

## Citizen Participation Information Sheet

1. **When, where and at what time does the City Commission meet?**

Regular meetings are usually held on the 1st and 3<sup>rd</sup> Tuesdays of the month and workshop meetings are scheduled for the 2<sup>nd</sup> Tuesday of each month. The meetings start at 6:00 p.m. in City Hall located at 100 NW 1<sup>st</sup> Avenue, Delray Beach, Florida 33444. Public hearings are held at the regular meetings starting at 7:00 p.m. Special meetings may also be held and the meeting schedule may vary from time to time. (Call the City Clerk for meeting times at 561-243-7050). Also, please go online at [www.mydelraybeach.com](http://www.mydelraybeach.com) for more information.

2. **When may I address the City Commission at the meeting?**

Citizens are encouraged to speak during public hearings, during the public comment portion of the "items not on the agenda" section of the agenda, and at appropriate times during quasi-judicial proceedings. When extraordinary circumstances occur, a citizen may speak during other portions of the agenda at the discretion of the City Commission.

3. **What do I have to do before I speak to the City Commission?**

Prior to the start of the meeting, you should sign in on the sheet located on the dais, or sign in prior to or immediately after speaking to the City Commission. When addressing the City Commission, please state your name and address for the record at the beginning of your remarks.

4. **Can I talk about anything I want to?**

Citizens may address the Commission on any subject pertinent to the business of the City Commission if the remarks are directed to the entire Commission as a body. The remarks should be respectful, not impertinent, slanderous, boisterous or otherwise disruptive to the proceedings. The comments must relate to the item being discussed, or must concern a non-agendaed item on the non-agendaed portion of the agenda.

5. **How long may I speak?**

For non-applicant citizens, speaking time is generally limited to three minutes per person. In quasi-judicial proceedings, there are other time limits that may apply.

6. **What rules govern the proceedings of the City Commission?**

The City Commission has adopted local rules and quasi-judicial rules that govern the proceedings. Also, the City Charter, City ordinances and State Law govern the proceedings. Roberts Rules of Order are followed when not in conflict with the rules previously referred to.

7. **What is a quasi-judicial proceeding?**

A quasi-judicial hearing has been mandated by state law for development applications when the approval sought concerns discreet pieces of property. The procedure required is contained in the quasi-judicial rules adopted by the City Commission, available upon request from the City Clerk's Office.

8. **When may I speak and what rules apply to me as a non-applicant citizen in a quasi-judicial proceeding?**

There is a time during quasi-judicial hearings that citizens are invited to speak on the development application. Citizen witnesses are subject to cross-examination. The Mayor (or person running the meeting) is the only person allowed to ask a citizen witness questions submitted by the parties. The quasi-judicial rules may be obtained from the City Clerk's Office.

9. **How long do the meetings last?**

The meetings last until the items on the agenda are considered, but shall end on or before 11:00 p.m. unless extended by a majority vote of the City Commission.

10. **What do I do if I have special needs?**

The City will furnish auxiliary aids and services to afford an individual with a disability an opportunity to participate in and enjoy the benefits of a service, program, or activity conducted by the City. Contact Doug Smith at 243-7144 twenty-four (24) hours prior to the event in order for the City to accommodate your request. Adaptive listening devices are available for meetings in the Commission Chambers.

11. **Does the City provide a verbatim record of the proceedings for appeals?**

No. A person desiring to appeal will need to ensure a verbatim record is made which includes the testimony and evidence upon which the appeal is based is made. The City neither provides or prepares such record.

12. **Who do I call if I have additional question?**

If you have a question, please call the City Hall main switchboard at 243-7000 or call the City Manager's Office at 243-7010 and your question will be directed to the Mayor, City Commissioner(s), City Manager or appropriate staff person. Also, please go online at [www.mydelraybeach.com](http://www.mydelraybeach.com) for more information.