of the City of Pembroke Pines, Florida, hereby approves the policy related to Town Hall Meeting requests by elected officials attached hereto as Exhibit "A" and incorporated herein.

Section 3. The City Manager, City Clerk, and City staff are hereby authorized to take all steps necessary to administer and enforce the Town Hall Meeting Request Policy.

Section 4. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. If any clause, section, other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 6. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF PEMBROKE PINES, FLORIDA, THIS ____ DAY OF _____, 2026.

CITY OF PEMBROKE PINES, FLORIDA

By: _____
MAYOR ANGELO CASTILLO

ATTEST:

GABRIEL FERNANDEZ, CITY CLERK

CASTILLO _____

APPROVED AS TO FORM:

HERNANDEZ _____

GOOD _____

RODRIGUEZ _____

OFFICE OF THE CITY ATTORNEY

SCHWARTZ _____

EXHIBIT "A"

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.
2. 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.
3. 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.
4. A Commissioner may request through the City Commission that the Mayor call City-Wide Town Hall meeting for matters of specialized knowledge or interest to a Commissioner that affect residents City-wide.
5. 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 or approved by city staff.
6. The City Clerk shall publicly notice all Town Hall meetings under Ch. 286, FS; and take minutes at all Town Hall meetings.
7. 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 or approved by city staff.
8. District Town Hall meetings shall be noticed on the City's website and by sandwich board street signage within the District.
9. 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, whether private citizen or elected official, attending a Town Hall meeting shall be prohibited from speaking.

10. The City Commission may not vote on matters at any Town Hall meeting.
11. 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.
12. 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.
13. Town Hall meetings may be video-taped, recorded at the direction and with the approval and at the discretion of the City Manager.