



# City of Gainesville

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Office of the City Clerk

## Memo

To: Staff Liaisons, City of Gainesville Advisory Boards and Committees  
CC: Department Directors  
From: Omichele Gaaney, City Clerk  
Date: 6/28/21  
**Re: Rebalancing of City Advisory Board and Commission Terms**

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The City Commission approved the attached Board Rebalancing Procedures at its meeting on June 17, 2021. The following boards have been identified in need of rebalancing of their member terms:

- Development Review Board
- Gainesville Art in Public Places Trust
- Gainesville Reinvestment Area Advisory Board
- Historic Preservation Board
- Public Recreation and Parks Board
- SHIP – Affordable Housing Advisory Committee

The City Clerk has proposed the attached plan to guide the rebalancing of board terms. Staff liaisons should reach out to the board membership for volunteers willing to shorten or lengthen their terms in accordance with this plan. Please forward an updated roster with the new term schedule to the Clerk's office by September 30, 2021.

Please direct any questions to Kristen Bryant, 352.393.8441 or email [bryantk1@cityofgainesville.org](mailto:bryantk1@cityofgainesville.org).

Thank you.

# Board Rebalancing Proposal

- Development Review Board – 7 members, 3 year term, no term limits
  - 5 terms end 11/1/2022
  - 3 three-year terms
  - 2 two-year terms
- Gainesville Art in Public Places Trust – 5 members, 3 year term, 2 term limit
  - 4 terms end 9/30/2021
  - 2 three-year terms
  - 2 two-year terms
- Gainesville Community Reinvestment Area Advisory Board – 15 members, 2 year term, 2 term limit
  - 15 terms end 10/3/2021
  - Proposed staggering plan from staff liaison:
    - 8 two-year terms
    - 7 one-year terms
- Historic Preservation Board – 9 members, 3 year term, no term limits
  - 9 terms end 6/1/2022
  - 3 three-year terms
  - 3 two-year terms
  - 3 one-year terms
- Public Recreation and Parks Board – 9 members, 3 year term, 2 term limit
  - 6 terms end 6/1/2023
  - 3 three-year terms
  - 3 two-year terms
- SHIP – Affordable Housing Advisory Committee – 11 members, 2 year term, 3 term limit
  - 11 terms end 7/1/2022
  - 6 two-year terms
  - 5 one-year terms

## **201106 Board Rebalancing and filling Vacancies**

A few boards have a number of members whose terms end at the same time, thereby leaving few members with institutional knowledge left on the board. It is important to achieve a balance between retaining a certain portion of members with institutional knowledge while also reinvigorating the board with new members who may have fresh ideas. In order to rebalance those boards, the City Clerk proposes to send a letter to the affected boards requesting current members volunteer to lengthen or shorten their terms. If more members volunteer than are needed to rebalance the board or not enough members volunteer, the Clerk will select members at random to lengthen their terms. If lengthening a member's term would violate a term limit in the Code, the Clerk will request volunteers to shorten terms. If more members volunteer than are needed to rebalance the board or not enough members volunteer, the Clerk will select members at random to shorten their terms.

Another option is for boards in which member terms are unlimited, the Clerk can request volunteers to shorten their current term and then reappoint the member to a full term upon expiration of the shortened term. When the Clerk has developed a plan to rebalance a specific board/committee with lengthened and/or shortened member terms, the Clerk's Office will place the plan on a Commission meeting agenda for approval of the appointments for those new terms.

The Clerk requests City Commission direction in establishing procedures for filling vacancies after the boards have been rebalanced. Moving forward, the Clerk proposes certain procedures for filling vacancies. It takes approximately 2-3 months from the date the Clerk advertises an opening to filling the position. If a member resigns with less than 6 months remaining in the term, the new appointee will be appointed for the remainder of the partial term and the next full term. If a member resigns with more than 6 months left in their term, the Clerk will advertise the position for a term to fill the number of months remaining in the vacant position's term. When a member's resignation is effective, the Clerk will remove that member from the quorum roster and leave the position open until the position is filled with a new appointee.