



CITY OF

Venice

FLORIDA

1926

2026

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CENTENNIAL

Agenda

Introduction and Purpose

Duties & Responsibilities of Members

Attendance & Notifications

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Duties of the Chair / Vice Chair

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Legislative Referral Process



Understanding your Purpose &
Responsibility under Sunshine Laws



Duties:

- Boards make recommendations regarding specific topics of interest as determined and assigned by the City Council.
- Show up for the meeting on time and prepared to discuss each item.
- Participate in the discussions.
- Follow Sunshine Law, and Parliamentary Procedures.

Attendance and Notifications



Check city email regularly for information and updates on your board and meetings.



Quorum matters: Notify the Clerk in advance if you are unable to attend the meeting.



Members are expected to attend meetings in person. Note: Virtual attendance has been approved for Planning Commission and Council only.

Meeting Decorum

- The Chair runs the meeting – Follow your meeting Order of Procedures guide for consistency in format.
- The council chambers is a TV studio. Use the microphones for audio and always assume your mic is live!
- Make properly stated motions; the chair will restate the motion maker and seconder for the record.
- Keep your discussions cordial keeping in mind, opinions and perspectives vary as each member carried their own experiences.
- Encourage audience participation by indicating the Speaker Registration Kiosk at the back of the room

Great Meetings start with the Chair!

- Work with the Clerk's Office and Staff Liaison to determine agenda.
- Managing time, the flow of the meeting and member speaking order.
- Making a good record starts with following the Order of Procedures and making clear concise motions. Chair should restate the motion movers and seconders.
- Giving direction to the audience and fellow members. Keep board on task and ensure all requirements of hearings are performed.
- Moderate public comment.

Duties of the Chair and Vice Chair

Council Member Liaison

The Venice City Council wishes to keep informed of the activities and actions of various boards, commissions, and committees (*Resolution 2024-29, ~~2014-24~~*)

- Following the election, a Council Member (including the Mayor) is assigned to serve as the Liaison as follows:
 1. The Liaison is not a member of their assigned board, commission, or committee but rather they serve to represent the Council by providing a channel of communication as it relates to the BCC's approved duties and to provide information and clarifications of legislative directives adopted by the Council as a whole.

Staff Liaison

- The City Manager designates one or more departmental staff members to attend advisory board meetings to support their activities and provide information related to policy decisions and operational projects and priorities. Assigned departmental staff typically have an operational relationship to the board's mission and goals. (AP_CM-9)
 1. Boards are not empowered to assign tasks to staff members. Their role is to provide information and guidance.
 2. Staff members are not empowered to create or introduce agenda items, engage in task assignments on behalf of their assigned board, or vote on board issues.

Legislative Referral Process and Annual Report to Council

The legislative referral process provides a formalized tool in which to interact with the City Council in setting Agenda Priorities:

- Boards can request council approval for topics of interest they wish to take up.
- Council can assign topics for boards to make recommendations back to them.
- Reach out to Clerk staff to obtain the appropriate forms.

Boards, Committee and Commissions give an annual report to City Council in the first quarter of each year to:

- Provide a report on the prior year's accomplishments.
- Relay information on challenges they may be experiencing, and
- Gain approval on the proposed agenda priorities for the coming year, if applicable.

Navigating Challenging Public Hearings and Meetings

- Know your material in advance.
- Anticipate common questions or opposition.
- Understand quasi-judicial or legislative hearing processes (if applicable)
- Keep Decorum
- Assist new Board members with the process - Follow Robert's Rules

Maintaining composure during emotionally charged hearings is essential for projecting confidence and authority. Consider the following tips for staying composed:

- Stay calm and keep an even tone in responses to outbursts. Take a break to cool the room if needed.
- Actively listen and ask for legal or appropriate staff advice if needed.
- Pause and reflect. Acknowledge the perspectives of all attendees.
- Maintain eye contact.

Final Tips & Takeaways

- Be Consistent: Follow the Order of Procedures
- Strengthen your Familiarity with the Agenda Topics before the meeting
- Refine your Delivery Style
 - ❑ Pacing, calm tone, and managing proper motion making.
- Timing and Transitions
 - ❑ Aim for seamless, professional delivery.
- Understand your Audience
 - ❑ Encourage a good public process and legal protocols for hearings.

QUESTIONS?

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