

RESOLUTION NO. 25-2123

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AMENDING THE TOWN'S COMMITTEE RULES TO ESTABLISH 7:30 P.M. AS THE LATEST START TIME FOR REGULAR COMMITTEE MEETINGS, PROVIDING EXCEPTIONS FOR SPECIAL CALL MEETINGS AND SUBCOMMITTEE MEETINGS, REQUIRING COMMITTEES TO CONVENE PRIOR TO A THIRD CONSECUTIVE MISSED MONTH, ESTABLISHING A SUCCESSION ORDER FOR CHAIRING MEETINGS, PROVIDING FOR ANNUAL SETTING OF MEETING DATES AND TIMES, EXTENDING THE RULES TO ALL STANDING AND AD-HOC COMMITTEES, PROVIDING FOR IMPLEMENTATION, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, during the July 15, 2025, Town of Miami Lakes (the "Town") Council meeting, the Mayor and Council discussed concerns regarding late committee meeting start times, noting that several meetings have begun as late as 8:30 p.m.; and

WHEREAS, the Town Council finds it in the public interest to establish parameters for meeting start times, ensure timely committee convening, and provide a clear process for succession in chairing meetings; and

WHEREAS, the Town Council desires to ensure that committees meet regularly, maintain compliance with the Sunshine Law and Public Records Law, and that Town Liaisons remain present at meetings to verify quorum and compliance; and

WHEREAS, the Town Council further finds it beneficial for each committee to set its regular meeting date and time collectively during its annual officer elections, and for such requirements to apply to all standing and ad-hoc committees of the Town.

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

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

Section 2. Approval of Amendments to Committee Rules. The Town Council hereby approves amendments to the Committee Rules to read as follows.

- a) Latest Regular Start Time – Regular committee meetings shall commence no later than 7:30 p.m.
- b) Exceptions – Special Call Meetings and Subcommittee Meetings may be held later than 7:30 p.m.
- c) Required Convening After Missed Months – Any committee approaching its third consecutive month without holding a meeting shall convene within that month, provided a quorum can be achieved.
- d) Succession Order for Chairing Meetings – In the event the Chair is unavailable, the meeting shall be chaired by the Vice Chair, Treasurer, Secretary, or, if none are available, any member selected by the committee.
- e) Annual Scheduling of Meetings – During its yearly officer elections, each committee shall collectively determine its regular meeting day and time for the year.
- f) Town Liaison Attendance – Town Liaisons shall attend all committee meetings to ensure compliance with the Sunshine Law, Public Records Law, and quorum requirements.
- g) Applicability – These rules shall apply to all standing committees and all ad-hoc committees of the Town.


Section 3. Implementation. The Town Manager, or designee, is directed to implement these amendments to the Committee Rules and ensure that all committees are notified of the changes.

Section 4. Effective Date. This Resolution shall take effect immediately upon adoption.

Passed and adopted this 16th day of September 2025.

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


Mayor Joshua Dieguez	Yes
Vice Mayor Bryan Morera	Yes
Councilmember Juan Carlos Fernandez	Yes
Councilmember Angelo Cuadra Garcia	Yes
Councilmember Ray Garcia	Yes
Councilmember Steven Herzberg	Yes
Councilmember Alex Sanchez	Yes


Joshua Dieguez
MAYOR

Attest:


Gina M. Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:


Lorenzo Cobiella
Gastesi, Lopez, Mestre, and Cobiella. PLLC
DEPUTY TOWN ATTORNEY