

RESOLUTION NO. 11- 22

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF DORAL, FLORIDA AMENDING ADVISORY COMMITTEE RULES, REGULATIONS AND PROCEDURES; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Doral (the "City") has created numerous advisory committees, boards and task forces (collectively "Committees"); and

WHEREAS, in June 2007, the City Council through Resolution No. 07-30 adopted advisory committee rules, regulations and procedures and it is appropriate to revisit and amend said rules, regulations and procedures to reflect the changing needs of the boards and to ensure compliance with Ch. 119 and 286 F.S.; and

WHEREAS, the City Council desires to amend the adopted uniform rules, regulations and procedures for all of its Committees;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA:

Section 1. The foregoing "Whereas" clauses are ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

Section 2. The City Council of the City of Doral, Florida, adopts the amended Committee Rules, Regulations and Procedures ("Committee Rules"), attached hereto and incorporated herein as Exhibit "A."

Section 3. The amended Committee Rules adopted in this Resolution shall apply uniformly to all non-statutorily created Committees. In the event of a conflict between any existing committee rule, regulation or procedure and the attached Committee Rules, the Committee Rules shall apply. Any Committees created subsequent to the adoption of this Resolution shall also adhere to these Committee Rules.

Section 4. This Resolution shall become effective upon its passage and adoption by the City Council.

WHEREAS, a motion to approve was offered by Councilman Boria. The motion was seconded by Vice Mayor DiPietro and upon being put to a vote, the vote was as follows:

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Michael DiPietro	Yes
Councilman Luigi Boria	Yes
Councilman Pete Cabrera	Yes
Councilwoman Ana Maria Rodriguez	Yes

PASSED AND ADOPTED this 9th day of February, 2011.



JUAN CARLOS BERMUDEZ, MAYOR

ATTEST:



BARBARA HERRERA, CITY CLERK

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY FOR THE SOLE USE OF THE
CITY OF DORAL:



JIMMY MORALES, CITY ATTORNEY

EXHIBIT "A"

EXHIBIT "A"

COMMITTEE RULES, REGULATIONS & PROCEDURES

The Committee Rules, Regulations and Procedures ("Committee Rules") shall apply uniformly to all City Committees. The Committee Rules are intended to supplement matters not covered in existing Resolutions or Ordinances creating any City of Doral advisory committees.

For the purpose of these Rules, "Committees" shall include all non-statutory committees, task forces and advisory boards established by the City Council to make recommendations, advise the Council and initiate programs in the City.

Section 1. Public Meetings.

All meetings and business of the Committees shall comply with the requirements of Chapters 119 and 286, Florida Statutes. All meetings of the Committees shall be open to the public at all times. Meetings shall be conducted in accordance with Robert's Rules of Order.

Approval of the minutes of the previous meeting shall be included in each agenda of a regular committee meeting and presented to the City Clerk's Office for dissemination to each committee member no later than three (3) business days prior to the meeting. Regular committee meetings will be canceled if the meeting minutes of the prior regular committee meeting (or any other previously pending minutes at the time of approval of these rules, regulations & procedures) are not submitted for committee approval by the established deadline. Rescheduling of canceled regular committee meetings shall take place upon the submission of minutes of the prior meeting for approval.

Section 2. Regular Meetings.

The Committees shall hold at least one regular publicly noticed meeting each quarter at a location open to the public within the City as set by the Chairperson. During the initial (organizational) meeting of a committee and during the first meeting of a committee of each fiscal year, committees shall, by a majority vote, adopt a meeting schedule for regular meetings throughout the fiscal year. The committee meeting schedule shall include the date, time and location of the meetings and must receive approval from the City Clerk.

Prior to setting the committee meeting schedule, the City Clerk's Office will present a proposed schedule of meeting dates to each committee for the committees' consideration. Committee meeting schedules that conflict with any previously established meeting schedule of other committees and/or the City Council are discouraged by the City of Doral. Committees shall make every attempt to take notice of any possible conflict with other committee schedules

and/or the City Council schedule when approving their regular meetings for the fiscal year.

Section 3. Special Meetings.

Special meetings may be held upon the call of the Chairperson or a majority of the advisory board, task force or committee. Notice of special meetings shall be by sent via e-mail to the Committee member's e-mail address on file with the City Clerk's Office and shall be received by the committee member with a minimum of 24 hours notice before the meeting. Special meetings shall be publicly noticed in compliance with Ch. 286 F.S. and held at a public location within the City as set by the Chairperson with the approval of the City Clerk.

Section 4. Agenda.

The agenda for all meetings of the Committee shall be prepared by the Chairperson or in the absence of the Chairperson, the Vice Chairperson. Additional agenda items may be proposed at any time by any member of the Committee either during a committee meeting or by request to the City Clerk's Office. The City Clerk's office will notify the Chairperson of the request to add an agenda item and the item will be added with the approval of the Chairperson. Items proposed after the agenda is distributed may only be heard under "New Business" and upon an affirmative vote of the majority of the Committee members present at the meeting. At the discretion of the Chairperson, public comment may be allowed at the end of the meeting.

All agenda materials including back-up material and minutes shall be provided to the City Clerk's Office no later than three (3) business days prior to a regularly scheduled committee meeting.

Section 5. Public Appearances and Requests.

Any City resident, organization or member of the public may appear before the Committee during the public comment portion of any Committee meeting. Requests to appear shall be made to the Chairperson of the Committee at any time prior to the public comments portion of the meeting. Members of the City Council are permitted to attend Committee meetings but shall not vote or participate in discussion, other than during public comment.

Section 6. Quorum.

Fifty percent (50%) of the Committee members appointed to the Committee shall constitute a quorum. Provided there is a quorum, a majority of those present and voting shall be required to adopt any motion or take any action. No actions may be taken without a quorum present although those in attendance may still have discussion.

Section 7. Voting.

Each Committee member shall be entitled to one (1) vote on matters coming before the Committee. The Committee shall act as a body in making its decisions. No member present at a meeting may abstain from voting except in cases of a conflict of interest, as provided in Florida Statutes and the Miami-Dade County Code of Ethics. A member must be present to vote. Proxy votes shall not be permitted.

Section 8. Attendance.

In the event a Committee member fails to attend three (3) regularly scheduled meetings in one calendar year, the Committee member will automatically be removed from the Committee and the Council will be notified of the vacancy.

Section 9. Appointments. Vacancies and Resignations.

Each person appointed to a Committee shall be appointed consistent with the City Charter.

Section 10. Residency Requirement.

Members of Committees shall either:

- a. be a resident of the City; or
- b. be employed in the City; or
- c. own a business located in the City.

Non-residents who have particular interest in a Committee and may bring specific talent and/or expertise may serve on the Committee as a non-voting member.

Section 11. Term of Office.

Each Committee member shall serve a two (2) year term once appointed. No Committee member shall serve more than six (6) consecutive years on a particular Committee. Nothing shall prohibit any individual from being reappointed to the Committee after a hiatus of two (2) years.

Section 12. Membership Limitation.

No Committee shall serve on more than one (1) Committee at the same time. All Committee members shall serve without compensation and shall not otherwise obtain direct or indirect financial gain from their service in the Committee.

Section 13. Oath Requirement.

All Committee members shall be required to subscribe to an oath or affirmation to be filed by the City Clerk, swearing to support, protect and defend the Constitution and laws of the United States, and of the State, the Charter and all ordinances of the City of Doral and in all respects to faithfully discharge their duties.

Section 14. Applicability and Explanation of Laws.

Unless otherwise approved by resolution or ordinance, all Committee members shall be subject to the State of Florida and Miami-Dade County Code of Ethics. Upon appointment, a City representative shall provide Committee members with a copy of the applicable ethics laws and provide an explanation of the State of Florida and Miami-Dade County Code of Ethics (sunshine law, public records law, conflict of interest policy), and the Committee Rules to the Committee member.

Section 15. Officers and Elections.

Every Committee shall elect a Chairperson, Vice Chairperson and Secretary annually, or as vacancies occur, at the first meeting conducted after October 1 to serve for a term of one (1) year. Vacancies shall serve the remaining term of the Committee member they are replacing.

Section 16. Records.

Minutes of all Committee meetings shall be recorded by the Secretary and shall be available for public inspection. The Secretary shall forward all minutes to the City Clerk's Office. The minutes shall then be included by the City Clerk's Office in the agenda for the next regular committee meeting for review and approval by the committee. Once approved, meeting minutes shall be forwarded to the City Clerk for archiving.

During meetings, a standard sign in register must be completed by Committee members and maintained by the Secretary. Attendance and absences must be recorded and submitted to the City along with the minutes, even if there is not a quorum. Each Committee Secretary shall be responsible for providing a current members' roster of all Committee members to the City.

Section 17. Committee Reports.

Annually, during the Regular Council Meeting in June, the Committee shall submit a written report to the City, including a budget request for the next fiscal year, for consideration in the preparation of the City's annual budget. Budget approval shall be made by the City Council during the adoption of the annual budget.

The Chairperson or his/her designee shall present an quarterly report to the City Council, which shall be submitted in writing to the City Clerk's Office. All reports shall be approved by the Committee prior to submission to the City Clerk's Office or presentation to the City Council.