

RESOLUTION NO. 2021-17

**A RESOLUTION OF THE TOWN OF BELLEAIR, FLORIDA
ESTABLISHING RULES AND REGULATIONS FOR ALL
ADVISORY BOARDS AND REGULATORY BOARDS
CREATED BY THE BELLEAIR TOWN COMMISSION,
PROVIDING FOR REPEAL OF RESOLUTION 95-13.**

WHEREAS, Article II, TOWN COMMISSION, Section 2.08 of the Belleair Charter provides for the Commission to appoint by resolution or ordinance such advisory boards or regulatory boards as it deems necessary;

WHEREAS, said resolution or ordinance shall define the terms of appointment, the function, duties, and authority of any board created; and

WHEREAS, the Town Commission previously adopted Resolution No. 95-13 which prescribes the procedural rules and regulations for all advisory boards and regulatory boards of the Town; and

WHEREAS, the Town Commission now deems it in the best interest of the Town to amend the rules and regulations for all advisory boards and regulatory boards.

**NOW, THEREFORE BE IT RESOLVED BY THE TOWN COMMISSION OF THE
TOWN OF BELLEAIR, FLORIDA:**

Section I. That all boards created shall be governed by the following provisions:

(1) Membership: Organization:

- a) Each board shall have no more than seven (7) voting members appointed by the Commission.
- b) Each member shall be appointed for a two-year term, unless otherwise defined in the resolution or ordinance which created the board. In order to provide continuity, a majority number of members shall be appointed in odd numbered years and a minority number of members shall be appointed in even numbered years. (Example – on a 7 member board, 4 members shall be appointed in odd numbered years, and 3 will be appointed in even numbered years)
- c) When a position becomes vacant before the end of the term, the Town Commission shall appoint a substitute member to fill the vacancy for the duration of the vacated term. A member whose term expires may continue to serve until a successor is appointed and qualified.

- d) If any member fails to attend four (4) consecutive meetings, the member is automatically removed from the seat and the Town Commission is notified of the vacancy.
- e) Members may be removed without notice and without assignment of cause by a majority vote of the Town Commission.
- f) The members of each board shall annually elect a Chair and Vice Chair from among the members and may create and fill other offices as the board deems necessary.
- g) The Town Manager shall appoint town employees to serve as the Staff Representative and Secretary to the board as he deems necessary.
- h) The Town Clerk is custodian of all board minutes.
- i) Each board shall create whatever sub-committee it deems necessary to carry out the purposes of the board.
- j) The Chair of the Board shall annually appoint the membership of each sub-committee from members of the board.
- k) The Commission may appoint a consultant(s) to a board. A consultant may not vote or hold office.
- l) The Mayor shall appoint a member of the Town Commission to serve as Commission Advisor to the board. The Advisor shall serve as Chair pro-tem when necessary; shall endeavor to keep the board informed of Town matters that are related to the duties and responsibilities of the board; may be the instrument through which the board asks for assistance or guidance from the Town; and provide further that the Commission Advisor shall not vote, hold office, nor actively participate in the decision making process of the board.
- m) An appointed member of any board must resign from said board if the member is elected to the Town Commission. The resignation to be effective prior to the date the Commission term begins.

(2) Rules of Procedure: Meetings:

- a) Each board shall adopt rules of procedure to carry out its purposes. All rules must conform to the Town Charter, Town Ordinances, and State Law. In the absence of specific rules, Robert's Rules of Order (current edition) shall govern the deliberations of the board. Boards may not interfere with the operations of any department.
- b) Except for the purpose of inquiries and investigations under section 2.06(c) of the Town Charter, the Commission, its members, or by extension, advisory boards shall deal only

through the manager with employees who are subject to the direction and supervision of the manager. Neither the Commission nor board members shall give orders to any employee either publicly or privately.

- c) Each board shall meet at regular intervals, such meetings to be called by the Town, the Board Chair, or schedule by the board. Any cancellations of previously scheduled meetings shall be made with consent of the Board Chair and Commission Advisor.
- d) Minutes of all board meetings shall be kept, indicating the attendance of each member, all motions and votes, and a summary of discussions. The minutes are to be approved by the board at the next meeting. Original, signed copies shall be filed by the Town Clerk immediately.
- e) A majority of the members shall constitute a quorum. Members may be permitted to attend, question, participate in discussion, and vote virtually through zoom or other accepted telephonic means so long as a quorum will be physically present. Remote attendance does not constitute an absence.
- f) Members attending remotely may not vote on any quasi-judicial matters. Each decision of a board must be approved by a majority vote of the members present at a meeting in which a quorum is in attendance and voting.

Section II. That if any portion of this resolution is in conflict with the Town Code, the Town Code shall prevail for the named board only.

PASSED AND ADOPTED by the Town Commission of the Town of Belleair, Florida, this **XXth** day of **XXXX**, A.D., **2021**.

MAYOR

ATTEST:

TOWN CLERK