

Role Descriptions for City Commission Meetings

Mayor:

Presides over meetings; supports Shared Agreements; enforces Robert's Rules and CC Rules, subject to appeal by CC; ensures equal time for debate and orderly debate; generally, speaks last after everyone has had a chance to comment at least once; controls order and duration of public comment.

Mayor Pro Tem:

Serves as Mayor in the Mayor's absence ("Vice Mayor"); considered a leadership voice on the CC; holds all other responsibilities of Commissioners.

Commissioners:

Support Shared Agreements; Participate in debate; make and second motions as desired; cast votes; advocate for clarity when needed. Call on the City Manager and/or City Attorney for clarity as needed (including calling them back in to reinforce statement/advice given). May make a motion to overrule a ruling or determination of the Mayor; simple majority vote on such a motion to overrule decides. May make a motion to end debate (also referred to as "calling the question").

City Attorney:

Advises the City Commission and City Manager on legal considerations related to agenda items and deliberations; responds to questions seeking clarity/affirmation of statements made (including when called in to clarify statements made by the City Attorney or a City Commission member regarding legal considerations).

City Manager:

Advises the City Commission on agenda items; responds to requests for clarity/information during deliberation (including when called on to clarify statements made by the City Manager or a member of the City Commission as it relates to operational considerations and recommended policy). If members of the public are truly disrupting a meeting or using words to incite violence or profanity, direct law enforcement to remove such individuals.

City Clerk:

Assists with creating motions; announcing rules for public comment; recording actions taken and repeating motions on the floor as needed to ensure clarity on the current motion; assists with parliamentary rule navigation.