

Operational Procedures for St. Lucie County
Board of County Commissioners (BOCC)
Non-quasi-judicial Advisory Boards and Committees
August 2012

The following procedures are applicable to all BOCC advisory committees/boards. When these operational procedures conflict with the resolution or other instrument creating an advisory committee/board or with any committee bylaws or procedures, these procedures will be followed unless the County Administrator approves an exception. However, these procedures will not supersede a County ordinance or other legal or grant requirements. Although these operational procedures do not apply to the Planning & Zoning Board and quasi-judicial committees/boards, they should serve as guidelines for the general operation of these boards.

I. General Procedures

1. All advisory boards/committees will be assigned a category by the BOCC:
 - a. Standing board/committee – meets at regularly scheduled meetings (monthly, bi-monthly, quarterly, etc.) to accomplish ongoing responsibilities; or
 - b. Ad hoc board/committee – meets only when required to prepare and/or vote on a formal recommendation requested or approved by the BOCC; or
 - c. Special Task board/committee – established to accomplish a specific task(s) by a particular date, after which the board/committee will sunset. The timeline for accomplishment of the task(s) may be extended by the BOCC.

Attachment B indicates the assigned category for current advisory boards/committees.

2. Each BOCC advisory board/committee is assigned a staff liaison by the County Administrator. The staff liaison is typically a department director who is responsible for ensuring compliance with these Operational Procedures and for referring questions or issues to the County Administrator.
3. Per Attachment B, all advisory boards and committees shall be subject to a review at least every five years. The review shall be conducted by the staff liaison, in cooperation with the advisory board chair, and will include, but is not limited to, the following information:
 - a. Date committee/board was established;
 - b. Review of statutory or other legal requirements for committee/board, if any;
 - c. Number of scheduled meetings per year and number of meetings conducted. For meetings that were cancelled, the reason(s) will be provided, i.e., lack of a quorum, no business, etc.;
 - d. Purpose, goals and/or duties as stated in the resolution or instrument creating the committee/board.
 - e. Status of projects and tasks assigned by the BOCC;
 - f. Specific accomplishments of the committee/board related to goals, purpose and/or duties.
 - g. Recommendations regarding the category, status, membership, goals, etc. of the committee/board.
4. Following the 5-year review, the staff liaison will present recommendations to the County Administrator or designee. The recommendation(s) may be presented for BOCC consideration and may include, but are not limited to, revisions to committee/board membership, goals, and/or assigned category or sunset of committee/board.
5. Prior to establishing a new advisory board or committee, the BOCC will consider the potential for an existing board/committee to assume the new responsibilities or tasks.

6. Advisory boards/committees provide recommendations to the BOCC and are prohibited from submitting comments, opinions and recommendations to others, except as private citizens. The recommendations of a board/committee shall not be presented in any form as the position or recommendation of the BOCC, its members or County Administration. Advisory boards/committees and/or individual members shall not direct, manage or assign tasks to County staff or the staff liaison.
7. Members of BOCC advisory boards/committees shall comply with Florida's Government-in-the-Sunshine laws. Informal meetings and/or meetings without the presence of County staff are prohibited.

II. Meetings of Committees

1. Meetings of Standing boards/committees should be limited to no more than one per month.
2. Ad hoc boards/committees meet only when required to prepare and/or vote on a formal recommendation regarding a specific task or assignment that has been given them by the BOCC or which is specifically addressed by the Florida Statute or County ordinance creating the advisory board/committee. An originating resolution is typically general and/or broad and is not a sufficient basis to pursue a specific task or assignment.
 - a. Alternately, by majority vote of the members, an Ad hoc board/committee may submit a request through the staff liaison to the County Administrator to initiate a project or task. Such request shall be specific as to the purpose and/or goal of the project or task, describe the process for accomplishing the project/task, outline the responsibilities of the members and County staff, and provide the projected completion date.
 - b. The County Administrator will review the request and provide a recommendation to the BOCC.
 - c. Ad hoc boards/committees shall not initiate tasks, projects or research that have not been requested or approved by the BOCC.
3. Special Task boards/committees may meet as necessary to complete the assigned task within the required time frame. If the Special Task board/committee is unclear or has questions about the assignment, the staff liaison will seek clarification from the County Administrator and/or the BOCC.
4. Special meetings of all boards/committees should only be called for time-sensitive, substantive issues.
5. Meetings of all advisory boards/committees should be scheduled with a minimum of two weeks' notice to the members.
6. All boards/committees shall meet only when a quorum is expected to be present based on an inquiry by the staff liaison. If a quorum is not expected to be present based on responses to the staff liaison, the meeting will be cancelled. Meetings should be limited to a maximum of 2 hours and a reasonable effort should be made to establish agendas which will not exceed this time limit.
7. The staff liaison will ensure that meeting notices and agendas are properly posted in a public location (typically the media bulletin board in Media Relations office) no less than 48 hours in advance of the meeting (unless additional notice is required by ordinance, statute, etc.)
 - a. Meeting notices and agendas, as well as cancellations and location changes, must also be provided to Administration by the staff liaison for posting on the County website and Administration Building monitors.
 - b. Notice of meeting cancellations and/or location changes should be provided to members as soon as known and receipt of change notice should be confirmed by the Department Director or designee.

8. Member attendance via phone or videoconference may not be counted toward establishment of a quorum. However, once a physical quorum is established, other members attending via phone or videoconference may fully participate in meetings, including voting on advisory board/committee agenda items.
9. Meetings should be conducted during normal operating hours of the building in which they are held. After-hours meetings in the Administration Building may only be held in accordance with approved policy.
10. Agendas will be jointly established by the Chair and the staff liaison in accordance with the operational procedures. The agenda and related materials should be provided to members by the staff liaison at least 5 days in advance of a meeting, preferably electronically.
11. Committee/board members should review agenda items prior to meetings. To maximize use of committee/board meeting time, non-substantive comments and questions should be submitted to or discussed with the staff liaison before or after the scheduled meeting time.
12. The staff liaison will ensure that attendance is taken and summary minutes provided for committee/board approval at the next scheduled meeting. Copies of approved minutes must be provided to the County Administrator's office and kept on file in the department. Recording of advisory board/committee meetings is not required and verbatim minutes will not be taken or transcribed from any recordings.

III. Membership

13. Department Directors or designees must provide an orientation for all new Committee members within 60 days of appointment or as soon as practical. Such orientation shall be documented and include a copy of these procedures, the instrument establishing the advisory board/committee and information provided by the County Attorney on the applicable requirements of Florida's Government-in-the-Sunshine laws.
14. A member who is absent for three consecutive meetings or for three meetings in six months is considered to have resigned, unless an excused absence is requested in writing by the member within 30 days of the absence and approved by the board/committee chair.
15. When a vacancy occurs, the staff liaison must notify the County Administrator's office as soon as possible to initiate the appointment process. When the member represented an organization which is specified as a member of the committee, the staff liaison should contact the organization to request a new appointee.
16. Citizens may serve on a maximum of two BOCC advisory committees or boards at a time, unless prohibited by law. At-large appointees, including those representing an organization, shall serve no more than two full terms (or no more than eight years if terms are not specified) unless waived by the BOCC. Appointees of Constitutional Officers and individual Commissioners serve at the will of the Constitutional Officer or the Commissioner.
17. Standing and Ad hoc advisory boards/committees will elect a chair at the first meeting of each calendar year. Special Task boards/committees will elect a chair at the first meeting. No member shall serve more than two consecutive years as chair unless waived by the BOCC.

BOCC Advisory Boards And Committees
Status Recommendations 2012

Advisory Board/Committee	Staff Liaison	Recommended Status	Note	Review Date
Affordable Housing Adv. Committee	Housing & Community Services Director or designee	Ad hoc	Required by FS	2013
Animal Shelter Standards Committee	Public Safety & Communications Director or designee	Standing	Resolution 12-058	2017
Blueway Advisory Committee	Environmental Resources Director or designee	Ad hoc	Required by FS 259.032 to review CARL plan updates every 10 years	2015
Citizen's Budget Committee	County Administrator	Standing		2012
CDBG Citizen's Advisory Task Force	Housing & Community Services Director or designee	Ad hoc	Required by State Rule 9B-43	2016
Court Facilities Space Needs Comm.	County Attorney or designee	Standing		N/A
Environmental Advisory Committee	Environmental Resources Director or designee	Sunset	Review of Ch. 617 of LDC completed.	2012
Emergency Medical Services Adv. Council	Public Safety & Communications Director or designee	Ad hoc	Required by Ordinance 96-04	2016
Fort Pierce Harbor Advisory Comm.	Public Works Director or designee	Ad hoc	Proposed revisions in process	2011
Historical Commission	Planning & Development Director or Designee	Standing	Required by Ordinance 10-003	2015
Housing Finance Authority	County Attorney or designee	Ad hoc	Required by County Ordinance 80-3	N/A
Land Acquisition & Selection Comm.	Environmental Resources Director or designee	Ad hoc	Required for review of proposed ESL purchases with	2015
Library Advisory Board	Housing & Community Services Director or designee	Ad hoc	Required by County ordinance	2013
Public Safety Coordinating Council	County Attorney or designee	Standing		N/A
Parks & Recreation Advisory Board	Parks, Recreation & Facilities Director or designee	Ad hoc	New resolution adopted 2011; appointments in process	2017
Sustainability Advisory Committee	Environmental Resources Director or designee	Ad hoc		2014
Tourist Development Council	Tourism & Venues Manager	Standing		2013
Treasure Coast Community Action	Housing & Community Services Director or designee	Standing	Federal requirement	2013
Veterans Advisory Council	Housing & Community Services Director or designee	Ad hoc		2013

COMMITTEES THAT SUNSET PRIOR TO AUGUST 2012

Advisory Board/Committee	Staff Liaison	Status	Note	Sunset Date
Airport Master Plan TAC	N/A	Sunset	Sunset after completion of Plan (approx. 18 mos)	2010
Art in Public Places (AIPP) Committee	N/A	Sunset	Arts & Cultural Alliance of St. Lucie will make recommendations regarding AIPP to BOCC.	2011
Bicycle/Pedestrian Adv. Committee	N/A	Sunset	TPO Director has established multi-jurisdictional committee for sidewalks/paths	2011
Corridor Advocacy Group (Scenic Highway)	N/A	Sunset	TPO Director will establish Scenic Highway committee	2009
Cultural Affairs Council	N/A	Sunset	Arts & Cultural Alliance of St. Lucie established.	2009
Restudy Coordination Committee	N/A	Sunset		2009
Smart Growth Advisory Comm.	N/A	Sunset		2009