

GOLDEN BEACH, FLORIDA

RESOLUTION NO. 1386.02

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF GOLDEN BEACH, FLORIDA ESTABLISHING PROCEDURES TO BE FOLLOWED BY ALL BOARDS AND COMMITTEES OF THE TOWN; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town has established several advisory boards and committees; and

WHEREAS, the Town desires to implement procedures to be followed by all such boards and committees;

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF GOLDEN BEACH, FLORIDA, AS FOLLOWS:

Section 1. That the following procedures be, and they are hereby established and shall be followed by all boards and committees of the Town:

1. All committee meetings are to comply with the "Sunshine Law".
 - A. Meetings must be properly noticed through the Town Administration.
 - B. Meetings are to be held at Town Hall and open to the public.
 - C. Meetings are to be conducted by the committee chairperson and written minutes must be prepared by a committee member and delivered to the Town Clerk to be maintained as a public record. (There is no requirement that meetings be recorded).
2. If the committee, by a majority, determines that a report or recommendation should be made from the committee, then that report or recommendation should be in written form and delivered to the Town Manager.
3. Every committee report or recommendation, to the extent applicable, must contain objective facts which would assist the Town Manager and Town Council in making a decision. Without sufficient facts to evaluate a report or recommendation, it is possible that the report or recommendation will either be tabled or returned to the committee without action until facts can be supplied.

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4. Pursuant to the Town Charter, committees do not legislate, set policy or direct Town employees, Town staff, or the Town Council. Committees may invite but cannot compel attendance by Town employees and Town staff. Committees cannot expend Town funds and resources without advance approval from the Town Manager or Mayor (if within their authority) or the Town Council. Committees are formed and exist at the discretion and under the direction of the Town Council.

5. Written reports and recommendations submitted by a committee will be evaluated by the Town Manager. If, in the Manager's discretion, the report or recommendation should be acted upon administratively, then the Manager will do so. If the Manager seeks approval prior to his administrative action, then the Manager may bring the committee report or recommendation to the attention of the Council at any Town Meeting or to the attention of the mayor at any time. If in the Manager's discretion, the report or recommendation of the committee requires action by the Town Council, then the item may be placed on the Council agenda along with any pertinent documentation.

6. The Manager shall notify in writing the committee chairperson of the Manager's response to a submitted report or recommendation of a committee. If the committee chair disagrees with the response, then the committee chair (or a designated committee member) may address the Town Council at a regular Council Meeting at agenda item for Committee Reports. Thereafter, any Council person may place the committee report or recommendation on the agenda for the next Town Council meeting.

Section 2. Severability. That the provisions of this Resolution are declared to be severable and if any section, sentence, clause or phrase of this Resolution shall, for any reason, be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, clauses, sentences and phrases of this Resolution but they shall remain in effect, notwithstanding the invalidity of any part.

Section 3. Conflict. That all resolutions or parts of resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 4. Effective Date. That this Resolution shall become effective immediately upon approval of the Town Council.

Sponsored by Mayor Addicott.

The Motion to adopt the foregoing resolution was offered by Councilmember Feinman, seconded by Councilmember Paruas and on roll call the following vote ensued:

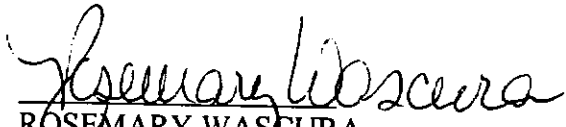
Mayor Addicott	<u>AYE</u>
Vice Mayor Einstein	<u>ABSENT</u>
Councilmember Singer	<u>AYE</u>
Councilmember Feinman	<u>AYE</u>
Councilmember Paruas	<u>AYE</u>

PASSED AND ADOPTED by the Town Council of the Town of Golden Beach this 19TH day of March, 2002.



MAYOR MICHAEL ADDICOTT

ATTEST:



ROSEMARY WASCURA
TOWN CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY



EDWARD PAUL KREILING
TOWN ATTORNEY

Feb 19 02 10:09a

ADDICOTT

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*Put on
next Agenda*

To: COMMITTEES; Town Manager & Town Council
From: MICHAEL L. ADDICOTT, Mayor
Subject: PROCEDURE FOR CONSIDERATION OF
COMMITTEE REPORTS & RECOMMENDATIONS
Date: February 15, 2002

MEMORANDUM

First, I, personally and on behalf of the Town Council, wish to again express our appreciation for the time and effort that the committee members devote toward assisting the Town with events, ideas and recommendations.

Now, to the subject of this Memo. To best utilize our committees for the purpose intended, it is important that we all understand and abide by a protocol. I suggest and am hereby requesting the Town Manager and Town Council to adhere generally to the following procedure in dealing with committee reports and recommendations.

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2. If the committee, by a majority, determines that a report or recommendation should be made from the committee, then that report or recommendation should be in written form and delivered to the Town Manager.
3. Every committee report or recommendation, to the extent applicable, must contain objective facts which would assist the Town Manager and Town Council in making a decision. Without sufficient facts to evaluate a report or recommendation, it is possible that the report or recommendation will either be tabled or returned to the committee without action until facts can be supplied.

ADD, Res for 3/19

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COMMITTEES

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Thank You.

[COMMITTEES]