

**TOWN OF CLOUD LAKE
GENERAL RULES AND PROCEDURES
FOR APPEARING BEFORE TOWN COUNCIL**

WHO MAY SPEAK

All meetings of the Town Council are open to the public. They are not, however, public forums. Anyone who wishes to address the Council, on any subject within the scope of the Council's authority, may do so, providing it is accomplished in an orderly manner and in accordance with the procedures outlined below.

SPEAKING ON ITEMS ON THE AGENDA

- **CONSENT AGENDA ITEMS.** These are items which the Council does not need to discuss individually, and which are voted on as a group. Any Council member who wishes to discuss any individual item on the consent agenda may request the presiding officer to pull such item from the consent agenda. Those items pulled will be discussed and voted upon individually.
- **REGULAR AGENDA ITEMS.** These are items which the Council will discuss individually in the order listed on the agenda. The presiding officer, at its discretion, may permit any person to be heard on an item at a non-public hearing.
- **PUBLIC HEARING ITEMS.** This portion of the agenda is to obtain input from the public on ordinances, resolutions and zoning applications. The presiding officer will permit any person to be heard on the item during formal public hearings.

SPEAKING ON SUBJECTS NOT ON THE AGENDA

Anyone may address the Council on any items pertaining to Town business during the **Comments from the Public** portion of the agenda.

ADDRESSING THE COUNCIL, MANNER, TIME

Citizens will be given up to three (3) minutes to comment or ask questions unless the presiding officer rules otherwise. The Council may recall an individual to provide additional information or to answer questions. All comments or questions of the public are to be directed to the presiding officer only. There shall be no cross conversations or questions of other persons.

Citizens wishing to be heard shall raise their hands until acknowledged by the presiding officer. Once acknowledged, citizens shall state their name and address, and address the Council.

DECORUM

If a member of the audience becomes unruly, the presiding officer has the right to require the person to leave the room and may order this done by the Palm Beach County Sheriff's Department, if necessary. If a crowd becomes unruly, the presiding officer may recess or adjourn the meeting.

NOTICE TO THE PUBLIC CONCERNING TOWN MEETINGS

Anytime a Town meeting is held such as the Town Council, Committees, Workshops, Boards, Commissions, etc, and any decision made at these meetings affect you, and you decide to appeal any decisions made at these meetings with respect to any matter considered, Section 286.0105, Florida Statutes states the if a person decides to appeal the decision of the Town Council with respect to any matter considered at the public hearing or meeting herein referred, he or she may need to insure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is based. It shall be the responsibility of any person needing such a record to arrange for and obtain such a verbatim record at his or her own cost and expense. The Town of Cloud Lake does not prepare or provide such a record. Pursuant to the provision of the Americans with Disabilities Act (ADA), any person requiring special accommodations to participate in this meeting, because of a disability or physical impairment, should contact the Town Clerk, 561-686-2815, at least three (3) calendar days prior to the Hearing.

In accordance with the Sunshine Law of Florida, this meeting will be open to the public. Please be advised that you are entering a building which is equipped with security cameras which will record your activities while visiting. Entry into this building constitutes your consent to be so recorded.