

GOLDEN BEACH, FLORIDA

RESOLUTION NO. 1592.04

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF GOLDEN BEACH, FLORIDA AMENDING RESOLUTION NO. 1386.02 WHICH ESTABLISHES 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 amend the procedures to be followed by all such boards and committees and approved under Resolution 1386.02.

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/board 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 shall be submitted by a committee to the Town Manager at least two business days prior to a Town Council Meeting and 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 the Manager's administrative action, then the Manager may bring the committee report or recommendation to the attention of the Council at any Town Council 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 as determined by the committee) may address the Town Council at a regular Council Meeting at the 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. In any event, the committee may elect to advise the Town Council by way of a report made by the Chair of the committee (or designated member as determined by the committee). The committee report is advisory in nature only and shall be limited to the time frame as allocated by the Town Council. The Town Council is not obligated to respond to the report or immediately respond to questions as the report is intended to assist the Council and provide input. The Town Council or individual council members may take further action in their sole discretion.

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 Einstein, seconded by Councilmember Iglesias and on roll call the following vote ensued:

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

PASSED AND ADOPTED by the Town Council of the Town of Golden Beach this 20TH day of April, 2004.



MAYOR MICHAEL ADDICOTT

ATTEST:



CATHY SZABO
TOWN CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY



PAUL D. EICHNER
TOWN ATTORNEY