

RESOLUTION 23-R__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ST. LUCIE, FLORIDA, CREATING OPERATING PROCEDURES FOR THE PORT ST. LUCIE YOUTH COUNCIL; ADOPTING PROCEDURES FOR; PORT ST. LUCIE YOUTH COUNCIL MEETING PROCEDURES AND REQUIREMENTS; QUORUM POLICY; APPOINTMENT AND REMOVAL OF MEMBERS; ADOPTING POLICY FOR DECLARED STATE OF EMERGENCY; PROVIDING FOR ADOPTION OF RECITALS; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Port St. Lucie ("City Council") desires to establish and create rules of procedure for its Port St. Lucie Youth Council and its meetings; and

WHEREAS, the City of Port St. Lucie desires to create rules and procedures regarding the quorum requirements, appointment, removal, and terms of its Port St. Lucie Youth Council members.

WHEREAS, the qualified electors of the City of Port St. Lucie, by majority vote, approved Charter Amendments 3 and 5, which granted the City Council the power to establish by resolution the by-laws, rules, procedures and reporting requirements of each board and committee within the City on the November 8, 2022, General Election.

NOW, THEREFORE, THE CITY OF PORT ST. LUCIE HEREBY ORDAINS:

SECTION 1. Ratification of Recitals. The foregoing recitals are hereby ratified and confirmed as true and correct and are hereby incorporated by reference.

SECTION 2. This Resolution shall govern the Port St. Lucie Youth Council and serve as the operating procedure of the Board or Committee unless as provided by State and/or Federal Law. This Resolution shall govern any subsequently created Youth Council, at the direction of the City Council or the City Manager, established after the enactment of this Resolution. Unless provided by Exhibit herein the following Boards and Committees are reenacted or created as follows:

I. BOARDS AND COMMITTEE.

- A. There is created a board to be known as the city youth council, which shall consist of up to nine members from local high schools. The members will be city residents who are actively enrolled in a public or private high school in grades nine through 12. The members shall be appointed by the Mayor and City Council and each member appointed shall serve an initial term of one year. Unlike other boards, the

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term of the members of the city youth council will expire and be appointed in April of each year, and can serve one subsequent term not to exceed three (3) years. The youth council members will attend board meetings and, along with city staff, coordinate activities.

A. **Meeting Requirements.**

- B. A quorum shall consist of a majority of the committee or board's size. If there are any vacant seats within the board, a quorum still consists of a majority of the board's intended size, not how many seats are presently filled.
- C. To the extent possible, each member shall be notified of the place and date of each meeting by a written notice or by telephone at least 24 hours prior to any adjourned, called, or special meeting.

B. **Appointment, Removal, Resignation, and Vacancies.**

- A. **Appointment.** At the recommendation of the Mayor and consent of the Council, qualified individuals may be appointed to a Board/Committee by an affirmative vote of City Council. The Board and Committee Members shall serve without compensation.
 - B. **Removal.** Removal shall be done via Resolution pursuant to section 112.501, Florida Statutes.
 - C. **Resignation.** Any Board member wishing to resign shall submit in writing notification to the City Clerk announcing their resignation and shall include the effective date of such resignation. Any Board member resigning prior to the expiration of their term shall not be eligible for reappointment to any board or committee for a period of one (1) year following the resignation.
 - D. The Mayor shall elevate an alternate or appoint from existing or new applications on file for any vacancies occurring mid-term, In the event there are no alternates available or applications on file the position will be posted, for the remainder of the original term period with consent of City Council.
- C. **Board Terms.** The Port St. Lucie Youth Council shall serve an initial term of one (1) year, and they may be re-appointed for an additional term of up to three (3) years provided the individual is a current high school student and following a competitive application process, beginning in 2024. There is a four (4) year term limit for board members, provided they are still a current high

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school student. After the expiration of the one (1) year term, any person appointed or reappointed to that board or committee seat shall serve a three (3) year term.

D. **Selection of Chair and Vice Chair.** At the first meeting of the year, members of the Port St. Lucie Youth Council shall nominate a Chair, a Vice Chair, and a Chair Pro Tem. Members shall vote for these officers by paper ballot and the City Clerk shall announce the results prior to ending the meeting. The Chair, Vice Chair, and Chair Pro Tem, shall serve one (1) year terms as officers. The Chair shall serve no more than three (3) consecutive terms if re-appointed. All election of officers shall be done by paper ballot prepared by the Clerk.

E. **Operating Procedures.**

A. **Roberts Rule of Order.** Except to the extent there is a conflict with Florida Statutes or City Code, “Roberts Rule of Order” shall govern all meetings of Boards and Committees. All members of Boards and Committees must vote unless there is an executed conflict form submitted to the City Clerk disclosing such conflict.

B. **Florida’s Government in the Sunshine Law Training.** All meetings shall be open to the public and properly noticed according to State Law. All Board members shall undergo yearly Sunshine training.

C. **Order of Business.**

1. *At all regular Board and Committee Meetings, the general order of business before the Committee shall be as follows:*

- (a) Call to Order
- (b) Roll Call
- (c) Determination of Quorum
- (d) Approval of the Minutes
- (e) Public to be Heard
- (f) New Business
- (g) Unfinished Business
- (h) Adjournment

2. *The order of business for called or special meetings shall be as follows:*

- (a) Call to Order
- (b) Roll Call
- (c) Determination of Quorum

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- (d) Business which is the subject of the special or called meeting
- (e) Adjournment

VII. Declared State of Emergency. When the City Manager declares a State of Emergency for the occurrence of a natural disaster, committees shall be permitted to meet via Communications Media Technology (CMT), along with the following:

- A. During a State of Emergency, a quorum shall consist of a majority of board members present remotely.
- B. Voting shall be permitted to take place via Communications Media Technology (CMT).

SECTION 3. Conflict. If any Resolution, or parts of Resolutions, are in conflict herewith, this Resolution shall control to the extent of the conflicting provisions. This Resolution shall supersede any and all Resolutions governing City Boards and Committees prior to the enactment of this Resolution.

SECTION 4. Severability. The provisions of this Resolution are intended to be severable. If any provision of this Resolution is determined to be void or is declared illegal, invalid, or unconstitutional by a Court of competent jurisdiction, the remainder of this Resolution shall remain in full force and effect.

SECTION 5. Effective Date. This Resolution shall become effective immediately.

PASSED AND ADOPTED by the City Council of the City of Port St. Lucie, Florida, this _____ day of _____, 2023.

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CITY COUNCIL
CITY OF PORT ST. LUCIE

By: _____
Shannon M. Martin, Mayor

ATTEST:

Sally Walsh, City Clerk

APPROVED AS TO FORM:

By: _____
James D. Stokes, City Attorney

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EXHIBIT “A” Port St. Lucie Youth Council By-Laws 2023

Section 1. Creation and Qualifications: There is created a board to be known as the city youth council, which shall consist of up to nine (9) members. The members will be city residents who are actively enrolled in a public or private high school in grades nine through 12. The members shall be appointed by the city council and each member appointed shall serve an initial term of one year, and may be appointed for up to a three year term following a competitive process in 2024. Unlike other boards, the term of the members of the city youth council will expire and be appointed in April of each year. The youth council members will attend board meetings and, along with city staff, coordinate activities.

When appointing or consenting to members and alternate members, the recommendation of local high school principals and the leadership of nonprofit organizations shall be an important consideration of the Mayor and City Council. The expertise of applicants may be determined based on their academic record and community service.

Section 2. Attendance: The Port St. Lucie Youth Advisory Council shall meet at least once per month unless there is no business to transact by the day before the regular meeting date. Special meetings may be called by a majority vote of the members of the Port St. Lucie Youth Advisory Committee or as requested by the City Council.

Section 3. Duties and Responsibilities: The duties and responsibilities of the Port St. Lucie Youth Council shall include, but not be limited to, the following:

- A. Facilitate meetings with youth to discuss problems, needs and suggested improvements for the community;
- B. As directed by the City Council review and advise the City Manager and the City Council on at least three (3) service areas: youth involvement in the Citizen Summit, teen recreation programming and;
- C. Discuss issues, concerns and needed improvements;
- D. Plan and participate in a community service project;

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- E. Provide any and all recommendations in writing to the City Manager prior to making any recommendations to the City Council.