	POLICY AND PROCEDURE
	SUBJECT: RESOLUTION PREPARATION

DATE: JANUARY 5, 2015 **NUMBER: CC-14-011**

POLICY STATEMENT

The City of Riviera Beach follows the guidelines set forth in Florida Statutes Section 166.041 and the city's Code of Ordinances for resolutions that are presented for adoption by the City Council. All guidelines will be adhered to in accordance with Florida law.

PURPOSE OF THE POLICY

To maintain consistency and compliance with Florida Statutes Section166.01.

DEFINITIONS

A resolution is defined as an expression of a governing body concerning matters of administration, an expression of a temporary character, or a provision for the disposition of a particular item of the administrative business of the governing body in accordance with Florida Statutes Section 166.041. A resolution shall become effective upon approval or so stated otherwise.

AUTHORITY

Florida Statutes Section166.041

APPLICABILITY

All resolutions presented to the City Council for approval.

PROCEDURE

1. Each resolution shall be introduced in writing and shall embrace but one subject and matters properly connected therewith. The subject shall be clearly stated in the title in accordance with Florida Statutes Section 166.041 (2).
2. The resolution in its entirety shall be typed in Arial font 12 type point. The left margin shall be set at 1.5 and the right margin set at .5. The heading and body of the resolution shall be justified. The document in its entirety shall be printed on red lined paper.
3. The heading shall be typed in capital letters with the necessary information included and shall be indented 1inch from the left and right margins.
4. Triple space between resolution number and heading; heading and body.
5. Body shall be single spaced with the first line of each paragraph indented; double space between each paragraph.

6. Proper format for resolutions can be saved as a document or as a macro to ensure compliance.

If a resolution has more than one page, number each page along with the resolution number. **Note: if a header is created, this information will automatically appear on the printed document.**

Five signature lines are required for each individual council member with each council member's name under each line on the right side of the document for signatures. Triple space between signature lines. Two signature lines shall be on the left side of the document for the Mayor and the City Clerk's signature. A signature line shall be on the right side of the document in Arial font, 8 pt print for legal sufficiency by the City Attorney.

Department head, typist, and date of document shall be located at the bottom of the signature page.

If the City Council deems it necessary to add, delete, or modify a resolution, it is the responsibility of the department head or their designee to pick up the document, make necessary corrections, and return to the Office of the City Clerk. Providing all procedures have been followed, executed documents may be obtained from the Office of the City Clerk after 2:00 p.m. on Thursday following the City Council Meeting.

All resolutions become effective upon passage unless otherwise stated.

PLEASE USE THE SPELL AND GRAMMAR CHECK FUNCTION BEFORE SUBMITTING DOCUMENTS.

Departmental Sponsor: Office of the City Clerk

Policy Review Date: January 2018

References: Florida Statute 166.041(b); Cancels Policy #011; Review dates: 6/02/02 & 1/01/09

Departments Affected: All Departments

Approved By: Ruth C Jones