

Legislative #

210356



27 of the city ~~shall~~ provides otherwise ~~provide~~. Each board and committee created by the city  
28 commission shall submit an annual written report describing its activities during the previous  
29 year. The annual report shall be submitted to the city commission in accordance with the  
30 schedule published by the city clerk. At least every five years, the city commission shall  
31 review the purpose, functions, and duties of all boards and committees and shall eliminate any  
32 that have fulfilled their purpose and/or are no longer deemed necessary by the city  
33 commission.

34 **Sec. 2-246. - Members to remain in office until successors appointed; exceptions.**

35 The members of all boards, and committees ~~and commissions~~ appointed by the city  
36 commission ~~shall~~ may remain in office until their successors are appointed, unless a charter  
37 provision or ordinance of the city ~~shall~~ provides otherwise ~~provide~~.

38 **Sec. 2-247. - Removal from office; attendance.**

39 (a) For purposes of this section:

40 *Advisory board* means any board, ~~commission,~~ or committee created by the city  
41 commission, ~~or council~~ whose powers, jurisdiction, and authority are solely advisory and  
42 do not include the final determination or adjudication of any personal or property rights,  
43 duties, or obligations.

44 *Attend or attendance* means presence at a meeting for a duration of at least 50 percent of  
45 the entire meeting time as verified by the ~~board secretary~~ staff liaison on the attendance  
46 record.

47 *Quasi-judicial or administrative board* means any board, ~~commission,~~ or committee, ~~or~~  
48 ~~council~~ created by the city commission whose powers, jurisdiction, and authority include

49 the final determination, or adjudication of any personal or property rights, duties, or  
50 obligations.

51 (b) Unless otherwise provided by law, the ~~The~~ city commission may remove from office  
52 any appointee of the city commission without cause or prior notice ~~as provided by~~  
53 ~~law.~~

54 (c) Except as provided otherwise, any ~~Any~~ appointee of the city commission, ~~to any~~  
55 ~~board, commission, committee, authority, or council~~ except the community  
56 ~~redevelopment agency~~ appointees to, the Gainesville-Alachua County Regional  
57 Airport Authority, the board of trustees for the City of Gainesville Police Officers and  
58 Firefighters Consolidated Retirement Plan, the governing board of the Alachua County  
59 Library District, the Gainesville Housing Authority, ~~and the Gainesville Enterprise~~  
60 ~~Zone Development Agency~~, the State Housing Initiatives Partnership-Affordable  
61 Housing Advisory Committee, and other boards and committees whose appointment  
62 and removal is governed by state statutes, shall be automatically removed from office  
63 under the following circumstances:

64 (1) *Quasi-judicial and administrative boards.* ~~The board member~~ appointee has  
65 failed to attend at least four of ~~or more consecutive meetings or the board~~  
66 ~~member's overall attendance record is less than 66 2/3 percent~~ for the six most  
67 recent board meetings at which voting occurred. ~~Board members~~ Appointees  
68 may be granted one excused absence per calendar year for a medical reason or  
69 professional/educational obligation. ~~Board members~~ Appointees shall notify  
70 the ~~board secretary~~ staff liaison of an excused absence prior to the meeting, if  
71 practicable.

72                   (2) *Advisory boards.* ~~The board member's overall attendance record is less~~  
73                   ~~than 50 percent for~~ appointee has failed to attend at least three of the six most  
74                   recent board or committee meetings at which voting occurred. ~~Board members~~  
75                   Appointees may be granted two excused absences per calendar year for a  
76                   medical reason or professional/educational obligation. ~~Board members~~  
77                   Appointees shall notify the ~~board secretary~~ staff liaison of an excused absence  
78                   prior to the meeting, if practicable.

79                   (d) The city commission shall consider the attendance record of any current or former  
80                   ~~board member~~ appointee being considered for appointment or reappointment.

81                   ~~(e) Any resident member appointed by the city commission to the board of trustees for~~  
82                   ~~the City of Gainesville Police Officers and Firefighters Consolidated Retirement Plan~~  
83                   ~~may be removed from office by the city commission without cause and without prior~~  
84                   ~~notice.~~

85                   **Sec. 2-248. – Member appointment process; residency; limitations.**

86                   The city commission shall appoint all members of boards and committees created by the  
87                   city commission unless otherwise provided by law. All appointees shall remain residents of the  
88                   city throughout their term, unless professional expertise is listed as a requirement or preference  
89                   for board membership and no resident applicant meets that criteria. Appointees cannot serve on  
90                   more than two city boards or committees concurrently, or more than one quasi-judicial board.

91                   Each staff liaison shall notify the city clerk of vacancies (due to resignation or removal)  
92                   and of term expirations at least 60 days prior to the end of the term. The city clerk shall  
93                   administer application, appointment and removal processes. The city clerk shall issue notices of

94 appointment and maintain copies of application and appointment correspondence. The city clerk  
95 will coordinate with the charter officers to provide member orientation and training for new  
96 appointees as needed.

97 **Sec. 2-249. - ~~Board secretary.~~ City staff liaison.**

98 ~~All boards, committees, commissions, authorities, and councils created by the city commission~~  
99 ~~shall elect a board secretary unless a special rule or law provides otherwise. It is the duty of the~~  
100 ~~secretary to provide notice of each meeting to the clerk of the commission at least 48 hours~~  
101 ~~(excluding Saturdays, Sundays and Holidays) prior to the meeting. The secretary shall make, or~~  
102 ~~cause to be made, the minutes of each meeting, and shall verify the attendance of board members~~  
103 ~~at each meeting, and shall verify the attendance of board members at each meeting. The~~  
104 ~~secretary shall file the attendance record with the clerk of the commission as soon as practicable.~~

105 Except as provided otherwise by ordinance, for each board or committee created by the  
106 city commission, the city commission shall indicate a charter office to provide administrative  
107 support. The charter officer under whose area a board or committee falls shall designate a staff  
108 liaison to administer the board or committee.

109 The staff liaison shall provide orientation materials, the board or committee rules of  
110 procedure and, if applicable, the enabling code section to appointees. The staff liaison will be  
111 responsible for communicating relevant information between the board or committee and the city  
112 clerk, including committee reports and recommendations, and other actions taken by the board or  
113 committee.

114 The staff liaison shall provide notice of each board or committee meeting to the city  
115 clerk at least 48 hours (excluding Saturdays, Sundays and Holidays) prior to the meeting. The  
116 staff liaison shall make, or cause to be made, the recording of minutes of each meeting and

117 shall verify the attendance of appointees at each meeting. The staff liaison shall timely file the  
118 minutes, meeting recordings (if any), and attendance record with the city clerk using the city's  
119 agenda management system. Minutes shall be posted monthly unless the board or committee  
120 meets at a less frequent interval; in such case, a draft should be posted and updated after the  
121 board or committee has approved the final version.

122 **Sec. 2-250 – Rules of procedure.**

123 All boards and committees appointed by the city commission shall adopt rules of procedure in  
124 a form approved by the city attorney.

125 **Section 2.** It is the intention of the City Commission that the provisions of Section 1 of  
126 this Ordinance shall become and be made a part of the Charter and the Code of Ordinances of the  
127 City of Gainesville, Florida, and that the sections and paragraphs of this Ordinance may be  
128 renumbered or relettered in order to accomplish such intentions.

129 **Section 3.** If any word, phrase, clause, paragraph, section or provision of this ordinance  
130 or the application hereof to any person or circumstance is held invalid or unconstitutional, such  
131 finding shall not affect the other provisions or applications of this ordinance that can be given  
132 effect without the invalid or unconstitutional provision or application, and to this end the  
133 provisions of this ordinance are declared severable.

134 **Section 4.** All ordinances or parts of ordinances in conflict herewith are to the extent of  
135 such conflict hereby repealed.

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