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R-92-288

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS
OF MANATEE COUNTY, FLORIDA, RESCINDING
RESOLUTION R-92-137 AND PROVIDING
FOR UNIFORM POLICIES PERTAINING
TO ADVISORY COMMITTEES**

WHEREAS, from time to time the Board of County Commissioners (hereinafter referred to as the "Board") establishes and empowers committees and boards to undertake specific duties and tasks of an advisory nature; and

WHEREAS, on June 3, 1992, the Board of County Commissioners adopted Resolution R-92-137, establishing uniform guidelines for the orderly creation and effective operation of all committees and boards created by the "Board"; and

WHEREAS, it is apparent that certain requirements of R-92-137 create an impediment to filling committee vacancies.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Manatee County, Florida, that:

1. RESOLUTION R-92-137 IS HEREBY RESCINDED.

2. PURPOSE STATEMENT

The purpose of this resolution is to establish uniform guidelines for the orderly creation and effective operation of all committees and boards created by the "Board". An ancillary purpose shall be to establish effective lines of communication between all committees and boards and the "Board" and to ensure the cost effective provision of staff assistance to all such committees.

**3. APPLICABILITY TO EXISTING AND FUTURE ADVISORY COMMITTEES
AND ADVISORY BOARDS**

Committee or Advisory Committee as used herein shall mean any board, committee, commission, agency or other body

established solely by the Board of County Commissioners of Manatee County, Florida.

Beginning on the date of adoption, the provisions of this resolution shall apply to all advisory committees and boards established by the "Board". In the event of a conflict between the resolution establishing any particular committee, the provisions of this resolution shall apply. In the event of a conflict between this resolution and any provision of the laws of Florida establishing or relating to a particular committee, the provisions of the laws of Florida shall prevail. In the event of a conflict between this resolution and the provisions of any ordinance establishing or relating to a particular committee, the provisions of the ordinance shall prevail.

4. GENERAL GUIDELINES FOR ADVISORY COMMITTEES AND BOARDS

Official Communication:

Two or more persons on the same committee may only communicate about official business in a formal meeting which has been advertised to the public. Precise meeting minutes must be kept, and the press and the public must be allowed to view and listen to the meeting.

Staff:

All advisory committees are provided staff to advertise meetings, take minutes, and facilitate the order of business. These staff are to assist the committee, but are not supervised or evaluated by the committee.

Recruitment:

The Board of County Commissioners encourages advisory committee members to recruit others who may be potential members, but not to select or "screen" applicants for the commissioners.

Assignment:

Each advisory committee is given an assignment by the resolution establishing the committee, which may be amended or added to from time to time. The committee has no other purpose except to fulfill its assignment. If an advisory committee believes it would be in its best interests to enlarge upon its scope, it must request such amendment of the Board.

5. **MEMBERSHIP**

The specific membership criteria for an advisory committee shall be established by the resolution ordinance or act creating that committee.

SELECTION PROCESS: At least once annually the County Administrator shall publish an announcement in a newspaper of general distribution in the County soliciting volunteers for all advisory committees and boards.

Applications shall be maintained on a Master Application File by the County Administrator for a period of one year from date of receipt. Except in those cases in which the criteria established for the committee vacancy are so restrictive or specialized that they preclude recruitment of multiple candidates, the County Administrator shall attempt to compile a list of no less than three applicants for each of the position(s) being filled from the Master Application File. All committees shall be filled by majority vote of the Board of County Commissioners from the Master Application File.

Any resident of the County may submit an application for committee membership at any time throughout the year. In the event that, the list does not contain a minimum of three applicants with the specific background sought for a specific committee appointment, the County Administrator shall advertise for those specific qualifications desired in a newspaper of general distribution in the County.

TERMS OF OFFICE/RESIGNATIONS: Committee members shall serve for the terms of Office specified by the resolution establishing the committee. In the event of a resignation, the position vacated shall be filled from the Master Application File.

6. MEETINGS

NOTICE OF MEETINGS: All meetings shall be noticed by, at a minimum, the posting of a notice of the Name of the Committee, time, date and location of the meeting, on the bulletin board in the lobby of the County Administration Building. In addition, the County Administration shall be responsible for providing additional notice deemed necessary.

RECORD KEEPING: Minutes shall be maintained by staff and all meetings shall be recorded by tape recorder or other such recording device. A copy of the minutes of each committee meeting shall be sent to the County Administrator's Office and forwarded to the "Board".

ASSIGNMENT: The assignment of an advisory committee shall be limited to carrying out the

mission assigned to the committee by the Board.

7. COUNTY STAFF SUPPORT

Each Resolution Establishing a Committee shall identify a department director or staff liaison who shall be responsible for:

Publishing notices of meetings

Providing and arranging for space for meetings

Providing minutes of meetings

Informing the committee of the basic requirements of Florida law and the policies and procedures of the County with respect to:

Public Meetings, Chapter 286, Florida Statutes

Public Records, Chapter 119, Florida Statutes, Code of Ethics, Chapter 112, Part 3, Florida Statutes,

Shall assist the committee in defining the scope of its duties and provide a communication link with the Board of County Commissioners.

The Committee shall work with and through the department director or staff liaison to provide reports to the "Board" and to clarify any questions concerning the role and purpose of the Committee. The County Administrator, with the assistance of the County Attorney, shall provide a training program for staff liaison personnel assigned to advisory committees.

BUDGET, FINANCES/COST ACCOUNTING: Each Department Director with responsibility for providing staff support for an advisory committee shall specifically provide for such support in the Department's annual budget. All

costs associated with maintaining an advisory committee shall be recorded including, but not limited to, an accounting for all staff time and supplies. Annually, the Department Director shall report all costs to the County Administrator.

8. COMMITTEE REPORTS TO THE "BOARD"

Each advisory committee created by the Board of County Commissioners is given an official mission at its inception. In order for the Board to know and recognize the accomplishments of a specific advisory committee, it is imperative that the Board be provided a formal report summarizing its accomplishments and recommendations, at least annually. For committees with missions of limited duration, the formal report should be prepared at the completion of the committee's assigned task. All records shall be prepared with the assistance of and submitted to the "Board" through the Department Director or staff liaison assigned to the Committee.

9. COUNTY ADMINISTRATOR'S ANNUAL EVALUATION OF ADVISORY COMMITTEES

Prior to the end of each fiscal year, the County Administrator shall prepare a report summarizing the status of each advisory committee serving the "Board". The annual report shall include, a summary of the membership of each committee, the cost of operating the committee and the accomplishments of the committee for the year, along with recommendations for sunseting or dissolution of any committee which has completed its assigned task.

10. IDENTIFICATION OF EXISTING COMMITTEES

All advisory committees and boards currently authorized by the Board of County Commissioners are listed in

"Attachment A", and any resolution establishing an advisory committee not included in "Attachment A" shall be hereby rescinded and any such committee hereby abolished, effective July 1, 1992. Additional committees shall be established only by resolution, which resolution shall be substantially in accordance with the form of resolution attached hereto as "Attachment B" and shall be added to the list of Advisory Committees which shall be maintained under the supervision of the County Administrator.

ADOPTED with a quorum present and voting this the 9th day of March, 1993.

ATTEST: R. B. Shore
CLERK OF THE CIRCUIT COURT

By: 

BOARD OF COUNTY COMMISSIONERS
MANATEE COUNTY, FLORIDA

By: 

Lari Ann Harris, Chairman

ATTACHMENT "A"

<u>COMMITTEE/BOARD</u>	<u>PURPOSE/ESTABLISHMENT/MEMBERSHIP</u>
Animal Control Advisory Board	Considers reports & presentations; advises & makes recommendations to BCC. BCC R-83-29A. 6 Regular members; 2 Alternate members.
Bicycle & Pedestrian Advisory Board	Confers and advises on bicycle and pedestrian issues; advises BCC, evaluates projects and forwards findings & recommendations to BCC. Assists in encouraging public part- icipation. BCC R-91-04. 15 Regular members.
Board of Zoning Appeals	Decides requests for variances; hears appeals of special permits by hearing officer. BCC Ord. 90-01. 7 Regular members.
Building Contractor Examining Board	Reviews appls. & issues Certif. of competency for licenses; reviews and rules on complaints against locally licensed contractors. Enabled by Chap 489 Fla Stat 125; 63-1600 Laws of Florida; BCC R-87-89; R-87- 90; R-87-92; R-87-94; R-87-97; R-87-98; R-92-210 Revised. 5 Regular members.
Cable TV Advisory Board	Advise BCC on matters relating to cable television. BCC Ord. 91-24; R-84-142; R-83-45. 7 Regular Members.
Children's Services Advisory Board	Makes recommendations to Co. re: expenditures of the Children's Services, dedicated millage; consults w/agencies dedicated to welfare of children to avoid duplication of svcs. BCC Ord. 91-42; R-90-169. 11 Regular members.

COMMITTEE/BOARD

PURPOSE/ESTABLISHMENT/MEMBERSHIP

Citizen Advisory Committee
for MPO

To provide citizen input into plans and programs sponsored by the MPO and Florida Department of Transportation. **Chap 339 Fla Stat; BCC Motion.** A total of 27 members are appointed by the Board of County Commissioners. Board appointments are ratified by the MPO.

Civic Center Advisory
Commission

Advises the BCC regarding maintenance and operation facilities & sites for events and activities. **Chap 78-566 Fla Stat; 82-37 Laws of Fla; BCC Ord. 90-01.** 7 Regular members.

Code Enforcement Board

Jurisdiction & authority to hear & decide cited violations of the LDC. **Chap 162 Fla Stat; BCC Ords. 82-12; R-90-148.** 7 Regular members; 2 Alternate members.

Community Development Block
Grant Citizens Advisory
Committee

Provides input in reference to all phases of the Community Development Block Grant project process. **Chap 290.046 (6) Fla Stat.** 11 Regular members.

Construction Code Board
of Appeals

Hears appeals of decisions & interpretation of the bldg. code by the Bldg. Off'l to consider variances from the tech'l codes. **BCC Ord. 90-37.** 7 Regular members.

Crosely Estate
Advisory Board

Dev. policy for presentation to BCC on nature & types of public & private uses. Dev. plan for present. to BCC to est. foundation for financial & in-kind donation for renov. & operation of the Estate. **BCC Ord. R-92-90.** 14 Regular members.

District VI Alcohol, Drug
Abuse & Mental Health
Planning Council

Assesses alcohol, drug abuse, mental health needs of District VI; develops plans to meet these needs. **Chap 394.715 Fla Stat;** 20 regular members Board appointed 3 members. Scheduled to sunset, no new appointments.

COMMITTEE/BOARD

PURPOSE/ESTABLISHMENT/MEMBERSHIP

Electrical Contractor
Examining Board

Reviews applications and issues
Certificates of Competency for
electrical licenses; reviews and
rules on complaints against local
electrical contractors. **Chap 489
Fla Stat; 63-1600 Laws of Fla;
BCC R-86-237. 7 Regular members.**

EMS Advisory Board

Collects data, conducts research
& advises BCC on matters re: EMS.
BCC R-86-237. 7 Regular members.

Environmental Lands
Management Advisory
Committee

Advises the Environmental Action
Commission on matters related to
environmental land acquisition &
management, and recreational
planning and programming for
acquired lands. **BCC R-92-107-EAC. 9
Regular members.**

Health Care Advisory
Board

Recommends uses of funds in General
Health Care Trust Fund. **BCC Ord.
84-16. 9 Regular members.**

Health Council of
West Central Florida

Assesses health status of area
residents; develops policies for
improving health svcs.; prepares
dist. health plan to guide State
Certifs. of Need decisions. **Chap
381.703 Fla Stat; BCC R-83-65. 12
Regular members. Two appointed by
BCC.**

Health & Human Services
Board

Replaces District VI Alcohol, Drug
Abuse & Mental Health Planning
Council for HRS District VI, to
advise District Administrator. **HRS
Reorg. 23-79 March 92. 15 members; 3
app'td by our Board, 9 Appt'd by
Hills. Co. BCC, 3 by Gov.**

Heating & Air Conditioning
Contractor Examining Board

Reviews Certifs. of Competency for
heating and a.c. Contractors; reviews
rules on complaints against heating
& a.c. contractors. **Chap 489 Fla
Stat; BCC R-87-84. 5 Regular members.**

COMMITTEE/BOARD

PURPOSE/ESTABLISHMENT/MEMBERSHIP

Historic Preservation Board

Reviews and decides request for Certifs. of Appropriateness. BCC Ord. 90-01. 7 Regular members.

Housing Finance

Alleviates shortage of hsnng. & capital for investm. in hsnng. in Cty. Chap 159 Fla Stat; BCC Ord. 79-6; 91-40. 5 Regular members.

Manatee County Historical Commission

Collects, records, and preserves historical material related to Manatee County. Clerk of Circuit Court provides staff support to this commission. BCC Ord. 82-15. 17 Regular members.

Manatee Library Board

Recommends Library policy to BCC. Enabled by Laws of FL Chpt 71-760. 5 Regular members.

Neglected Cemetery Advisory Board

Makes recommendations to BCC regarding care of neglected cemeteries. R-88-152. 7 Regular members.

Planning Commission (Local)

Provides recommendations to BCC on rezones, and DRI's - PD's. Acts as local planning agency, per CP. Chap 163.3174 Fla Stat; BCC Ord. 90-01. FS mandates creation of a "local plng. agency," but its form may vary greatly. 7 Regular members.

Plumbing Contractor Examining Board

Reviews appls. for license, Certif's of Competency; reviews and rules on complaints against local plumbing contractors. Chap 125 & 489 Fla Stat; BCC R-89-83. 5 Regular members.

COMMITTEE/BOARD

PURPOSE/ESTABLISHMENT/MEMBERSHIP

Public Works Advisory Board

Confers with Dir on util. & transp. issues; reviews PW policies & procedures, reviews plans, programs & performance & makes recommendations to BCC on PW matters; researches & recommends methods & means by which PW can improve performance & better serve public & BCC. BCC R-92-148. 11 Regular members. 2 Ex-Officio members.

Regional Planning Advisory Board

Evaluates County's participation in TBRPC & makes recommendations to BCC re: County's role. BCC Motion. 6 Regular members.

Solid Waste Advisory Board

Monitors and evaluates all solid waste mgmt. programs and researches new avenues. BCC Ord. 89-69. 9-15 Regular members; 2 Alt. members; 3 Ex-Officio members.

Tourist Development Council

Investigates, analyzes and advises BCC on expenditures of Tourist Develop. Tax and effective use of tax revenues. Chap 125.0104 (4) (b) Fla Stat; BCC Ord. 80-3; BCC R-06-78. 9 Regular members.

Transit Advisory Board

Advises Transit Mgr. of effectiveness of consolidated transp. system of Manatee Co.; serves as grievance panel for transp. system users, and advocates cost effective, convenient and reliable transp. R-85-125. 12 Regular members.

R-92-137

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS
OF MANATEE COUNTY, FLORIDA, PROVIDING FOR
UNIFORM POLICIES PERTAINING TO
ADVISORY COMMITTEES**

WHEREAS, from time to time the Board of County Commissioners (hereinafter referred to as the "Board") establishes and empowers committees and boards to undertake specific duties and tasks of an advisory nature; and

WHEREAS, it is the intent of the "Board" to provide those citizens serving on such committees and boards with the guidance necessary to ensure the greatest benefit from their voluntary efforts; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Manatee County, Florida, that:

1. PURPOSE STATEMENT

The purpose of this resolution is to establish uniform guidelines for the orderly creation and effective operation of all committees and boards created by the "Board". An ancillary purpose shall be to establish effective lines of communication between all committees and boards and the "Board" and to ensure the cost effective provision of staff assistance to all such committees.

2. APPLICABILITY TO EXISTING AND FUTURE ADVISORY COMMITTEES AND ADVISORY BOARDS

Committee or Advisory Committee as used herein shall mean any board, committee, commission, agency or other body established solely by the Board of County Commissioners of Manatee County, Florida. Beginning on the date of adoption, the provisions of this resolution shall apply to all advisory committees and boards established by the "Board". In the event of a conflict between the resolution establishing any particular committee, the provisions of this resolution shall apply. In the event of a conflict between this resolution and any provision of the laws of Florida establishing or relating to

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a particular committee, the provisions of the laws of Florida shall prevail. In the event of a conflict between this resolution and the provisions of any ordinance establishing or relating to a particular committee, the provisions of the ordinance shall prevail.

3. GENERAL GUIDELINES FOR ADVISORY COMMITTEES AND BOARDS

Official Communication:

Two or more persons on the same committee may only communicate about official business in a formal meeting which has been advertised to the public. Precise meeting minutes must be kept, and the press and the public must be allowed to view and listen to the meeting.

Staff:

All advisory committees are provided staff to advertise meetings, take minutes, and facilitate the order of business. These staff are to assist the committee, but are not supervised or evaluated by the committee.

Recruitment:

The Board of County Commissioners encourages advisory committee members to recruit other who may be potential members, but not to select or "screen" applicants for the commissioners.

Assignment:

Each advisory committee is given an assignment by the resolution establishing the committee, which may be amended or added to from time to time. The committee has no other purpose except to fulfill its assignment. If an advisory committee believes it would be in its best interests to enlarge upon its scope, it must request such amendment of the Board.

4. **MEMBERSHIP**

The specific membership criteria for an advisory committee shall be established by the resolution ordinance or act creating that committee.

SELECTION PROCESS: At least once annually the County Administrator shall publish an announcement in a newspaper of general distribution in the County soliciting volunteers for all advisory committees and boards.

Applications shall be maintained on a Master Application File by the County Administrator for a period of a year from date of receipt. The County Administrator shall compile a list of no less than three applicants for each of the position(s) being filled from the Master Application File. All committees shall be filled by majority vote of the Board of County Commissioners from the Master Application File.

Any resident of the County may submit an application for committee membership at any time throughout the year. In the event that the list does not contain a minimum of three applicants with the specific background sought for a specific committee appointment, the County Administrator shall advertise for those specific qualifications desired in a newspaper of general distribution in the County.

TERMS OF OFFICE/RESIGNATIONS: Committee members shall serve for the terms of office specified by the resolution establishing the committee. In the event of a resignation, the position vacated shall be filled from the Master Application File.

5. **MEETINGS**

NOTICE OF MEETINGS: All meetings shall be noticed by, at a minimum, the posting of a notice of the Name of the Committee,

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time, date and location of the meeting, on the bulletin board in the lobby of the County Administration Building. In addition, the County Administration shall be responsible for providing additional notice deemed necessary.

RECORD KEEPING: Minutes shall be maintained by staff and all meetings shall be recorded by tape recorder or other such recording device. A copy of the minutes of each committee meeting shall be sent to the "Board".

ASSIGNMENT: The assignment of an advisory committee shall be limited to carrying out the mission assigned to the committee by the Board.

6. COUNTY STAFF SUPPORT

Each Resolution Establishing a Committee shall identify a department director or staff liaison who shall be responsible for:

- Publishing notices of meetings

- Providing and arranging for space for meetings

- Providing minutes of meetings

- Informing the committee of the basic requirements of Florida law and the policies and procedures of the County with respect to:

 - Public Meetings, Chapter 286, Florida Statutes,

 - Public Records, Chapter 119, Florida Statutes,

 - Code of Ethics, Chapter 112, Part 3, Florida Statutes,

- Shall assist the committee define the scope of its duties and provide a communication link with the Board of County Commissioners.

The Committee shall work with and through the department director or staff liaison to provide reports to the "Board" and to clarify any questions concerning the role and purpose of the Committee.

The County Administrator, with the assistance of the County Attorney, shall provide a training program for staff liaison personnel assigned to advisory committees.

BUDGET, FINANCES/COST ACCOUNTING: Each Department Director with responsibility for providing staff support for an advisory committee shall specifically provide for such support in the Department's annual budget. All costs associated with maintaining an advisory committee shall be recorded including, but not limited to, an accounting for all staff time and supplies. Annually, the Department Director shall report all costs to the County Administrator.

7. COMMITTEE REPORTS TO THE "BOARD"

Each advisory committee created by the Board of County Commissioners is given an official mission at its inception. In order for the Board to know and recognize the accomplishments of a specific advisory committee, it is imperative that the Board be provided a formal report summarizing its accomplishments and recommendations, at least annually. For committees with missions of limited duration, the formal report should be prepared at the completion of the committee's assigned task. All records shall be prepared with the assistance of and submitted to the "Board" through the Department Director or staff liaison assigned to the Committee.

8. COUNTY ADMINISTRATOR'S ANNUAL EVALUATION OF ADVISORY COMMITTEES

Prior to the end of each fiscal year, the County Administrator shall prepare a report summarizing the status of each advisory committee serving the "Board". The annual report shall include, a summary of the membership of each committee, the cost of operating the committee and the accomplishments of the committee for the year, along with recommendations for sunseting or dissolution of any committee which has completed its assigned task.

9. IDENTIFICATION OF EXISTING COMMITTEES

All advisory committees and boards currently authorized by the Board of County Commissioners are listed in "Attachment A", and any resolution establishing an advisory committee not included in "Attachment A" is hereby rescinded and any such committee hereby abolished. Additional committees shall be established only by resolution, which resolution shall be substantially in accordance with the form of resolution attached hereto as "Attachment B" and shall be added to the list of Advisory Committees which shall be maintained under the supervision of the County Administrator.

ADOPTED with a quorum present and voting this the ³¹ day of June 1992.

ATTEST: R. B. Shore
CLERK OF THE CIRCUIT COURT

By: R. B. Shore
Clerk, Circuit Court

BOARD OF COUNTY COMMISSIONERS
MANATEE COUNTY, FLORIDA

By: Kathy A. Snell
Chairman

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A RESOLUTION OF MANATEE COUNTY ESTABLISHING
A _____ ADVISORY BOARD;
PRESCRIBING THE PURPOSES AND AUTHORITY OF
THE _____ ADVISORY
COMMITTEE; PRESCRIBING THE MEMBERSHIP
THEREOF; AND PROVIDING FOR OTHER RELATED
MATTERS.

WHEREAS, it is vitally important for the Manatee County Board of County Commissioners (hereinafter referred to as the "Commission") to be kept informed of issues and concerns affecting _____; and

WHEREAS, the Commission is particularly interested in the establishment of an effective, efficient and highly credible committee; and

WHEREAS, the Commission hereby determines that it is in the best interest of the people of Manatee County, Florida, to establish and maintain a _____ Advisory Committee (hereinafter referred to as the "Advisory Committee") to advise the Commission on issues relating to and in particular

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Manatee County, Florida, as follows:

SECTION 1. Creation of an _____ Advisory Committee.

There is hereby established an _____ advisory committee, to be known as the Manatee County _____ Advisory Committee. Appointment of members of the Advisory Committee shall be in the manner set forth herein, notice of openings shall be published, and members shall be appointed by majority vote of the Commission pursuant to this Resolution. Applicants for Advisory Committee membership shall follow the procedures set by the Commission regarding advisory board applications, and shall assure the Commission of the lack of conflicts and potential conflicts of interest. This Board is advisory only and may be abolished, disbanded or reorganized at any time by the Commission.

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SECTION 2. Purposes and Duties of the

Advisory Committee.

The purposes and duties of the _____
Advisory Committee are:

The above-listed duties may be amended or supplemented, from time to time, but only as deemed necessary or desirable by the Commission.

SECTION 3. Authority of the _____ Advisory Committee.

- (A) The Advisory Committee shall have authority to elect officers from its membership, to serve the needs of the Advisory Committee. Officers elected by the Advisory Committee will be a chairman, vice-chairman and secretary.
- (1) Chairman - the duties of the chairman will be to preside at all meetings and to see that the work is carried out in a constructive and business-like manner. The chairman of the Advisory Committee or his/her appointee will be the liaison to work closely with the _____ when so directed by the Commission. The chairman will appoint special committees where and when needed to work on any of the aforementioned duties, and will oversee the work of such committees.
- (2) Vice-Chairman - the vice-chairman will preside in the absence of the chairman and will be available to assist the chairman when requested.
- (3) Secretary - the secretary will take minutes at the Advisory Committee meetings and will mail copies of the minutes to each Committee member and to the Commission, containing a

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notice of the upcoming regular meetings, not less than seven (7) days prior to said meetings. The secretary shall also provide copies of the minutes to any other appropriate persons, shall provide notices of special meetings to the Committee members and to the Commission, and shall otherwise assist the chairman when needed.

- (B) Further, the Advisory Committee shall have the authority to set the time and place for its meetings. The Advisory Committee will meet on a schedule, and at a time and place to be determined by the Advisory Committee. Meetings may be rescheduled or a special meeting called by the Advisory Committee at any regular meeting. In addition, the chairman shall have the authority to call a special meeting. Upon a decision to cancel a meeting, Committee members and the Commission will be notified by phone if the decision is made less than seven (7) days prior to the scheduled meeting; otherwise, notification shall be by letter. Meetings will be advertised as to time and place. Each meeting will have a prepared agenda for distribution, and records will be kept. A majority of currently-appointed Advisory Committee members shall constitute a quorum for conducting the affairs of the Advisory Committee.
- (C) The Advisory Committee will carry out its responsibilities in the most cost-effective manner. Any expense incurred by the Advisory Committee or a member thereof, in pursuing its duties, may be reimbursed by the Commission, so long as prior approval is obtained from the Commission.

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- (D) The Advisory Committee shall report its findings and recommendations to the Commission, in open session, at least once annually. Said reports shall only be made by the chairman or vice-chairman of the Advisory Committee, upon the advice and consent of a majority of the Advisory Committee.

SECTION 4. Membership of the Advisory Committee.

To the extent possible, the Advisory Committee will be made up of _____ () members. To the extent possible, the Commission shall appoint Board members from the following groups or with the following affiliations:

- (A)
- (B)
- (C)
- (D)
- (E)
- (F)
- (G)

The _____ Department is hereby assigned the responsibility of providing clerical and administrative support to the Advisory Committee and the Director of the _____ department shall serve as liaison to the Commission. The County Attorney's office will be responsible for the legal needs of the Advisory Board, but only as specifically directed, from time to time, by the Commission.

SECTION 5. Terms and Eligibility Requirements.

Terms of service on the Advisory Committee will be for _____ () _____. Members whose terms have expired may continue serving until the Commission appoints a replacement.

A member missing any three consecutive meetings shall be removed from the Advisory Committee provided, however, the Commission may either appoint a new member for the remainder of

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the term or, in the sole discretion of the Commission, determine that it is in the best interest of the County to reinstate the member.

Should any member of the Advisory Committee resign before completion of his/her term of office, the Commission may appoint other(s) to complete the balance of the term of that position.

The terms of the chairman, vice-chairman and secretary shall be restricted to no more than two (2) consecutive years in those offices.

SECTION 6. Administrative Coordinator.

From time to time, the _____ Department shall appoint a staff member to act as an Administrative Coordinator. The Administrative Coordinator shall be departmental liaison to the Advisory Committee and shall establish procedures consistent with County policy concerning Board appointments, development of budgets, expenditures of County funds, providing of clerical services and meeting facilities and performing other administrative matters which affect the normal operations of the Advisory Board.

SECTION 7. Effective Date.

This resolution shall be effective as of the date of adoption.

ADOPTED with a quorum present and voting this _____ day of _____, 1992.

BOARD OF COUNTY COMMISSIONERS
OF MANATEE COUNTY, FLORIDA

By: _____
Chairman

ATTEST: R. B. Shore
Clerk of the Circuit Court
