

## RESOLUTION NO. 2023-01

### A RESOLUTION BY THE CITY OF KEY COLONY BEACH, FLORIDA, ADOPTING RULES OF PROCEDURE FOR VOLUNTEER ADVISORY BOARDS AND COMMITTEES.

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**WHEREAS**, the City of Key Colony Beach, Florida (hereinafter “City”) desires uniform procedures to provide guidance and structure to City volunteer/advisory boards (hereinafter “Boards”); and

**WHEREAS**, the City Commission of the City of Key Colony Beach (the "City Commission") finds rules of procedure promotes efficiency with regard to conducting official business of the City; and

**WHEREAS**, the City Commission of the City of Key Colony Beach finds and declares that the adoption of this Resolution is appropriate, and in the public interest of this community.

### NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF KEY COLONY BEACH, FLORIDA, AS FOLLOWS:

**Section 1.** The above recitations are hereby adopted and incorporated herein.

**Section 2.** This Resolution creates new Rules of Procedure to provide as follows:

- A. **Meetings:** All meetings of the Boards shall be held in accordance with the provisions of Florida Statutes. The public shall at all times be afforded access to all meetings. All business of the Boards shall take place at noticed Board meetings. Board meeting dates for the following year shall be placed on the agenda at the next scheduled meeting immediately following the City Commission organizational meeting (or the following meeting if said meeting is cancelled). Board meeting schedule may only be modified by a majority vote of the Board. Workshops, and special meetings, are not available to Boards unless required by law or approved by the City Commission. If considered urgent and necessitates immediate action, a special meeting requested by a Board may be approved by the Mayor and the notice and Board minutes shall reflect the reason for the special meeting. For purposes of this section, meetings shall be defined as a formal meeting at which official acts are to be taken; workshops shall be defined as an informal meeting with no formal action taken; special meetings shall be defined as a meeting that is urgent and demands immediate action to protect the community, residents, or property.
- B. **Notice:** Except in the case of special meetings, the City Clerk shall provide notice of meetings, hearings, and workshops no less than seven (7) days before the event. Notice for special meetings shall be given at least 24 hours before the meeting. Notice shall include a statement of the general subject matter to be considered.
- C. **Commencement of Board Meetings:** Meetings of the Boards shall commence as noticed by the city clerk pursuant to the schedule submitted by each Board, except if a meeting date shall fall on a legal holiday or during a state of emergency, then the meeting date shall be canceled.

- D. Attendance: Pursuant to City Code, as may be amended from time to time, if any member fails to attend two (2) of three (3) successive meetings without cause and without prior approval of the chairman, the board shall declare the member's office vacant, and the city commission shall promptly fill such vacancy. In the event of a vacancy created other than by the expiration of a term, the city commission shall appoint a person to serve for the remainder of the unexpired term.
- E. Agenda Item Submission and Deadline: The City Clerk or designee, with the advice of the Chair, shall prepare an agenda of subjects to be discussed for each meeting. Agenda items must be submitted at least seven (7) business days prior to publication date. Agenda items may also be added to the agenda by majority vote of the Board during a public meeting.
- F. Preparation and Approval of Minutes: Minutes shall be taken at all meetings. Minutes must be approved before they can be considered as an official record of the City. A copy of the minutes from the previous meeting shall be distributed to the board members at least one (1) business day before the following meeting. The minutes of the previous meeting shall be corrected and approved by the board members at the beginning of each meeting. A majority vote is required for approval. Conflicts regarding the content of the minutes shall be decided by majority vote.
- G. Quorum: A quorum must be present for conducting Board meetings. Unless otherwise required by Code, a quorum is a majority of the board members. It is the duty of the Chair to enforce this rule. If, during the course of a meeting, a board member leaves and a quorum no longer exists, the meeting cannot continue.
- H. Voting (Majority): Passage of a motion shall require the affirmative vote of a majority of board members present and voting at a meeting at which a quorum is present. Board members attending virtually may participate in discussion but shall not vote.
- I. Abstentions: A board member shall vote on all motions unless there exists a conflict of interest which would prevent that board member from making a decision in a fair and legal manner in accordance with applicable law. If a conflict of interest does exist, the board member shall explain for the record the decision to abstain on any vote and file a statement with the City Clerk per Florida Statutes.
- J. Board Members: Individual Board members can apply and serve on one (1) Advisory Board (Code Enforcement, Planning and Zoning, Utility) and may be an alternate on (1) Community Board (Beautification and Recreation). In the application process, applicants shall advise the City Commission of their preference by selecting their preferred Board in ranking order (i.e., 1, 2, and 3). Board members currently serving on multiple Boards shall advise the City Clerk of his or her Board preference to be considered by the City Commission for reappointment at the next available City Commission meeting.
- K. Board Member Training: Appointed Board members are required to annually take an in person up to 4-hour training course related to Florida Statutes and the Chair is required to take an additional in person up to 1-hour training related to Chair duties.
- L. Chair: The Chair is responsible for the orderly conduct of the meeting. To fulfill this duty, the Chair must enforce the rules of procedure that are adopted by the City Commission. The Chair shall be impartial and conduct the meetings in a fair manner. The chair may introduce motions and second any motion.
- M. Vice-Chair: The Vice-Chair shall fulfill the duties of the Chair if the chair is not in attendance.
- N. Decorum: All board members must conduct themselves in a professional and respectful manner. All remarks should be directed to the chair and not to individual board members, staff, or citizens in attendance. Personal remarks are inappropriate. A board member is not allowed to speak at a meeting until being recognized by the chair. All comments made by a chair shall address the agenda item that is being discussed. The Chair shall enforce these rules of decorum. If a board member

believes that a rule has been broken, a point of order can be raised. A second is not required. The chair can rule on the question or allow the board members to debate the issue and decide the issue by a majority vote.

- O. Reports to the City Commission: Boards may submit reports to the city clerk for inclusion on the City Commission agenda. Reports shall be submitted at least seven (7) business days prior to the City Commission meeting. All reports to be submitted to the City Commission shall be approved by a majority vote of the board members prior to submission.
- P. Budget: Boards provided with a budget by the City shall submit their budget, including backup information and material, to the City Administrator by June 1<sup>st</sup> each year.
- Q. Purchasing: Boards, provided with a budget, shall discuss required items during the organizational meeting and provide the City Administrator with a list of items requested for purchase. In accordance with City Code, purchasing items in the amount of \$500.00 - \$5,000 requires three (3) quotes, unless reviewed and approved by City Attorney to determine if less than three (3) quotes are legally sufficient, to be submitted to the City Administrator for review and approval determination. Purchasing items under \$500.00 are to be submitted to the City Administrator for review and approval determination. For purchasing items over \$5,000, City Commission approval is required.
- R. Rules of Procedure: This Rules of Procedure for Voluntary/Advisory Boards Resolution shall supersede Robert' s Rules of Order on any subject specifically addressed herein; however, on any matters not specifically addressed by this Resolution, Robert' s Rules of Order shall prevail to the extent possible.

**Section 3.** The City Clerk is authorized to record this Resolution in the appropriate record book upon its adoption.

**Section 4.** If any clause, section, or other part of this Resolution shall be held by any Court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and shall in no way affect the validity of the remaining portions of this Resolution.

**Section 5.** All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**Section 6.** This Resolution shall become effective immediately upon adoption.

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**PASSED AND ADOPTED by the Key Colony Beach City Commission, at its regular meeting of the City held on January 19th, 2023.**

**AYES:** Ramsay-Vickrey, Harding, Foster, Raspe, Trefry.

**NOES:** None.

**ABSENT:** None.

**ABSTAIN:** None.

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**Patricia Trefry, Mayor**

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**Silvia Gransee, City Clerk**

(City Seal)

Approved as to form and legal sufficiency:

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**Dirk Smits, City Attorney**