

**CITY OF POMPANO BEACH
CHARTER AMENDMENT ADVISORY BOARD BY-LAWS 2016
Broward County, Florida**

PREAMBLE:

We, the members of the City of Pompano Beach Charter Amendment Advisory Board (hereinafter referred to as the Board), in order to more efficiently conduct our meetings and carry out our duties, adopt these By-Laws for our internal governance.

Article I. Name:

The name of this Board shall be the City of Pompano Beach Charter Amendment Advisory Board.

Article II. Purpose:

The purpose of this Board shall be to advise, assist, support and advocate for the City of Pompano Beach City Commission on matters that will strengthen the Charter for residents of the City of Pompano Beach. The specific purposes of the Board may include the following responsibilities:

- a. offer recommendations for improvements or amendments to the City Charter;
- b. assist the City Commission in setting priorities, including participating in ongoing tasks of the charter review process;
- c. address and resolve requests from the City Commission.

Article III. Objectives:

The primary objective of the Advisory Board is to report to and make recommendations to the City of Pompano Beach City Commission.

Article IV. Board Role Defined:

It is the role and sole prerogative of the City of Pompano Beach City Commission to enact policy. The Advisory Board is expected to offer recommendations for charter amendment changes and to provide information relevant to policies which impact the residents of the City of Pompano Beach.

The Board functions in an advisory capacity only. The Board will serve as a mechanism to:

- a. Provide ongoing feedback on regulations, policies, and procedures;
- b. Evaluate current board structure;
- c. Identify new or alternative ways of doing business;
- d. Determine areas of the City Charter that may need to be changed or improved as directed by the City of Pompano Beach City Commission;
- e. Serve as an issues forum for residents;

f. Determine charter amendment priorities and needs.

Article V. Membership and Members:

1. Membership:

- a. The Advisory Board shall consist of six (6) members.
- b. The members of the Advisory Board shall be residents of the City of Pompano Beach;
- c. The members of the Advisory Board shall not receive compensation for their services to the Board;
- d. The members of the Advisory Board shall be appointed by the City of Pompano Beach City Commission;

2. Term of Membership:

- a. Advisory Board Members serve on a volunteer basis only.
- b. Member terms shall be for two (2) years. The term of office of each member shall coincide with the term of the appointing City Official.
- c. Any member may resign from the Advisory Board by giving written notice to the Chair. The resignation shall be effective immediately upon receipt of such notice.
- d. Upon notice of a resignation, the Chair shall notify the City of Pompano Beach City Commission to fill the vacancy;

3. Officers:

- a. Officers shall include a Chair and Vice-Chair.
- b. Officers shall be elected by simple majority of appointed members.
- c. Officers shall serve a one (1) year term and may be re-elected.
- d. Officers shall be elected at the first meeting of each calendar year.
- e. Duties of officers shall be those commonly ascribed to these offices.
- f. It is the Chair's responsibility to ensure compliance with the By-Laws.
- g. The Vice-Chair shall perform the duties of the Chair when the Chair so desires, the Chair is absent, the Chair has declared a conflict of interest, or the office of the Chair is vacant. In the event the office of the Chair is vacant, the Board shall elect the Chair at the next scheduled quarterly meeting, or by special meeting, and whose term shall run until the elections at first meeting of the next calendar year.

4. **Member Responsibilities:**

a. Each member is expected to attend meetings and participate.

b. Each member is expected to review the issues that come before the Advisory Board in order to contribute to the resolution process.

c. The Board shall make periodic reports to the City Commission and shall submit written reports of its recommendations for Charter changes to the City Commission. When evaluating proposed Charter amendments, the members shall consider the following guidelines:

1. Constitutionality of amendments should not be doubtful, e.g. conflict with the Constitution, or Statutes, or Statutory preemption.

2. Amendment and ballot language should be clear, concise, and understandable.

3. Amendments should consider impact on City and County government.

4. Amendments should attempt to avoid specific, static dollar amounts that can only be changed by an amendment to the Charter.

5. Amendments should not reference State Statute numbers; titles should be used instead. Amendments should not duplicate Statute provisions.

6. Amendments shall not usurp the City of Pompano Beach Board of Commission authority.

7. Amendments should avoid matters that would be more appropriate as Ordinances.

8. If a proposed Charter Amendment does not meet the above criteria, other means of addressing the problem may be suggested.

Article VI. Organizational Structure and Procedural Rules:

1. **Board Operation:**

a. The Board shall meet not less frequently than once each calendar quarter, at the call of the Chair or Vice-Chair, or at the call of any three members. Unless a different time and date is called, the Board shall meet at 7:00 pm on the second Wednesday of the quartered month. Except for the meeting at which officers are elected, the Chair may cancel the required quarterly meeting if there is no objection by any member, and there is no business to be considered.

b. Meeting minutes will be recorded for each meeting and approved by the Board at the next meeting.

c. A quorum shall consist of a simple majority of appointed members (four members) and shall be required to hold a meeting or take any action. A quorum being present, motions and resolutions shall carry by a majority of those members present.

d. All meetings shall be conducted in accordance with Robert's Rules of Order unless waived by the Chair.

e. Each member shall be entitled to one (1) vote and shall cast that vote on each item submitted. Members shall only abstain from a vote when there is a valid conflict of interest pursuant to Florida law.

f. A rule of procedure may be suspended or waived at any meeting in which a quorum is present and by a majority vote of the Board members present, unless such rule is established by statute or applicable code.

Article VII. Bylaws and Amendments:

a. The Board shall adopt a set of written By-Laws at the organizational meeting of the Board. The By-Laws govern Board operation. A quorum being present and a majority vote of those members present shall be required for adoption or change of the By-Laws.

b. These By-Laws may be amended by a quorum and a majority vote of those members present, except where such amendment would be contrary to requirements or limitations set by statutes or applicable codes. An amendment may be proposed at any regular meeting of the Board, and shall not be acted upon until the following regular meeting.

c. Amendments to these By-laws shall be approved by the City Commission, and shall not be effective until approved by the City Commission.

Article VIII: Severability:

If any section, subsection, sentence, clause or phrase of these Bylaws is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of the Bylaws.

Article IX: Effective Date:

These Bylaws shall become effective upon adoption by the City Commission.

**These Bylaws were approved by the Charter Amendment Board
on the 8th day of June, 2016.**

By: _____
Printed name: Whitney Rawls
Title: Chair
Date: June 8, 2016

**These Bylaws were approved by the City of Pompano Beach City Commission
on the 13th day of September, 2016.**