

RESOLUTION 2007 - 023

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, REPEALING RESOLUTION NO. 2004-002 CONCERNING THE TOWN'S ADVISORY COMMITTEE/BOARD POLICY; CREATING A NEW TOWN ADVISORY COMMITTEE/BOARD POLICY; AUTHORIZING THE TOWN ADMINISTRATOR TO IMPLEMENT THE NEW 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, in response to the Town Council's desire for standard policies for the Town's various committees and boards, the Town Council adopted Resolution No. 2004-002, creating the current Town Advisory Committee/Board Policy; and

WHEREAS, since adoption, the Town Council has determined that it is in the best interest of the Town to modify certain provisions within the policy; and

WHEREAS, this Resolution is necessary to effectuate the changes.

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 repeals Resolution No. 2004-002 in its entirety.

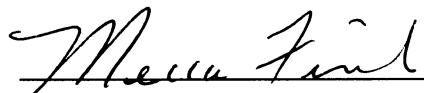
Section 3: The Town Council hereby adopts a new Town Advisory Committee/Board Policy, which is attached hereto as Exhibit "A".

Section 3: The Town Council authorizes its Town Administrator to take any actions necessary to implement the new Town Advisory Committee/Board 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 4th day of January 2007, on a motion by Council Member Aster Knight and seconded by Vice Mayor Don Maines.

Fink	<u>Y</u>	Ayes	<u>5</u>
Maines	<u>Y</u>	Nays	<u>0</u>
Breitkreuz	<u>Y</u>	Absent	<u>0</u>
Knight	<u>Y</u>	Abstaining	<u>0</u>
Nelson	<u>Y</u>		



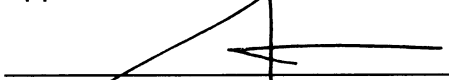
Mecca Fink, Mayor

ATTEST:



Susan A. Owens, Town Clerk

Approved as to Form and Correctness:



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

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Town of Southwest Ranches Administrative Policies and Procedures

Advisory Boards and Committees

NOTE: *The following policies and procedures apply to all Committees & Boards, hereafter referred to as "BOARD". The name of "Committee" or "Board" shall be chosen by the Council, and holds no value or task to differentiate the two.*

POLICY

- Advisory Boards and Committees are created by the Town Council and serve in an advisory capacity in designated areas of Council interest. They shall conduct research and discuss issues related to their Board's/Committee's scope, as set forth by Council and as may be amended from time to time.
- They are required to meet on a regular basis, prepare and follow an agenda, follow Robert's Rules of Order, maintain their own minutes, and to follow any additional policies and/or procedures listed below, or assigned by the Council.
- Advisory Boards and Committees shall, at a minimum, report quarterly findings and recommendations to the Town Administrator, who will forward them to the Town Council for consideration.
- Members of the Board shall operate within the "Florida Sunshine Rules" on all subject matters that are to be, are anticipated to be, or are within the scope of the BOARD to be discussed and voted on by the BOARD.*
- All BOARDS shall automatically sunset after one (1) calendar year from the date of creation or term extension, unless approved otherwise by Resolution of the Town Council. The Town Council shall discuss the continuation or termination of all "ongoing" BOARDS at the first meeting in January.
- This policy may be amended by Resolution of the Town Council at any time.

***NOTE:** *The Town Attorney or designee shall provide an overview of the "Florida Sunshine Rules" at the first BOARD meeting, for any new BOARD members, or at the request of the Chair.*

Approved on January 4, 2006

PROCEDURES

I. Creation of BOARDS

- a) If the Town Council determines a need for a specific Advisory Board or Committee, the may create such a BOARD by Resolution and majority approval of the Town Council.
- b) The Town Council shall then choose the BOARD's function/purpose, scope, name, creation & termination dates (at the Council's discretion, BOARDS may be designated as "on-going"), and, if applicable, the expected outcome of the BOARD's findings (report, recommendation, etc).

II. Appointment of BOARD Members

- a) BOARD members are to be selected, by Resolution, at least thirty (30) days after the effective date of the BOARD'S creation. This time shall serve to give the public adequate time in which to learn about the upcoming BOARD and to express their desire to serve.
- b) Each Council Member shall appoint one (1) member to each BOARD; however the Council may determine, at any time and via Resolution, the need to appoint additional members "at large" from the Town's Advisory Board and Committee Application pool. Additional members shall be appointed such that the total number of BOARD members does not exceed nine (9) and remains an odd number.
- c) Council Members may choose to change their appointment(s) at any time. If making any changes, the Council Member must first provide adequate notice to the Town Clerk, who will ensure an Agenda item is created for the change(s).
- d) Newly elected or appointed Council Members may elect to make their own appointments to the BOARDS upon election or appointment. In order to determine this, the official(s) shall be provided with a list of the current BOARD members and the appointments made by the prior Council Member, within two weeks of election or appointment.
- e) BOARD appointments should preferably be made from the Town's Advisory Board and Committee Application pool. Should there be no interested or qualified applicants, Council may solicit appointees to fill vacancies.
- f) At any given time, BOARD members may not serve on more than 2 BOARDS at the same time. Once a BOARD has been terminated or completed, members may be appointed to another BOARD.

- g) BOARD members shall be Town residents or experts working within a BOARD'S particular scope and having regular business within the Town.
- h) BOARD members may NOT be members of the Town Council or Staff. However, the Town Council and/or Staff may attend or be appointed as non-voting members or liaisons in an advisory capacity.

III. BOARD Member Positions and Duties

- a) The CHAIR is responsible for:
 - 1. Conducting the meeting (i.e.- keeping order, following the agenda, etc.)
 - 2. Preparing the agenda
 - 3. Contacting ALL BOARD members to inform them of upcoming meetings, meeting changes, and what they will need to bring with them to the meeting.
- b) The VICE-CHAIR is responsible for:
 - 1. Performing the duties of the Chair in the Chair's absence. If the Chair knows ahead of time that he/she will be absent, the Chair is required to inform the Vice-Chair. The Chair and Vice-Chair shall determine who will create the agenda and disseminate it to BOARD members for the Meeting.
- c) The SECRETARY is responsible for:
 - 1. The recordation and distribution of all meeting minutes. He/She will have two (2) weeks from the day of the meeting in which to type and to distribute a draft copy of the minutes to the BOARD members.
 - 2. Distributing the approved minutes to the Town Clerk and any other applicable parties within five (5) days of approval.
 - 3. Notifying the Town Clerk of the next two (2) meeting dates within three (3) days of their approval by the BOARD.
 - 4. Keeping all records in accordance with the "Public Records Laws".
- d) The TREASURER (if necessary) is responsible for:
 - 1. Maintenance of all funds allocated to the BOARD and keeping accurate records & receipts for all purchases and sales.*
 - 2. Submitting a monthly report to the BOARD and to the Town Clerk within three (3) business days of the BOARD meeting.
 - 3. Members of the BOARD can be assigned to fact-finding-sub-committees if necessary. As a member of a fact finding sub-committee members may meet and discuss the fact finding subject as determined by the committee. Members will follow all BOARD policies and procedures approved by the Town Council.

***NOTE:** Only Cash may be used for BOARD expenditures, unless otherwise noted by Town Council action. A special BOARD account or BOARD credit card may be set up by Town Administrator if directed so by Town Council. Revenues, however, may be received by the BOARD in cash, check, or money order. The money received by the BOARD must be turned into the Town for deposit by the 15th of each month, minus a set amount of petty cash (amount noted by Town Council within Resolution).

IV. BOARD Member Attendance Policy

- a) Members of the BOARD MUST contact the assigned Staff Liaison if the member is going to be absent from a meeting. The Board shall determine if the absence is excusable, and shall formally vote on the status of the absence at its BOARD meeting.
- b) Any member of the BOARD that has three (3) unexcused absences from meetings will be removed from the BOARD. A letter from the Chair of the BOARD will be sent to the removed BOARD Member, the appointing elected official(s), and the Town Clerk within five (5) days of removal.
- c) Once notified by the Chair, the appointing elected official(s) will then be responsible for appointing a BOARD replacement by Resolution within two (2) Town Council meetings. The Town Clerk shall then prepare an agenda item, within the above referenced timeframe, for the appointing elected official(s) to appoint a replacement by Resolution.
- d) Members of the BOARD who choose to no longer be a member of a particular BOARD are required to send a letter of resignation to be dismissed from the BOARD. The letter must be sent to the Chair of the BOARD and to the Town Clerk.

V. BOARD Meeting Schedules and Locations

- a) Meetings may begin and end at any time the BOARD has determined by majority vote; however, meetings may not extend past 10:00PM unless unanimously approved by all BOARD members present.
- b) Per Florida Statutes all BOARD meetings MUST be noticed by the Town. Therefore, BOARDS must have 'Meeting Dates' as an item on their agenda each month, unless meetings will be on a regular schedule (ex. First Wednesday of each month at 7:00 PM). It is the responsibility of the SECRETARY of the BOARD to inform the Town Clerk of the next two (2) meeting dates within three (3) days of their approval by the BOARD.

- c) In order to prevent possible scheduling conflicts with other BOARDS' meetings, the CHAIR of the BOARD must make an effort to review the Town Calendar of Events and to avoid potential conflicts, if possible.
- d) BOARDS may NOT conflict with any Town Council Meetings, Special Meetings, or Workshops that are published on the Town's website or in the local newspaper. However, Town Council MAY schedule a Town Meeting, Special Meeting, or Workshop on the same date and time as a BOARD.
- e) BOARDS will meet at Town Hall unless Town Hall is unavailable or a special or temporary location is needed for a particular meeting.
- f) If Town Hall is unavailable or a special or temporary location is needed, the BOARD shall determine an alternate meeting location. The CHAIR is responsible for adequately notifying the Town Clerk at least fifteen (15) days prior to the date of the meeting to ensure proper legal notification. The meeting location must comply with the American Disabilities Act, must allow for 'loud' speaking, and be convenient for attendees to sit, listen, and discuss.
- g) If a meeting is to be cancelled, the determination should be made no less than forty-eight (48) hours prior to the scheduled meeting; the Chair is required to inform the assigned Staff Liaison, who will notify all BOARD members, and the Town Clerk, who will provide proper public notice. The Town Clerk shall also inform the Town Administrator of the cancellation.
- h) Meeting location changes or cancellations must be kept to a minimum due to advertising costs, public attendance, and time constraints for posting signs. If a meeting must be moved or cancelled, the CHAIR must ensure that signs are posted immediately at Town Hall, on the outside gate, and on the front door. These signs must include new location address, time, or any other important notes. Directions should also be provided.
- i) Only the Chair, Vice-Chair (in the Chair's absence only), or Staff Liaison can change the meeting location or cancel a meeting.
- j) The BOARD Chair shall be responsible for working with the Staff Liaison on making any calls, providing notices, or posting signs due to location change or cancellation.

Approved on January 4, 2006