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**121.1 SUBJECT: ORGANIZATION AND POLICY**

**:1 OBJECTIVE:**

To exercise the legislative powers and duties as provided by law for the City of Orlando.

**:2 AUTHORITY:**

This procedure amended by City Council July 16, 2007.

**:3 DIRECTION:**

Elected and serves at the pleasure of the qualified electors of the City. The Mayor is presiding officer.

**:4 FUNCTIONS:**

A. Exercises the power and function of making laws and other rules having the force of authority by virtue of powers vested in the Council by City Charter and/or Code.

B. Adopts resolutions and approves the execution of contracts having the effect of obligating the City to the performance of any legal duty.

C. Provides by ordinance for municipal elections and qualifying of candidates.

D. Approves the City's annual operating budget and capital improvement expenditures.

E. Annually fixes and determines the rate of ad valorem taxation upon property situated within the City limits.

F. Confirms Mayor's appointment of City officials, citizen and staff advisory boards, and other appointed officers of the City as may be applicable.

G. Elects Orlando Utilities Commission members.

H. Serves as a public forum for citizens appearing on matters of personal or public concern.

**:5 FORMS:**

None.

**:6 MEETINGS:**

A. Regular or Special City Council Meetings.

1. Regular and Special meetings of City Council will be held in accordance with the provisions of the City Code.
2. For City Council meetings, only members physically present at the meeting may participate; provided, however, when a member of City Council is unable to attend a Council meeting due to extraordinary circumstance and provided that a quorum of City Council is physically present at the meeting, such member may participate by telephone conference or other interactive

electronic means that permits the member to hear the proceedings, permits the member's participation to be heard by the public and other members, and allows the participation to be appropriately recorded.

- B. Other City meetings of City Council Members and all City Board or other City Sunshine meetings.
1. Location: all Sunshine meetings of City Council members (other than regular or special meetings of City Council), all Sunshine meetings of City Boards and all Sunshine meetings initiated by a City Council member, City Board member or other employee of the City shall be held in a publicly owned, leased or operated facility accessible to members of the public.
  2. Notice: a meeting notice listing the time, location and anticipated topic(s) will be provided to the City Clerk's office a minimum of 48 hours excluding weekends and holidays) in advance of any Sunshine meeting. Upon receipt of the notice, the City Clerk will immediately post the notice at standard City Hall locations and on the City's publicly accessible web site. If the meeting for any reason is cancelled, a notice of cancellation will be immediately provided to the City Clerk's office.
  3. Minutes: minutes of each meeting will be completed within five business days. Meetings of City Commissioners and City Board meetings will be filed with the City Clerk; others will be filed with the appropriate custodian.
  4. Responsibility: it is the primary responsibility of the person initiating the Sunshine meeting to ensure that the meeting is properly located and noticed with minutes kept and filed in accordance with the provisions of this policy.
  5. Exceptions: any deviation from these procedures may only be made after consultation with the City Attorney or designee. Compliance with the Florida Sunshine Law must be maintained and the reason for the deviation will be documented in the meeting minutes.

:7 ELECTION AND TERM OF OFFICE:

The City Council shall consist of Mayor-Commissioner and six (6) City Commissioners elected for four-year terms. The Mayor is elected at-large, and Commissioners elected from single-member districts.

Provision is made in the Charter of the City of Orlando for special elections required by a vacancy in office prior to expiration of any regular term of office.

:8 COMMITTEE RESPONSIBILITIES:

None.

:9 REFERENCE:

City Charter Chapter 2; City Code Chapter 2. Procedure approved by City Council February 23, 1970; reviewed and found current April 21, 1975, Item 37; amended May 16, 1977, Item 6; amended December 8, 1980, Item 21; amended February 25, 1985, #16-A-12; amended June 3, 2002, Item #4 - New Business; amended July 16, 2007, Item A-1.

:10 EFFECTIVE DATE: Approved City Council July 16, 2007, Item A-1.

This procedure effective July 16, 2007.