

## M E M O R A N D U M

Date: April 15, 2016

**TO:** Town Commission  
**FROM:** Dave Bullock, Town Manager  
**SUBJECT:** Cancellation of July and August Workshop Meetings and August Regular Meeting

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Pursuant to Article II, Section 13 of the Town Charter (attached), the Commission has the authority to cancel the July and August Regular Workshop Meetings and the August Regular Meeting. This item was included on the May 16, 2016, Regular Workshop Meeting for Commission consideration.

Traditionally, the Town Commission has canceled these meetings. There was consensus to approve the Consent Agenda which forwarded this item to the June 6, 2016, Regular Meeting Consent Agenda for formal action. Approval of the Consent Agenda will cancel the July and August Regular Workshop Meetings and the August Regular Meeting.

Please don't hesitate to contact me if you have any questions.

## **LONGBOAT KEY CHARTER**

### Article II. - Town Commission

#### Sec. 13. - Meetings.

(a) At 7:00 p.m. pursuant to Article II, Section 6, of this Charter following each general municipal election, the town commission shall meet at the usual place for holding the meeting of the legislative body of the town, at which time the newly elected commissioners shall assume the duties of office. Thereafter the town commission shall meet at such times as may be prescribed by ordinance or resolution, except that it shall meet regularly not less than once each month for a regular voting meeting and once each month for a regular non-voting workshop, except that the regular non-voting workshops in the months of July and August and the regular monthly voting meeting in the month of August may be cancelled by the commission if cancelled at least thirty (30) days prior to the day on which the meeting would normally be conducted.

(b) All meetings of the town commission and of the committees thereof shall be public. Any citizen shall have access to the minutes and records thereof at all reasonable times. The commission shall determine its own rules and order of business and shall keep minutes of its proceedings.



**End of Agenda Item**