

General Boards And Committees Operating Procedures

- *Meeting Requirements.* Quorum consists of a majority of the Committee members,
- *Appointment.* Mayor shall appoint with the consent of City Council, 7 members and 2 alternatives.
- *Removal.* All board member removals shall be done via resolution pursuant to Florida law.
- *Resignation.* Members shall submit in writing their intention to resign and must include an effective date.
- *Board terms.* Board members shall serve a term of 3 years. There are no term limits and board members wishing to serve after January 1, 2024, must reapply at the City Clerk's Office by November 15, 2023.
- *Selection of Chair and Vice Chair.* At the first meeting of each year, board members shall nominate a Chair, a Vice Chair, and a Chair Pro Tem. All officers shall serve 1-year terms. The Chair may not serve more than one term.
- *Operating Procedures:*
 - ✓ *Robert's Rules of Order* shall govern all meetings.
 - ✓ *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.
 - ✓ *Order of business.* At Regular Meetings of the Board, the general order of business shall be:
 1. *Call to order*
 2. *Roll Call*
 3. *Determination of Quorum*
 4. *Approval of the Minutes*
 5. *Public to be heard*
 6. *New Business*
 7. *Unfinished Business*
 8. *Adjournment.*
- *Declared State of Emergency.* When the City Manager declares a State of Emergency, the board shall be permitted to meet via Zoom or similar technology.