

RESOLUTION 2004 - 02

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, CREATING TOWN COUNCIL COMMITTEE/BOARD POLICY; AUTHORIZING THE TOWN ADMINISTRATOR TO IMPLEMENT SAID POLICY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 1.04 of the Town Charter, the Town Council has the ability to create selected committees and boards; and

WHEREAS, the Town Council has established various committee and boards since the creation of the Town; and

WHEREAS, the Town Council has requested that standard policies be adopted, in order for committees and boards established by the Town Council to serve the Town in the most effective manner; and

WHEREAS, the Town Administrator has developed a Committee/Board Policy for the Town Council to review and adopt.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Southwest Ranches, Florida:

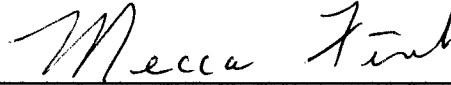
Section 1: The above referenced recitals are true and correct and are incorporated herein by reference.

Section 2: The Town Council hereby adopts the Committee/Board Council Policy, which is specified on Attachment "A."

Section 3: The Town Council authorized the Town Administrator to develop procedures to implement the Committee/Board Council Policy.

Section 4: Effective Date. This Resolution shall be effective immediately upon its adoption.

PASSED AND ADOPTED by the Town Council of the Town of Southwest Ranches, Florida, this 9th day of October 2003.



Mecca Fink, Mayor

Attest:



Shari Canada, Town Clerk

Approved as to Form and Correctness:



Gary A. Poliakoff, J.D., Town Attorney

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ATTACHMENT "A"

The following Committee/Board Policies are established to create an effective manner in which Committee/Boards can continue to provide valuable input for the Town Council and the Town

- Official Committees/ Boards shall only be created by action of the Town Council
- Committees/Boards shall be referred to as "Board"
- Boards are created to serve in an advisory capacity
- Boards will be comprised of five (5) members to be appointed one from each Council Member and Mayor. The Town council will select one (1) Council Member to be a liaison to each Board
- Board appointments shall be Town residents
- Board members may be changed by the appointing official by Resolution at the discretion of the appointing official
- Town Council will determine by Resolution:
 - function/purpose
 - name of Board
 - beginning and termination
 - expected outcome or result
 - reporting requirements
- Board members may only serve on two (2) Boards at any given time
- Boards will operate under 'Roberts Rules of Order'
- Boards will operate under the "Florida Sunshine Act"
- Board members that has three (3) unaccepted absences at Board meetings will be removed from the Board
- Board member vacancy due to unaccepted absences shall be replaced by Resolution by the appointing official

• Boards will sunset/terminate after twelve (12) months from first meeting unless continued by action of the Town Council

• After each election or appointment of elected official(s) the new elected official may review predecessors appointments and by Resolution appoint new Board member. In order to implement this policy, membership on boards established as of September 1, 2003 shall be continued until after the March 2004 election

• Town Council will authorize Town Administrator to create procedures to implement the Town Council policy