

**161.4 .SUBJECT: PROCEDURE FOR THE CREATION OF TEMPORARY, AD HOC  
AND ADVISORY COMMITTEES AND RELATED REQUIREMENTS**

:1 OBJECTIVE:

To establish and document procedures for the creation of temporary, ad hoc and advisory committees of the City. While the official business of the City is conducted by its elected officials, employees, appointed officials and citizen board members appointed to City Boards which are created pursuant to state law, city charter or city code, temporary ad hoc advisory committees are created from time to time to assist City officials or employees in the conduct of the City's business. This policy is designed to assist with the creation of such committees and appropriate documentation of the duties and responsibilities, and clarify certain administrative responsibilities of all City Boards and Committees.

:2 AUTHORITY:

This procedure adopted by City Council,\_\_\_\_\_.

:3 DIRECTION:

The City Attorney, as an appointed official, serves at the pleasure of, and receives direction from the Mayor.

:4 METHOD OF OPERATION:

A. Definitions

1. *Boards* are official entities established by state law, City Charter or City Code.
2. *Advisory Committees* are entities created by City Council other than by ordinance, or entities, however created, which will report their findings or recommendations to Council for foreseeable future City Council action.
3. *Staff or Community Panels* are entities that may report to City Council, but are purely fact finding in nature, or entities that are advisory only to a specific City employee or official.
4. *Committee* means either an Advisory Committee or Staff or Community Panel.
5. *Committee members* mean members of an Advisory Committee or Staff or Community Panel.

B. Policy

Whenever Advisory Committees or Staff/Community Panels are created, their activities will be conducted and recorded in a manner that is designed to maximize efficient operations and compliance with applicable requirements of the Sunshine and Public Records laws.

C. Procedures for Creation of new Advisory Committees and Staff or Community Panels.

Whenever a new Committee is created by the City, other than by ordinance, it will be referred to the City Attorney's Office for appropriate categorization as an Advisory Committee or a Staff/Community Panel. Based on that categorization, meetings will be held and documents will be retained as described in this policy. Each Committee will be assigned to a City office or department for purposes of administration recordkeeping and compliance. The City Attorney's Office will recommend the appropriate training on Sunshine, Public Records and Ethics issues, depending on the nature of the committee, and the assigned City office or department will ensure that such training is made available to committee members.

D. Boards

City Boards will operate in the Sunshine and meet all other requirements as set forth in City Policy 121.1 and the Florida Public Records Act. The Board secretary shall cause the minutes of each meeting to be placed on the City Council Agenda under the "For Information Only" heading unless there is an item in the Board minutes which requires Council action. In such case, the action item will be placed on the City Council Agenda and the minutes shall be placed on the agenda as an attachment to the action item.

E. Advisory Committees

Advisory Committees shall operate in the Sunshine and will follow the procedures set forth for City Boards in City Policy 121.1 and the Florida Public Records Act. The office or department to which the committee is assigned pursuant to subsection (C) shall cause the minutes of each meeting to be placed on the City Council Agenda under the "For Information Only" heading unless there is an item in the Committee minutes which requires Council action. In such case, the action item will be placed on the City Council Agenda and the minutes shall be placed on the agenda as an attachment to the action item.

F. Staff or Community Panels

Staff or Community Panels are not subject to the requirements of City Policy 121.1, but will comply fully with all requirements of the Florida Public Records Act. Any meeting minutes will be forwarded to the assigned operating office or department for retention in accordance with the Florida Public Records Act.

G. Any records created or received by a Board, Advisory Committee or Staff/Community panel shall be forwarded to the assigned operating office or department for retention in accordance with the Florida Public Records Act.

:5 FORMS:  
None.

:6 COMMITTEE RESPONSIBILITIES:  
None.

:7 REFERENCE:

:8 EFFECTIVE DATE:  
This procedure effective \_\_\_\_\_.