

**RESOLUTION NO. 22-1812**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA AMENDING THE COMMITTEE RULES, REGULATIONS AND PROCEDURES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE. (COLLAZO)**

**WHEREAS**, the Town of Miami Lakes, Florida (hereinafter, the “Town”) has created numerous advisory committees, boards and task forces, including the Neighborhood Service Districts’ Advisory Boards (collectively, “Committees”); and

**WHEREAS**, on June 8, 2004, by way of Resolution No. 04-233, the Town Council adopted Committee Rules, Regulations and Procedures which have been amended throughout the years (collectively, the “Committee Rules”); and

**WHEREAS**, on January 20, 2020, by way of Resolution 20-1654, the Town created Rules and Regulations for the Neighborhood Service Districts’ Advisory Boards; and

**WHEREAS**, in 2021, the Town Council revised and consolidate the Rules and Regulations for the Neighborhood Service Districts’ Advisory Boards, and Committee Rules, Regulations and Procedures via Resolution 21-1724; and

**WHEREAS**, during several 2021 Committee Chair Quarterly Meetings, various requests for changes to Committee Rules were made; and

**WHEREAS**, this Resolution incorporated the Committee Chair’s requested changes.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The foregoing recitals are true and correct and are incorporated herein by reference.

**Section 2. Amending Committee Rules, Regulations and Procedures.** The Town Council hereby amends the Committee Rules, Regulations and Procedures and replaces them in their entirety in the form attached hereto as Exhibit “A” incorporated herein by reference.


**Section 3. Conflicting Resolutions.** The Committee Rules amended in this resolution shall apply uniformly to all non-statutorily created Town Committees, including the Neighborhood Service District Committees. In the event of a conflict between any existing Committee Rule, Regulation or Procedure and the attached Committee Rules, the attached Committee Rules shall apply. Any Town Committees created subsequent to the passage of this resolution shall also adhere to these amended Committee Rules.

**Section 4. Effective Date.** This Resolution shall be effective immediately upon adoption.

Passed and adopted this 8th day of March 2022.


The foregoing resolution was offered by Councilmember Collazo who moved its adoption. The motion was seconded by Vice Mayor Rodriguez and upon being put to a vote, the vote was as follows:

Mayor Manny Cid	Yes
Vice Mayor Jeffrey Rodriguez	Yes
Councilmember Carlos O. Alvarez	Yes
Councilmember Luis E. Collazo	Yes
Councilmember Josh Dieguez	Yes
Councilmember Tony Fernandez	Yes
Councilmember Marilyn Ruano	Yes



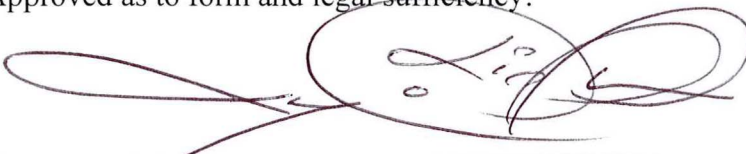
Manny Cid  
MAYOR

Attest:



Gina M. Inguanzo  
TOWN CLERK

Approved as to form and legal sufficiency:



Raul Gastesi, Jr., Esq.  
Gastesi, Lopez and Mestre, PLLC  
TOWN ATTORNEY

## EXHIBIT “A”

### Amended Committee Rules

#### Section 10. Attendance.

In the event a Committee member fails to attend three (3) regularly scheduled meetings in one calendar year and participates in less than 50% of all budgeted and scheduled Committee events, the Committee member will automatically be removed from the Committee and the Councilmember who appointed that person will be notified by the Town Clerk of the removal. It shall be the duty of the Town Clerk to strictly enforce the removal of Committee members due to absence. ~~Committee members who are minors shall be exempt from the attendance requirements of this section.~~ Absences due to medical reasons shall be excused and shall not count as a failure to attend a meeting.

A Committee member who will be absent from a meeting shall notify the Town’s Committee Liaison in writing of his or her anticipated absence as soon as possible. ~~at least seventy-two (72) hours before the meeting.~~ Upon receipt the Town’s Committee Liaison shall provide a copy of the absence notification to the Secretary who shall make it a part of the record.

#### Section 11. Appointments, Vacancies and Resignations.

Each person appointed to a Committee shall be appointed by the Town Council in the following manner:

(a) Any qualified person, wishing to serve on a Committee shall submit his or her name, a brief resume, and a letter of intent to serve to the Town Clerk.

(b) Town Clerk, or Town Clerk’s designee, shall notify the Town Council, in writing, of vacancies on Committees, and provide completed applications.

(c) Appointments shall be made in accordance with Section 2.2 of the Town Charter.

(d) If a Councilmember’s appointment vacates office, that Councilmember shall be permitted to submit a replacement appointment.

(e) If any Committee member has qualified for the office of Mayor or Town Councilmember, they shall resign from the Committee by the qualification date.

(f) Attend two (2) Committee meetings prior to being appointed.

(g) Appointments to Committee shall be vetted by Committee Chair

## **Section 12 Qualifications.**

Members of the Committees shall either:

- (a) Be a resident of the Town, or;
- (b) Be employed in the Town, or;
- (c) Own a business or property located in the Town, or;
- ~~(d) Be a non-town resident who has particular interest in a Committee and brings specific talent and/or expertise to the Committee's intent as set forth in the resolution creating the Committee and;~~
- (e) Unless amended by the resolution creating or amending a Committee, the minimum allowable age for member shall be the age of majority, eighteen (18) years of age.
- (f) For Neighborhood Service Districts the following qualifications shall apply:
  - (f1) Own and reside in a home located within the Special Taxing District for which the Advisory Committee was created. For purposes of this section, reside shall mean that the person has established their home as their homestead as defined by Florida Law, and evidenced through tax rolls as available and published through the Miami-Dade County Property Appraiser's Office.
  - (f2) Adhere to all requirements established by the Committee's enacting resolution.

### **Addendum**

#### **Section 1a. Budget Request and Financial**

Annually, each ~~May~~ June 1, after consultation with the Town Manager, the Committee shall submit a written report to the Town, including a budget request for the next fiscal year, for consideration in the preparation of the Town's annual budget. Budget approval shall be made by the Town Council during the adoption of the annual budget. Town Staff will be responsible for ensuring that all expenditures are properly documented and reconciled following generally accepted accounting principles. Once the Town Council adopts a budget, the Committees shall be precluded from adding additional budget categories to their respective Committee budget, unless permitted through action by the Town Council.