

**ORGANIZATIONAL MEETING OF THE CITY COUNCIL
TUESDAY, NOVEMBER 13, 2012 8:30 A.M.
CITY HALL, COUNCIL CHAMBERS, VERO BEACH, FLORIDA**

A G E N D A

- 1. Call to Order of Canvassing Board – City Attorney**
 - A) Roll Call – Deputy City Clerk**
 - B) Invocation – Pastor Russell Johnson/Redeemer Lutheran Church**
 - C) Pledge of Allegiance – City Clerk**

- 2. Certification of Election Results**
 - A) Presentation of Election Results – City Clerk**
 - B) Reading of Certification Resolution – City Manager**
 - C) Motion to Adopt Resolution Certifying Election Results**

- 3. Oath of Office of New Councilmembers**
 - A) Administration of Oath of Office – City Clerk**
 - B) Adjournment of Canvassing Board**
 - C) Council Takes Seats at Dais**

- 4. Election of New Mayor**
 - A) Call for Nominations for Mayor – City Attorney**
 - B) Motion for Election of one of the Nominees as Mayor**
 - C) Mayor assumes Control of Meeting**

- 5. Election of Vice-Mayor**
 - A) Call for Nomination for Vice Mayor – Mayor**
 - B) Motion for Election of One of the Nominees as Vice-Mayor**

- 6. Seating Assignment & Appointments to Commission and Boards**

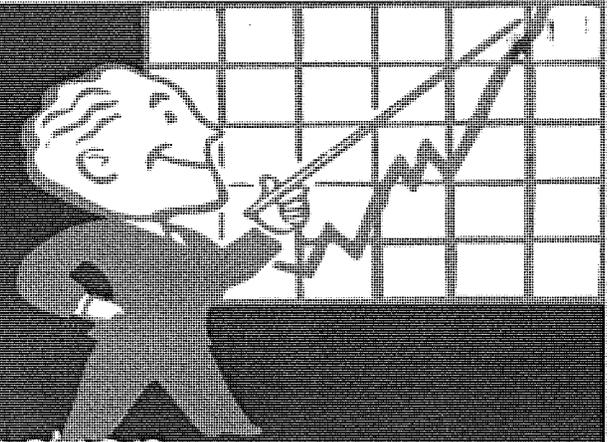
- 7. Sunshine Law Briefing – Assistant City Attorney**

- 8. Adjournment**

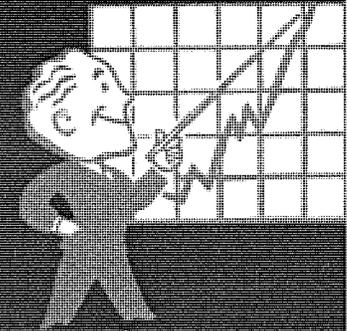
This is a Public Meeting. Should any interested party seek to appeal any decision made by Council with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and that for such purpose he may need to ensure that a verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based. Anyone who needs a special accommodation for the meeting may contact the City's Americans with Disabilities Act (ADA) Coordinator at 978-4922 at least 48 hours in advance of the meeting.

Summary of Open Meetings Law and Public Records Law

- **Open Meetings Law:** No interaction with another member of your same council, board or commission except during an advertised meeting where minutes are taken.
- **Public Records Law:** Council, board and commission members must not dispose of any materials made or received that relate to City business. Instead, all such public records should be provided to the City Clerk for retention pursuant to state requirements.
- *When in doubt, contact the Clerk's office or the City Attorney's office with any questions.*



Summary of Quasi-judicial hearings



- Decisions that apply an adopted policy are *quasi-judicial*.
- In a quasi-judicial hearing, elected and appointed officials act as “judges.”
- The decision you reach must be supported by competent substantial evidence, the applicable law must be followed, and due process/basic fairness must be afforded.
- Ex-parte communications should be avoided, and if they occur, should be disclosed on the record.