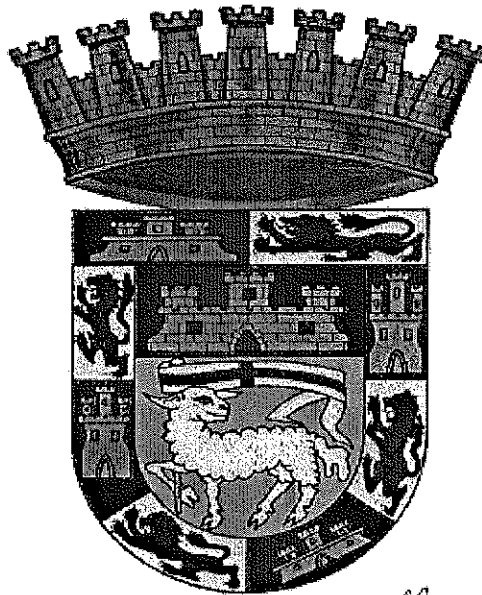


PART 2
of the
**Rules & Policies of the Board of
County Commissioners**



**BOARD-APPOINTED BOARDS,
COMMITTEES, COMMISSIONS AND
AUTHORITIES**
(Pages 14-22)

- B. After the committee has fully considered an issue, it may be referred to the full Board with one of the following:
 - 1. Recommendation for approval (must come from the full committee membership).
 - 2. Recommendation for denial (must come from the full committee membership).
 - 3. A split decision.
 - 4. No recommendation (not considered).
- C. Voting or consensus in all committees shall be by voice vote, but upon the request of any member of the committee, the vote shall be taken by roll call.
- D. Any committee intending to conduct a public hearing at a special meeting, as defined in Rule 3.206, shall give each member of the committee not less than three (3) days written notice of such hearing, which notice shall include a statement of the subject matter of the public hearing, and it may include the phrase "and all other matters that may come before the committee."
- E. The rules of the Board shall govern proceedings in committee, except as otherwise provided by Rule.

RULE 2.107 SPECIAL COMMITTEE MINUTES

- A. The proceedings of every Special Committee shall be electronically recorded, and unless excused by the committee Chair, the Clerk of Court's designee shall be in attendance to take notes, care for the committee and legislative files being used by the committee, assist in the preparation of committee reports and perform other duties as instructed by the Chair. Written minutes of the proceedings are required and shall be prepared in the standard format used by the Clerk for the Board. Memorandum minutes only will be prepared by the Clerk's designee. The recordings of the proceedings shall be kept as a permanent record of the Board.
- B. Copies of committee minutes may be obtained through the Clerk of Court's Office.

PART 2 BOARD-APPOINTED BOARDS, COMMITTEES, COMMISSIONS AND AUTHORITIES

RULE 2.201 MEMBERSHIP

- A. **Appointment.** Members of boards, committees, commissions and authorities ("Boards/Committees") shall be appointed by the Board of County Commissioners except where otherwise expressly provided for with respect to a particular Board/Committee. A member will be considered to have full voting rights and privileges when all required paperwork including, where applicable, Financial

BOARD RULES AND POLICIES

Chapter 2: Committees

Disclosure, is completed and filed with the appropriate office.

- B. **District Representation.** Every reasonable attempt will be made to have all County Commission districts equally represented on each Board/Committee. For some Board/Committees this is a requirement of its creating legislation.
- C. **Qualifications.** Applicants must be residents of St. Johns County and meet any other requirements set forth by the applicable Board/Committee.
- D. **Compensation.** No member of any Board/Committee shall receive compensation for his/her services as such, except as otherwise provided herein, or be entitled to pension or other retirement benefits on account of such service. Members of any Board/Committee shall not utilize their position to solicit or conduct private business unrelated to the Board/Committee at any time during the meeting, recess, while on County property or while conducting County business.

However, certain boards may find it necessary to travel. If so, they may receive their actual or necessary expenses incurred in the performance of their duties of office, including travel reimbursement or stipend in accordance with Section 125.9404, Florida Statutes, as approved by the Board of County Commissioners and as budgeted each fiscal year.

- E. **Term Expiration.** Letters notifying members of impending term expiration will be at a minimum mailed two times a year - in January and July - for expiration dates occurring in the first and last six months of the year, respectively.
- F. **Correspondence.** All official correspondence to County Commission-appointed Board/Committee members shall be signed by the initiating County Commissioner or staff, and all Commission members shall be copied on the same.

RULE 2.202 ATTENDANCE, ALTERNATES AND VACANCIES

A. Attendance.

1. If any appointed member of a Board/Committee fails to attend three (3) consecutive regularly scheduled meetings or five (5) of twelve (12) regular or special meetings or workshops of the Board/Committee, the Board/Committee shall declare the member's office vacant and the vacancy shall be filled as provided herein, unless otherwise provided by law. Staff shall maintain a record of absences and enforce the attendance policy.
2. For those Board/Committees that meet twice a month on a regular basis, the

attendance threshold shall be six (6) consecutive regularly scheduled meetings or ten (10) of twenty-four (24) regular or special meetings or workshops of the Board/Committee. Staff shall maintain a record of absences and enforce the attendance policy.

3. Notwithstanding the above attendance requirement, the Board of County Commissioners may take action to allow an appointed member of a Board/Committee to continue to serve in office upon a showing of good cause and exceptional circumstances. If a member is interested in invoking this policy, the member should address a letter to the County Commission Chair, copied to the Board's County Commission Liaison (if applicable) and staff support, stating such intentions. The matter will then be brought to the full County Commission for action. The Board may appoint an interim member as circumstances dictate.
4. It is the responsibility of the Board/Committee member to notify appropriate staff support no later than seven (7) days in advance of a planned absence, or as soon as possible in the event of an unexpected absence.

B. Alternates.

1. Alternates are appointed to assist a Board/Committee with meeting quorum requirements to conduct business. It is essential that Alternates make every effort to attend all workshops, regular and special meetings of the Board/Committee as an Alternate may be called upon at any time to serve as a regular, voting member. Therefore, it is also important that Alternates have the most current knowledge of any ongoing discussion of matters that carry forward from previous meetings in the event such vote must occur.
2. Alternates must meet the same attendance requirements as regular Board/Committee members. Failure to do so will result in the same consequences, with the Board/Committee declaring the Alternate's seat vacant.
3. Alternates with appropriate qualifications may be recommended to move into vacancies created among the regular membership of the same Board/Committee. The Alternate is then eligible to serve four (4) full terms as a regular member of the Board/Committee, unless appointed to complete a term greater than one (1) year in length, in which case the member would be eligible for only three (3) full, additional terms.

- C. Vacancies.** Any vacancy on any Board/Committee shall be filled for the unexpired term in the same manner as provided for in the initial appointment to the Board/Committee.

BOARD RULES AND POLICIES

Chapter 2: Committees

Regarding unanticipated vacancies, a minimum of four (4) weeks time will occur from the County receiving notification of the vacancy to placement of the appointment on a County Commission agenda, to allow adequate time for advertisement and solicitation of applications.

- D. **Members Seeking Public Office (Resolution 92-119).** The County Commission policy requires that anyone serving on a County-appointed Board/Committee who desires to seek public office resign from the respective Board/Committee upon naming a campaign treasurer. A letter from the County Commission Chair, with a copy of the Resolution, will be sent to pertinent Board members should the situation arise.

RULE 2.203 LIMITATIONS OF TERMS OF SERVICE

- A. Unless otherwise provided for in the creating legislation of a particular Board/Committee or otherwise specified by law, regular appointments will be made for two (2) year terms.
- B. A member seeking reappointment to a Board/Committee must submit a letter of interest and be considered as any other applicant. A record of attendance will be considered as part of the applicant process for reappointment.
- C. Any member appointed to a Board/Committee for four (4) complete, consecutive terms shall not be eligible for the next succeeding term, unless otherwise stated in legislation regarding a particular Board/Committee.
- D. In the event that a member is appointed to complete an unexpired term one (1) year or less in length, that member is eligible to serve an additional four (4) full terms. Completion of a term of more than one (1) year in length will count as one (1) term, leaving the member eligible for only three (3) additional full terms.
- E. All members serve at the pleasure of the Board of County Commissioners and may be removed at any time without cause, or as provided by law.
- F. The State's prohibition on dual office holding is expressly recognized. Additionally, no one may serve on more than one Board/Committee at the same time, unless at the specific direction of the Board of County Commissioners. Upon appointment of a current member to a second committee for dual service, the County Commission shall have a specific, stated reason for this action clearly stated in all pertinent motions. An applicant seeking dual status must be in good standing, as attested to by the County Commission liaison of the affected Board/Committee.
- G. Any member of a Board/Committee may apply for service on another

Board/Committee if he/she first resigns from the current Board/Committee on which he/she serves, unless applying for dual status. If a member is granted dual status and appointed to a second Board/Committee, then resigns the position on the original Board/Committee, it will count as an automatic removal from both Board/Committees.

- H. Periodically, situations require that membership on Board/Committees be staggered to maintain a continuous presence of a majority of experienced members at any one time. Term limits, with regard to staggering, shall be addressed in the following manner:
1. A member appointed to an initial, staggered term less than one (1) year in length will be eligible for an additional four full two (2) year consecutive terms at the conclusion of the initial, staggered term.
 2. A member appointed to an initial, staggered term one (1) year or more in length is eligible for only three (3) additional two (2) year terms after the initial staggered term is complete.

RULE 2.204 APPLICATION TO SERVE

- A. **Application.** Anyone wishing to serve on a Board/Committee must submit a completed application, which may be obtained from County Administration. No one will be considered for appointment without a completed application on file.

Presently there are two (2) applications for County Board/Committees: the standard application and the application for Board/Committees addressing land use. Which application is completed depends on which Board/Committee a County resident seeks appointment.

1. The standard application is for all advisory committees regarding issues other than land use.
 2. The application for Board/Committees addressing land use requests additional information of the applicant regarding current investments or holdings in St. Johns County. This application is to be completed by all Board/Committees with final decision-making authority and those required to file financial disclosure.
- B. **Vacancy Notification.** Vacancies will be posted and advertised as necessary.
- C. **Disclosure.** Certain appointees may be required to complete disclosure forms as required by State law. County Administration will maintain a list of those Board/Committees to which this requirement pertains.

- D. **Inactive Applications.** Applications on file for six (6) months without activity will be deemed inactive. Prior to being purged, applicants will be notified to determine whether the application will remain active for a second six (6) months. At no time will an application remain active longer than one (1) year.
- E. **Reappointment.** See Rule 2.203 (B).

RULE 2.205 PROCEDURES, OFFICERS, RULES

- A. **Meeting Schedule.** Unless otherwise provided for, with respect to a particular Board/Committee, each Board/Committee shall hold regular meetings, and may meet more frequently if needed as provided in its rules. Certain Boards/Committees will meet as needed, but at least annually.
- B. **Quorum.** A majority of the membership of a Board/Committee shall constitute a quorum for the purpose of meetings and transacting business.
- C. **Officers.** Each Board/Committee shall elect a Chair and a Vice-Chair, each of whom shall serve for one (1) year and until a successor is chosen, unless otherwise provided for, with respect to a particular Board/Committee. Staff support will notify County Administration annually of the names of members who serve as officers.
- D. **Minutes.** Written minutes will be taken and maintained by a County staff member, be it the Staff Support person or staff designated as recording secretary for the purpose of the meeting. Copies of minutes will be made available as requested.
- E. **Rules.** Each Board/Committee may adopt, amend and repeal rules for its further organization, not inconsistent with the Board of County Commissioners' Rules and Policies. Rule changes shall be approved by the Board of County Commissioners on the Consent Agenda.
- F. **New Committees.** All new Board/Committees, ad hoc or regular, will, as a group, receive training regarding the Sunshine Law, public record laws and County Commission policy. Training will be provided by the County Attorney's Office at the new Board/Committee's organizational meeting and anytime thereafter as necessary.
- G. **Mission Statement.** No Board/Committee shall assume any power or authority not specifically granted to it, but each Board/Committee shall strive to give the citizens and the Board of County Commissioners of St. Johns County their best efforts in developing recommendations regarding their assigned subject matter and providing other authorized services.

1. Each individual Board/Committee appointed by the Board of County Commissioners shall develop its own individual mission statement and submit such to the Board of County Commissioners for review and approval within six (6) months of said appointment. Said mission statement shall be reasonably limited to the subject area and purpose for which the Board/Committee was created.
2. The following shall be a mission statement applicable to all Board/Committees appointed by the Board of County Commissioners unless the Board of County Commissioners establishes a particular alternative mission statement for a designated Committee or specifically rules that no general mission statement shall be applicable to a designated committee:

Each Board/Committee shall carry out its particular mandate made by the Board of County Commissioners while operating in compliance with all applicable Federal and State laws, and County ordinances, including, but not limited to, the Florida Sunshine Law, the Florida Public Records Law, applicable quasi-judicial hearing rules, and the civil rights laws of the United States .

- H. **Staff and Administrative Support.** A County employee shall be appointed by the County Administrator to serve as Staff Support for each Board/Committee appointed by the Board of County Commissioners. The Staff Support will be assigned to monitor activities, serve as liaison and promote communication. Each such Board/Committee and Staff Support shall be assigned to a County Department for administrative support and oversight. Each such Board/Committee which requires staff support of the County shall address such request to the Board/Committee Staff Support appointed for that particular Board/Committee. If such Support is not available to timely address a particular need of a Board/Committee, the request may be addressed to the appropriate Department Director or to the Office of the County Administrator. This provision shall not be interpreted as restricting any Board/Committee member from making an individual public records request to any County agency, although such individual shall have individual responsibility for the cost of such request.

Board/Committee use of County equipment and services (i.e., postage, copies, research, minutes, business cards) is allowed as needed and approved by County Administration.

- I. **Legal Assistance.** Legal advice will be provided by the County Attorney's Office as reasonably requested, and approved by the Board of County Commissioners.

J. **Expenditures and Liabilities.** Each Board/Committee with an approved budget must obtain written authorization from the Staff Support before making any expenditure. Any disagreement regarding expenditures between the Staff Support and the Board/Committee shall be referred to the County Administrator for resolution. The assigned Staff Support shall be responsible for ensuring that County supply, purchasing and expenditure policy and procedures are complied with by their assigned Board/Committee. No Board/Committee may obligate or incur liability on behalf of the County without the express written authorization of the County Administrator or the Board of County Commissioners.

K. **Issues on Individual Boards, Committees, Commissions, Authorities.**

In the event a concern arises within a Board/Committee regarding membership, effectiveness or validity of that particular Board/Committee or any other matter that cannot be resolved by the particular Board/Committee with a vote of its membership, the following steps will be taken for resolution:

1. If the Board/Committee has a County Commission liaison, the liaison will determine whether it is a matter that should be addressed by the Board of County Commissioners for resolution.
2. If a County Commission Liaison is not assigned, the Staff Support will proceed as follows:
 - i. Meet with the Chair of the respective Board/Committee to discuss the situation and possible alternatives for resolution.
 - ii. Meet with the County Administrator to discuss the situation and determine the most appropriate plan of action.
 - iii. The agreed upon matter for proceeding will be committed in writing and implemented, and a follow-up report will be conveyed to all pertinent parties as necessary.

L. **Specific Findings.** All orders/recommendations shall give specific findings and reasoning for the decision/recommendation.

M. **Presence During an Appeal.** If a decision is appealed before the Board of County Commissioners, a member of the Board/Committee will be present at such hearing.

RULE 2.206 REQUIREMENTS OF BOARD/COMMITTEES

- A. **Budgets.** Each Board/Committee shall submit, within the time and in the manner provided, an annual budget for the public funds which it deems necessary for the performance of its functions. If a budget is appropriated by the Board of County Commissioners, it shall be administered as a part of the appropriations to the County Administrator. Should funds be needed during the year, the request shall be made to the Board/Committee's County Commission Liaison, who will bring the matter to the County Administrator to be placed as a scheduled agenda item on the Board of County Commissioners Regular Agenda. The requirements of this section shall not be prejudicial to their ordinances, making other provisions for the submission or administration of a budget by a particular Board/Committee.
- B. **Annual Reports.** Each Board/Committee must submit an Annual Report to the Board of County Commissioners by April 1st indicating its activities and accomplishments for the previous calendar year. The report should include the mission statement of the Board/Committee, projections for the current calendar year and any other relevant information, such as the proposed budget.
- C. **Boards Subject to Certain Laws.** Each Board/Committee is subject to applicable Florida law, including but not limited to the provisions of Chapters 112, 119 and 286, Florida Statutes (regarding Public Officers & Employees, Public Records and Government in the Sunshine, respectively). Each prospective member of a Board/Committee shall be provided with a copy or summary of Chapters 112, 119 and 286, Florida Statutes. The rules of each Board/Committee shall have County staff as custodian of the records of the Board/Committee, who shall be responsible for the records' safekeeping on County property and administration, according to Chapter 119, Florida Statutes.
- County employees may not serve as voting members on any County Board/Committee. For the purpose of this paragraph, County Commissioners shall not be considered County employees.
- D. **Employee Harassment Policy.** St. Johns County expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, Veteran status or status in any group protected by state or local law. Improper interference with the ability of St. Johns County employees to perform their expected job duties is not tolerated. Board/Committee members shall comply with this policy in their interactions with County employees. See section 406 of the Administrative Code to reference the complete policy.