



OFFICE OF THE CITY COUNCIL

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Dear Council Member Elect:

Congratulations on your recent election and welcome to the 2011 City Council Member Orientation. We are looking forward to the next four years and the potential of this Council as individuals and as a body to impact the quality of life of the citizens we serve. As Council Members, you follow an impressive heritage complete with the vision of pioneers in government who set about to build a consolidated government – more streamlined, credible and accountable.

This workshop is just part of the training, education and experience we plan to offer you and your assistant over the next year. We know that you will have many questions and hope that the information shared with you over the next two days will provide answers for some of them. Please know that your council staff welcomes the opportunity to help you in any way possible to make your transition and term of office smoother.

Our staff has worked diligently to present you with the best possible tools and resources to begin this most auspicious task ahead of you. We hope that you find this program insightful, informative, interesting and inspirational.

We look forward to working with each of you over the coming years.

Sincerely,

Cheryl L. Brown
Director/Council Secretary
Jacksonville City Council

JACKSONVILLE CITY COUNCIL

2011 ORIENTATION Volume I



Cheryl L. Brown, Director/Council Secretary

MAY 2011

Jacksonville City Council 2011 Orientation Program

PROGRAM AGENDA

Day One
Wednesday, June 1, 2011
City Hall at St. James

<u>Time</u>	<u>Events, Sessions & Topics</u>	<u>Speakers</u>
	Moderator: Cheryl L. Brown – Director	
8:00-8:30	Registration – Continental Breakfast (Lynwood Roberts Room – 1 st Floor)	
8:30-8:45	Session #1: Welcome & Introductions 1. Council Members 2. Council Members-Elect	Jack Webb, President
8:45-9:45	Session #2: Organization 1. Council Office Structure and Staffing 2. Research Division 3. Administrative Services 4. Appointed Employment Plan 5. Legislative Services 6. Council Auditor’s Office	Cheryl L. Brown Jeff Clements Kristi Sikes Laura Dyer Dana Farris & Carol Owens Kirk Sherman
9:45-10:00	~~ Break (15 minutes) ~~	
10:00-12:00	Session #3: Orientation Passport (Don Davis Room – 1 st Floor) 1. Employment Processing 2. Benefits Selection 3. Stationery Selection 4. Badges & Parking Decals	
12:00-1:00	~~ Lunch ~~ (Lynwood Roberts Room – 1 st Floor)	
1:00-1:15	Reconvene Council Members & Council Members-Elect (Council Chambers – 1 st Floor) Executive Council Assistants (Lynwood Roberts Room – 1 st Floor)	

1:15-2:00

Session #4: Legislation and Legislative Process
(Council Chambers – 1st Floor)

Steve Rohan
& Peggy Sidman

1. Types of Legislation
 - a. Ordinance
 - b. Resolution
2. Preparation and Introduction of Legislation
 - a. Prepared by the Office of General Counsel
 - b. Introduction of Bills
 - c. Time of Introduction
 - d. Manner of Introduction
 - e. Identification of Bills
 - f. Conducting Jacksonville's Business
3. Withdrawal of Bills
4. Readings
 - a. Three Required Readings
 - i. First Reading
 - ii. Second Reading
 - iii. Third Reading
 - b. Exceptions
5. Public Hearings
 - a. Council Hearing
 - b. When Held
 - c. Requirements of Sec. 166.041, F.S.
 - d. Conduct of Public Hearing (3.601(e), Rules of Council)
 - e. Committee Public Hearings (3.602, Rules of Council)
 - f. Comments from the public (3.603, Rules of Council)
 - g. Addressing the Council (3.604, Rules of Council)
6. Agendas
 - a. Matters Pending
 - b. Committee Agendas
 - c. Council Agendas
 - i. Preliminary
 - ii. President's

2:00-2:30

Session #5: Parliamentary Procedure

1. Background and History
2. “Ten Commandments” of Parliamentary Procedure
3. Parliamentary Rules
 - a. Rules of the Jacksonville City Council
 - b. Roberts Rules of Order
4. Rules Interpretation
 - a. The Presiding Officer (5.102, Rules of Council)
 - b. Chair of the Rules Committee Advises the Presiding Officer (5.101, Rules of Council)
5. Basic Council Meeting Rules
 - a. Quorum
 - b. Order and Decorum
 - c. Amends/Subs/Emergency (Blue) Sheets
 - d. Motions
 - i. Generally
 - ii. Amendments
 - iii. Order of Precedence
 - iv. Motions Specifically Addressed by Council Rules
 - Reconsideration
 - Previous Question
 - Postpone Indefinitely
 - Emergency
 - Lay on the Table

2:30-2:45

Session #6: Chamber Orientation
(Council Chambers – 1st Floor)

Dana Farris
& Carol Owens

1. Voting
 - a. Chamber Equipment
 - b. Attendance
2. Committee Procedure

2:45-3:15

Session #7: Mock Meeting

3:15-4:00

Session #8: Q&A – Council Member Round Table

~~ Adjourn Day One ~~