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Sent: Thursday, April 01, 2021 2:45 PM

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Subject: Special Meeting requirements

Horace

Please be advised that pursuant to Section 2-4 of the City Charter, the City Manager is required to call a special meeting upon the request of five members of the Commission other than the Mayor. Moreover, with respect to the notice requirements, please note that notice of such special meetings shall be delivered to members of the Commission and shall be posted on the front door of the City hall at least twenty-four hours prior to the holding of same. I have provided you the entire section below. Please advise if you have questions.

Sec. 2.4 - Meetings.

The City Commission shall hold at least 11 regular monthly meetings in each calendar year, at such times and places as the City Commission may prescribe by a Resolution adopted by November 1, of each year establishing the schedule and number of Council meetings for the following calendar year. If any such meeting date falls upon a legal holiday recognized by the City of North Miami Beach, the regular meeting shall be held on the next day following the legal holiday. The legal holidays recognized by the City of North Miami Beach will be those enumerated in the employee contracts with the City or as subsequently provided by ordinance.

Special meetings shall be called by the Mayor for the consideration of emergency matters upon the written request of the City Manager or **upon the request of five members of the Commission other than the Mayor.** **Notice of such special meetings shall be delivered to members of the Commission and shall be posted on the front door of the City hall at least twenty-four hours prior to the holding of same.** No business shall be transacted at any special meeting other than that for which the meeting was called.

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