

## DIVISION 2. - UNIFORM PROCEDURES FOR ADVISORY BOARDS

### Sec. 2-281. - Application.

Except as otherwise provided in this Code and in the land development regulations and excepting the city commission, this division shall be designated as the uniform procedures for the city's advisory boards, including those boards designated as commissions.

(Code 1986, § 11.01)

### Sec. 2-282. - Appointment; tenure.

All persons who desire to serve on an advisory board shall be city residents, except as provided in section 46-62 of this Code or as otherwise provided by law. All such persons shall submit a resume to the city commission as part of their application. All advisory board members serve at the pleasure of the city commission and may be removed by majority vote of its full membership, notwithstanding that they were appointed for a specific term. No member derives any property rights in his appointed position.

(Code 1986, § 11.08; Ord. No. 03-20, § 1, 8-5-2003)

### Sec. 2-283. - Officers.

From among its members the advisory board shall elect a chairperson and such other officers as it deems necessary.

(Code 1986, § 11.02)

### Sec. 2-284. - Quorum; procedures.

The next whole number of members above 50 percent of the advisory board members shall constitute a quorum. Each advisory board shall adopt procedures for the conduct of its meetings.

(Code 1986, § 11.05)

### Sec. 2-285. - Regular meetings.

The advisory board shall convene on a regularly scheduled basis at least once each month, and notice of such meeting shall be published in a newspaper of general circulation in the city at least five days in advance thereof. At any special or regular meeting the advisory board may set a future meeting date.

(Code 1986, § 11.03)

### Sec. 2-286. - Absences.

If a member of an advisory board is absent from three consecutive regular meetings or is absent from more than one-half of the regularly scheduled meetings during any six-month period, without prior approval of the chairperson, the advisory board shall declare the member's office vacant. The advisory board shall certify the vacancy to the city commission. The chairperson shall give approval for absence for reasons of personal illness, family illness and death in the family, and may approve an absence for such other reason as the chairperson deems reasonable.

(Code 1986, § 11.09)

Sec. 2-287. - Special meetings.

Special meetings of an advisory board may be called by the chairperson or by written notice of three voting members. Reasonable notice of a special meeting shall be conspicuously posted; notice of a special meeting shall be published in a newspaper of general circulation in the city in all instances when time allows.

(Code 1986, § 11.04)

Sec. 2-288. - Open meetings.

Minutes shall be kept of all meetings of an advisory board. All such meetings shall be open to the public, and an agenda for each meeting shall be available to the public at city hall 48 hours in advance thereof; provided, however, that agendas for special meetings shall be available to the public either 48 hours before the special meeting or as soon before the meeting as practicable.

(Code 1986, § 11.06)

**State Law reference**— Open meetings law, F.S. § 286.011.

Sec. 2-289. - Conflict of interest.

- (a) All advisory board members are subject to the conflict of interest provisions of F.S. ch. 112. Board members with an actual conflict of interest in a particular agenda item shall not vote or in any way participate in the item. Accordingly, when a board member who has declared a conflict of interest is either the applicant or a representative of the applicant of the particular agenda item, that board member must remove himself from the dais during the discussion of the item.
- (b) Advisory board members shall refrain from using their official positions as board members to solicit or obtain business for personal remuneration. No board member shall use information not available to the general public and gained because of his official position for his personal gain or benefit or for the personal gain or benefit of any other person or business entity.
- (c) When considering an appointment or reappointment to an advisory board, the city commission shall consider the applicant's record of conflicts of interest.

(Code 1986, § 11.07)

**State Law reference**— Conflicts of interest, F.S. § 112.311 et seq.

Secs. 2-290—2-315. - Reserved.