VILLAGE OF KEY BISCAYNE

Office of the Village Manager

Village Council
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Village Manager
Jacqueline R. Menendez

DT: October 7, 2003

TO: Honorable Mayor and Members of the Village Council

FR: Jacqueline R. Menendez, Village Manager

RE: Standard Rules for Committees

RECOMMENDATION

It is recommended that the Council consider a uniform set of guidelines for committees. In 1992, the Council approved two documents which regulate committees. One document contains rules and the other guidelines (see attached). Neither document addresses absenteeism, whether individuals can serve on multiple committees, and a specific date to submit progress reports.

Presently there are three (3) Committees and another about to be appointed. Staff suggests there should be uniform rules. It is difficult for committees to regulate themselves and candidates for appointments do not know the requirements of serving on committees. A consistent set of rules provides a clear understanding of the Village's requirements.

This memorandum presents several options for consideration by the Council. Once the Council decides on the approach, staff will draft a resolution for consideration at a future meeting.

EXPLANATION

On December 8, 1992, the Village Council approved the two documents entitled "Guidelines for Committees of the Village of Key Biscayne" and "Rules for Committees of the Village of Key Biscayne". In some instances the Guidelines and Rules are not consistent. Neither of these documents address, absenteeism specifically state reporting dates to Council, or if a resident can serve on multiple committees.

Both documents refer to Standing Committees which have a continuing existence and Special Committees which sunset when their work is completed. Presently, the Council has created the following Committees:

a. Two Standing Committees: the Art in Public Places Board and the Community Center Committee.

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MISSION STATEMENT: "TO PROVIDE A SAFE, QUALITY COMMUNITY ENVIRONMENT FOR ALL ISLANDERS THROUGH RESPONSIBLE GOVERNMENT."

b. Two Special Committees: the Crandon Boulevard Streetscape Master Plan Committee and the Noise Ordinance Review Committee.

The Art in Public Places Board has adopted its own Bylaws. One of the bylaws provides for the removal of a member if he/she is absent from three (3) meetings in one year. The removal is subject to a vote of the Board. The Crandon Boulevard Streetscape Committee and the Noise Ordinance Review Committee have adopted their own attendance rules which state if a member is absent from three (3) meetings they are subject to automatic removal. There is one non-resident who holds an executive position in a major corporation in the Village. This person serves on two committees.

Staff requests that the Council direct the Administration to prepare a resolution which address the following subjects. Staff has provided several options for each of the policies:

Policy	Options
1. Two documents: Rules for Guidelines	1. Maintain two documents that govern Committees. 2. Merge each of the documents as Rules.
2. Creation of Committees	1. Motion. 2. Resolution. 3. Ordinance.
3. Absenteeism	1. No regulation. 2. Three absences in 12 months. 3. Automatic removal if absent from 3 meetings. 4. Removal by a vote of the committee. 5. Committee recommendation for removal-final decision by Council.
4. Filling of vacancies	1. All vacancies on Standing and Special Committees filled by the Mayor with consent of Council. 2. Since Special Committees serve for a limited duration, the Committee by a majority vote may only request that a vacancy be filled.
5. Serving on multiple committees at one time	1. No prohibition on serving on multiple committees. 2. One Committee at a time.
6. Annual Progress Report. Current Guideline requires regular reports, but a date to submit a progress report is not stated.	1. No reporting date. 2. Standing Committees must provide the Council with an Annual Progress Report at the first meeting in December. Special Committees must provide the Council with a report at the conclusion of their work or at the first Council meeting in December, whichever is earlier.
7. Residency in Village. Current Guideline refers to residents only.	1. Any resident who lives in the Village for any duration of time. 2. Registered voter in the Village. 3. Residents who have their primary mailing address in the Village. 4. Individuals who have their primary place of work in the Village. 5. All or any combination of the above.

RULES FOR COMMITTEES OF THE VILLAGE OF KEY BISCAYNE
(As Adopted by the Village Council on December 8, 1992)

Robert Rules of Order Newly Revised 1990 Edition has been adopted by the Village Council of the Village of Key Biscayne and shall be applicable to all committee activities unless otherwise provided for in these rules.

I. APPOINTMENT OF COMMITTEES, MEMBERSHIP, QUALIFICATIONS

A. The Mayor shall appoint all committee members subject to approval by the Village Council. The Mayor may choose to ask members of the Village Council to submit suggested names for appointment to various committees.

B. Committee members may be members of the Key Biscayne Council or non-member residents of the Village.

C. Members resigning from a committee shall notify the Village Clerk. The Mayor shall appoint a successor, subject to approval by the Council.

II. TYPES OF COMMITTEES

A. STANDING COMMITTEE. A standing committee is a body of one or more persons with a continuing existence. Standing committees may be created and dissolved from time to time by the Village Council. The purpose and duties of Standing Committees as well as the terms of their member shall be determined by the Village Council at the time committees are created. The specific functions of Standing Committees will be determined by the Village Council. The Village Council may, at its discretion, request that the Standing Committee meet and prepare a plan of action to be presented to the Village Council for approval.

B. SPECIAL COMMITTEES. A special committee is a body of one or more persons appointed for the purpose of carrying out a specific task. The functions of a special committee will be determined by the Village Council at the time the committee is created. Special committees shall be discharged by the Village Council at the time their work is completed and a final report is presented to the Village Council.

III. RULES OF PROCEDURE FOR COMMITTEES

A. The public and committee members shall be given at least 24 hours notice of committee meetings.

B. A written agenda shall be prepared and distributed for each committee meeting.

C. Committee meetings may be called by the Chairman or by any two members of a committee.

D. A majority of a committee's members shall constitute a quorum. No business shall be conducted unless a quorum is presented.

E. A committee may adopt rules governing its conduct which do not conflict with either Robert's Rules of Order or with these rules. Each committee shall appoint a chairperson who shall conduct meetings, engage in discussions, make motions and vote on items before the committee.

F. Committees shall report to the Village Council in writing on no less than a quarterly basis or more often as deemed necessary by the committee or the Village Council.

G. Written minutes should be kept of all committee meetings by the Village Clerk who shall be responsible for the preservation of such minutes.

GUIDELINES FOR COMMITTEES OF THE VILLAGE OF KEY BISCAYNE
(As Adopted by the Village Council on December 8, 1992)

The Key Biscayne Council[1] adopted Robert's Rules of Order Newly Revised, 1990 Edition, at a special weekly meeting held on October 1, 1991. Following are the parliamentary definitions, rules and procedures which shall govern the Key Biscayne Council and its committees.

I. APPOINTMENT OF COMMITTEES:

Section 2.02 (a) of the Charter of the Village of Key Biscayne provides that "The Mayor shall ... name committees of the Board of Trustees and appoint members of the Village boards and agencies with the approval of the Board of Trustees." Accordingly, the Mayor may in his discretion, choose to submit names or ask the Key Biscayne Council to submit names for prospective committee members. The appointed list of committee members must be approved by a majority vote of the Key Biscayne Council.

Committee members may be members of the Key Biscayne Council or non-members who are residents of the Village of Key Biscayne. Members resigning from a committee must notify the Mayor, who is authorized to recommend a successor to the Key Biscayne Council.

II. TYPES OF COMMITTEES:

A. STANDING COMMITTEE. A standing committee is a body of one or more persons with a continuing existence. Standing Committee may consider, investigate, and/or take such action on matters or subjects as directed by the Village Council. The specific function of a standing committee will be determined by the Council by motion, or the Council may direct the committee to bring a plan of action to the Council for its approval. Members appointed to a standing committee shall serve for a term to be determined by the Council.

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[1]The Board of Trustees was renamed the Key Biscayne Council by the qualified electors of the Village of Key Biscayne at a special election held (concurrent with the general election) on November 3, 1992. At the time of this writing, the Charter and Code of the Village of Key Biscayne had not been amended to reflect the name change. Consequently, references to the Charter and/or Code will observe the previous "Board of Trustees" designation.

B. SPECIAL COMMITTEE: a special committee is a body of one or more persons appointed by the Key Biscayne Council to carry out a special task. The function of a special committee will be determined by the Key Biscayne Council at the time the committee is appointed. A special committee is automatically discharged when its work is completed and a final report is presented to the Key Biscayne Council.

III. RULES OF PROCEDURE FOR COMMITTEES:

A. All members of a committee as well as the public shall be given at least 24 hours notice of meetings.

B. The committee chairman or any two members may call a meeting.

C. The quorum of a committee shall be composed of a majority of its members. Without a quorum business may not be conducted and no decision can be made.

D. All committees must abide by the rules of the Charter of the Village of Key Biscayne, special rules adopted by the Key Biscayne Council and Robert's Rules of Order Newly Revised, 1990 Edition. The committee may not adopt any rules different from those mentioned.

E. A committee has no power to discipline its members for improper conduct related to its proceedings; such incidents should be reported to the Key Biscayne Council.

F. The committee chairman may engage in discussions, make motions and vote.

G. The committees shall report their progress to the Key Biscayne Council on a regular basis.

H. All reports should be in writing and may contain only what was agreed to by a majority of the committee.

I. The five parts of a committee report shall include:

(1) Name: The report must begin by identifying the committee making the report.

(2) Procedure: The report must include a description of the way in which the committee undertook its charge.

(3) Facts Found: The report must include the facts uncovered or information obtained.

(4) Recommendations: The report must include the recommendations of the committee, preferably in the form of a motion for the Key Biscayne Council to consider.

(5) Signatures: All members of the committee who concur in the report must sign the report. The chairmen may sign only if a majority of the committee approves the report and authorizes the chairman to sign.