

RESOLUTION NO. 2020-10

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OKEECHOBEE,
FLORIDA, ESTABLISHING CITY OF OKEECHOBEE CHARTER REVIEW
ADVISORY COMMITTEE**

WHEREAS, the City of Okeechobee City Council seeks to review and revise its Charter; and

WHEREAS, the City Council first adopted its Charter on 1915 and it was last amended on 1992; and

WHEREAS, the City Council seeks to appoint a group of interested citizens to review the City Charter and provide recommendations thereon; and

WHEREAS, the City Council desires to create a forum for citizens to participate in all phases of the Charter review and amendment process and solicit citizen input regard issues and comments on the Charter review.

NOW, THEREFORE, be it resolved before the City Council for the City of Okeechobee, Florida; presented at a duly advertised public meeting; and passed by majority vote of the City Council; and properly executed by the Mayor or designee, as Chief Presiding Officer for the City:

SECTION 1: The above recitals are true and correct and incorporated in this Resolution.

SECTION 2: The City Council hereby creates and establishes the **CITY OF OKEECHOBEE CITIZENS CHARTER REVIEW ADVISORY COMMITTEE (CCRAC)** which will act in accordance with, and subject to, the provisions, duties, and limitations of this Resolution.

SECTION 3: Purpose. The **CCRAC's** purpose is to act for gathering facts and information and making recommendations to the City Council. **CCRAC** shall advise and recommend to City Council Charter amendments and revisions based upon their deliberations and public input.

SECTION 4: The **CCRAC** shall be constituted and function as follows:

- a. **CCRAC** shall be comprised of nine (9) members who serve at the pleasure of the City Council in an advisory capacity. All members of the **CCRAC** shall be full-time residents and/or property owners within the municipal limits of the City of Okeechobee.
- b. The City Council makes the final determination in which persons sit on the **CCRAC**. **CCRAC** at no time shall have the power to appoint, to fill a vacancy, or replace a member without the written consent of the City Council. The City Council shall have authority to create, direct, or dissolve the **CCRAC**.
- c. Terms. The terms of the **CCRAC** shall begin immediately upon appointment of all members, and sunset one year from the date of the first meeting, or as City Council may otherwise determine.
- d. Compensation. All members of the **CCRAC** shall serve without pay.
- e. Attendance. Members shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three consecutive meetings or failure to attend more than one half of the meetings scheduled during the calendar year.
- f. Members will be required to file a State of Florida, Financial Disclosure Form 1 upon being appointment, and Form 1-Final upon resignation, or sunset of term.
- g. As an advisory board, the **CCRAC** is subject to the sunshine/open meetings public records and ethics laws of the State of Florida.
- h. To the extent not inconsistent with this Resolution, Section 70-121, et seq., Code of Ordinances, shall apply.

SECTION 5: CCRAC Meetings, Officers, and Conduct.


- a. **CCRAC** shall meet on a regular basis. Quorum shall be present for the conduct of regular meetings. A majority of the members appointed shall constitute a quorum. The Chair may call a **CCRAC** meeting.
- b. Meetings will be advertised by the Office of the City Clerk, as required by Florida Statute, so the public may attend and contribute. Reasonable public notice of all meetings shall be provided.
- c. All meetings shall be governed by Roberts Rules of Order. All meetings shall be open to the public at all times and minutes shall be taken at each and every meeting.
- d. Upon the initial meeting of the Committee, a Chairperson and Vice-Chairperson will be elected among the members for a one-year term. The responsibilities of the Chair shall be to conduct the meetings in an efficient manner, regulate and facilitate discussions, present recommendations and/or reports to the City Council on behalf of the **CCRAC**.
- e. Chair Duties. The duties of the Chair shall be to:
 - (i) Call **CCRAC** meetings to order;
 - (ii) Establish and schedule meetings as necessary;
 - (iii) Develop and provide an Agenda for each meeting;
 - (iv) Preside at the **CCRAC** meeting(s);
 - (v) Service as the primary liaison to staff and City Attorney; and
 - (vi) Perform such other functions as may be necessary or directed by City Council.
- f. Meetings shall be held on a regular schedule, to be determined by the Chair. Meetings that are not regularly scheduled shall not be held without at least three business days prior notice to each member.
- g. Vice-Chair Duties. The Vice-Chair shall perform the duties of the Chair in the Chair's absence and such other duties as the chair may assign.
- h. Vacancy. If a vacancy occurs in the office of the Chair, then the position shall be assumed by the Vice-Chair for the remainder of the term. Any **CCRAC** vacancy shall be filled through appointment by City Council.

SECTION 6: Ex-Officio Member and Support Staff. The City Administrator, or designee, shall serve as non-voting ex-officio member of the **CCRAC**. Administration and Support Staff for the **CCRAC** shall be provided by the City Administrator's office.

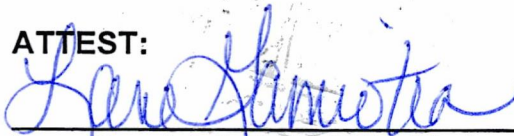
SECTION 7: Sunset. The **CCRAC** shall sunset and shall not carry out any further duties or responsibilities upon the expiration of one year from the date of the first **CCRAC** meeting, or as may otherwise be determined by City Council.

SECTION 8: This Resolution shall become effective immediately upon adoption.

APPROVED and ADOPTED by the City Council of the City of Okeechobee, Florida, on this **21st day of July, 2020**; and as amended by City Council action on September 21, 2020.


Dowling R. Watford, Jr., Mayor

ATTEST:


Lane Gamiotea, CMC, City Clerk

REVIEWED FOR LEGAL SUFFICIENCY:


John J. Fumero, City Attorney