



CITY COMMISSION - CITY OF WILDWOOD

Mayor/Commissioner – Ed Wolf – Seat 1

Vacant – Seat 2

Joe Elliott – Seat 3

Marcos Flores – Seat 4

Julian Green – Seat 5

Jason McHugh – City Manager

Agenda

Special Meeting

December 1, 2025 9:00 AM

City Hall Commission Chamber

100 N Main Street

Persons with disabilities or language barriers needing assistance to participate in any of these proceedings should contact the City Clerk's Department, ADA Coordinator, at 352-330-1330, Ext. 103, forty-eight (48) hours in advance of the meeting.

F.S.S. 286.0105 - If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that, for such purpose, they 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. The City of Wildwood DOES NOT provide this verbatim record.

1. Call to Order

2. Consent Agenda/Informational Items

(A consent agenda may be presented by the Mayor at the beginning of a meeting. Items may be removed from the consent agenda at the request of any one Commissioner. Items not removed may be adopted by general consent without debate. Removed items may be either taken up immediately after the consent agenda or placed later on the agenda at the discretion of the Commission.)

3. Presentations and/or Proclamations

A. PROCEDURE FOR APPOINTMENT OF A NEW CITY COMMISSIONER

4. Public Hearings - Timed - Legislative

5. Public Hearings - Timed - Quasi-Judicial

6. Public Forum - 4 minute time limit

7. **Ordinances First Reading Only (No Vote)**
8. **Resolutions for Approval**
9. **Financial & Contracts & Agreements**
10. **General Items for Consideration/Discussion and Other Business**
11. **Appointments**
12. **City Manager Reports**
13. **Other Department Reports**
14. **Commission Members Reports**
15. **City Attorney Reports**
16. **Adjournment**

Upcoming Events

December 5, 2025 - Winterfest & Light Up Wildwood Christmas Parade at City Hall
from 5pm to 9pm

December 8, 2025 - City Commission Meeting at City Hall at 9am

December 15, 2025 - City Commission Special Meeting at City Hall at 9am

December 1, 2025 9:00 AM

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **Procedure for Appointment of a New City Commissioner**

REQUESTED ACTION: Commission to provide direction as to their preferred method for completing the appointment.

CONTRACT:

Vendor/Entity:

Effective Date:

Termination Date:

Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

Please see the attached presentation from the City Attorney outlining different methods for conducting the meeting to appoint the new City Commissioner.

APPOINTMENT OF NEW COMMISSIONER

Potential Options for Conduct of Meeting

CITY CHARTER 3-7(5)(C.)

- c. If, for any reason other than recall, a vacancy occurs in the office of any City Commission seat within the last two (2) years of a term, the office shall be filled by appointment within thirty (30) days following the occurrence of such vacancy by a majority vote of the remaining Commission Members. Such appointments shall last until the next regularly scheduled election, at which time the seat shall be declared open and an election held for the regular four-year term.

PROCEDURE UNTIL DECEMBER 15, 2025, MEETING

- Commissioner Bivins submitted resignation on November 16, 2025.
- Application for prospective appointees to fill out was provided on November 25, 2025.
- Applicants have until 5 p.m., December 9, 2025, to provide applications.
- Agenda will have all applications for Commission to review prior to meeting.

DECEMBER 15TH MEETING

Step I

Options for Presentation of Applicants

1. Applicants can give brief speech (i.e., 5-minute introductions); or
2. Commission could ask questions of applicants (could limit number of questions or unlimited); or
3. Some combination of both; or
4. Commission could proceed using applications alone.

WHAT IS A MAJORITY VOTE?

In this instance, with four (4) commissioners, three (3) votes would be required to constitute a majority.

DECEMBER 15TH MEETING

Step 2

Methods for Nominating and Voting for Applicants

1. Presiding Officer Method: Presiding Officer (Mayor) Nominates; or
2. Random Order Method: Commissioners could proceed in a certain order (i.e., alphabetically, random drawing, etc.) to move through applicants. First applicant to receive a majority vote is appointed; or
3. Motion and Vote Method: Commissioners could make motion for specific nominee. If seconded, then could move nominee to vote. First applicant to receive a majority vote is appointed; or
4. Nomination and Ballot Method: Commission Members would vote for the person they would like to have fill the vacancy. A person who receives a majority of the votes would be selected to fill the vacancy.

COMPARISON BETWEEN TWO KEY METHODS

THE MOTION-AND-VOTE METHOD

In an open meeting, a Commissioner may make a motion something like this: “I move that Larry Hamilton fill the vacancy in Henrietta Miller’s seat.” If, by the regular procedures of the commission, that motion receives a majority of affirmative votes, Larry fills the vacancy. If it does not, then a new motion is in order.

THE NOMINATION-AND-BALLOT METHOD

- The Commission could decide that everyone who has filled out an application is to be considered a nominee. Then, each commission member would vote for the person he or she would like to have fill the vacancy. A person who receives a majority of the votes would be selected to fill the vacancy. If no one receives a majority, then those who receive the fewest votes should be dropped from consideration, so that the voting is between the front-runners. In using the nomination-and-ballot method, the commission must decide how the lowest vote-getters will be removed for subsequent rounds of voting, if necessary. On this last point, the rules might say, for instance, that after the first round of votes, all candidates who receive zero votes would be removed. The rules might then say that after the second round, if necessary, all candidates but two will be dropped so that the third round is between the two highest vote-getters.

- Is one method preferable? Yes, the nomination-and-ballot method is preferable for two reasons.
 - First, Robert's Rules of Order Newly Revised, 10th Edition, states a clear preference for the nomination-and-ballot method: "[A] more effective freedom of choice is maintained through the practice of nominating persons for the office, rather than moving that a given person be elected." Robert's Rules, § 46. Because Section 3-8 requires that the Commission must follow Robert's Rules of Order, the preference in Robert's Rules for the nomination-and-ballot method may make it the better method.
 - Second, the nomination-and-ballot method brings a practical advantage. Consider this discussion from Fleming Bell's School of Government publication Suggested Rules of Procedure for a City Council, p. 38:
 - "Suppose that the Colorful City Council uses motions to [fill a vacancy on the council]. After being recognized by the mayor, council member Smith moves to appoint candidate Orange. This causes a quandary for council member Jones. She likes candidate Orange, but her first preference is candidate Purple. However, she is afraid that if candidate Orange is defeated, another council member may be recognized to nominate candidate Blue, whom she dislikes intensely, before she is recognized to nominate candidate Purple. Should she vote for candidate Orange, improving his chances of winning, or hold out for the chance to do battle with Blue's nominator in catching the mayor's eye?
- "By contrast, if the Colorful Council were to follow the nomination and election procedure, it could avoid such fights and give everyone a chance to vote for the candidate of their choosing."

DECEMBER 15TH MEETING

Step 3 Options for Types of Voting

1. Regular Vote;
2. Roll Call Vote; or
3. Ballot – “. . . board members are not prohibited from using written ballots to cast a vote as long as the votes are made openly at a public meeting, the name of the person who voted and his or her selection are written on the ballot, and the ballots are maintained and made available for public inspection in accordance with the Public Records Act. See AGO 73-344.” (2025 Government-in-the-Sunshine Manual, p. 50).

MAYOR PRO TEM

Step 4
Section 3-5 City
Charter

- ... the five (5) City Commissioners shall select one of their number, exclusive of the Mayor-Commissioner, to act as Mayor-Commissioner pro tem