



NORTH BAY VILLAGE
**ADVISORY BOARD
PARTICIPATION HANDBOOK**



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Dear Fellow Residents and Volunteers,

Thank you for your interest in the Village's Advisory Boards and Committees. The volunteers who serve on these boards contribute to the success of North Bay Village in countless ways both big and small. People volunteer for an endless variety of reasons. Some want to gain experience, acquire new skills, expand their network of contacts or simply give back to their community. One thing you almost always hear from people who volunteer is that it "feels good" to help others, promote worthwhile causes or make the community a better place to live.

Whatever your interest, North Bay Village welcomes you and thanks you for being a part of one of the advisory boards and committees established by the Village Commission. By getting involved, you'll have a chance to provide new insights and expertise that can help guide the policy-making process.

Since its incorporation in 1945, North Bay Village has grown into a hidden treasure in Florida and has become a sought after destination for visitors from around the globe. With our diverse and distinctive neighborhoods, our history, a vibrant community and year-round special events, North Bay Village offers a hometown vibe in the heart of South Florida.

I, along with my fellow Commission members, sincerely appreciate your interest in exploring opportunities to put your talent and skills to work for the betterment of the Village. We believe the ideas and energy our residents bring to bear on topics that impact their lives results in better government and better public policy.

Sincerely,

Mayor Brent Latham
blatham@nbvillage.com

Vice Mayor Marvin Wilmoth
Harbor Island Commissioner
mwilmoth@nbvillage.com

Richard Chervony
North Bay Island Commissioner
rchervony@nbvillage.com

Commissioner Rachel Streitfeld
Treasure Island Commissioner
rstreitfeld@nbvillage.com

Julianna Strout
At-Large Commissioner
jstrout@nbvillage.com

Congratulations on your appointment to a North Bay Village Advisory Board. We are pleased that you are willing to devote your time and efforts to improving the quality of life in our community.

HOW GOVERNMENT WORKS

North Bay Village operates under a Commission/Manager form of government. The Village Commission, which is comprised of five members, adopts legislation, and the Village Manager implements them. The Commission consists of a Mayor and four Commissioners (North Bay Island Commissioner, Harbor Island Commissioner, Treasure Island Commissioner and an At-Large Commissioner). All members of the Commission are elected at-large, meaning that anyone in the village can vote for the Mayor or any Commissioner.

The foundation for our Commission/Manager form of government is the Village Charter. It provides the framework for self-government within the guidelines.

North Bay Village Commission is the legislative and policy-making body for the Village Government. The Village Manager, who is hired by the Village Commission, works with its members to assist in formulating policies and programs. The Village Manager is the top administrator for 70+ employees and is responsible for the ongoing operations of the Village services, including growth management, infrastructure repair, animal services and environmental issues. The Village Commission also appoints the Village Clerk, the Village Attorney, and Consultants.

The Mayor serves as the official and ceremonial representative of the Village Government and presides at all meetings and executes ordinances and various other documents. The Mayor serves a two-year term and all Commissioners serve four-year terms on a staggered term basis, which means that each election year, legally, only the Mayor and two Commissioners' seats will be up for election.

The Village Commission meets at 6:30 P.M., usually on the second Tuesday of each month in the Village Commission Chambers on the first floor at 1666 Kennedy Causeway, #101, North Bay Village, Florida 33141. If you cannot attend, you can view Commission Meetings and Commission Workshops on streaming video through the Village's website, <https://northbayvillage-fl.gov/>.

HOW BOARDS WORK

Advisory Boards are established via resolution. It is designated to provide advice and recommendations to the Village Commission on diverse matters of public concern. Advisory Board Members are appointed by the Village Commission.

Quasi-Judicial Boards, such as the Planning & Zoning Board, perform functions in a manner similar to courts, but more informally.

Mission: To provide non-binding strategic advice/recommendations to the Village Commission. Each advisory board is tasked with specific powers and duties.

Objective: To offer insight and expertise with a specific purpose for community development.

APPLICATION PROCESS

Complete an Application (attached as “Exhibit A”) or through the Village website at <https://northbayvillage-fl.gov/index.asp?SEC={3CB4B269-01EE-409A-9D0E-C0444F3FDFBF}&Type=QUICKFORM>. Those applying in person must provide proof of the following:

- Provide proof of residency (Driver’s License/ID)
- Or proof of North Bay Village Business Ownership
- Provide proof of North Bay Village voter’s registration

The application is then added to the next Regular Commission Meeting Agenda. The members of each advisory board shall be individually appointed by a majority vote of the Village Commission at a regular Commission meeting. Commissioners may nominate individuals and/or may entertain applications submitted to the Village.

Pursuant to Sec. 119.01, F.S. It is the policy of this State that all state, county, and municipal records shall at all times be open for a personal inspection by any person. Public records are defined as “ ... all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.”

Therefore, any and all information provided to North Bay Village in connection to your application will become public records.

REQUIREMENTS FOR BOARD MEMBERS

Board Members should have:

- The expertise necessary to accomplish the board’s objectives.
- A reputation for integrity and community service.
- An interest or experience in the board’s area of service.
- Sufficient time available to prepare for and attend meetings.

FINANCIAL DISCLOSURE

The Planning & Zoning Board members are required by law to file a Form 1, Statement of Financial Interests form within 30 days of appointment and by July 1 each year thereafter with Miami-Dade County Supervisor of Elections.

Upon resignation, members of the Planning & Zoning Board must file a financial disclosure statement (Form 1F) within 60 days of leaving office. The Village Clerk's Office can assist you in finding these forms or they can be found at this website: www.ethics.state.fl.us.

All other Boards are required to file a "Source of Income Statement or a copy of an Income Tax Return with the Village Clerk's Office each year by July 1st.

ELECTING OFFICERS

Advisory Board members are responsible for electing a Chair, Vice Chair and a Secretary during a Board meeting. Before you accept a nomination, ensure that you are available for meetings and to present a Board Report to the Commission at each monthly meeting if necessary.

CORRESPONDENCE AND COMMUNICATION

Any use of the Village logos or letterhead must be coordinated with the Village Manager or the Village Clerk to prevent misrepresentation of Village's policies. Formal correspondence which states the Board's position on an issue should always be coordinated with Village staff. Be careful when communicating with the media – please be very clear that you are expressing your own opinions and are not speaking on behalf of your Board.

STAFF & COMMISSION LIAISONS

- Staff & Commission Liaisons assists in preparing the meeting agenda, with help from the Board Chair and Deputy Village Clerk
- Staff Liaison supply background information on agenda items to board members sufficiently in advance of meetings.

If there are item requests being made by Board members for placement on their agenda which will require an extensive amount of staff time to produce, this needs to be discussed between the Staff and Commission Liaison in order to determine whether this is appropriate to place on their agenda at that time or possibly for a later time.

- Staff & Commission Liaisons attend Board Meetings in a non-voting capacity.
- Staff Liaison records attendance and provides to the Deputy Village Clerk

- Staff Liaison takes and provides approved and signed meeting minutes to the Deputy Village Clerk for record keeping.
- When requested, Staff Liaisons may make recommendations on agenda items.
- Any requests for action/consideration made by the Board members during their meeting to take before the Village Commission needs to go through their respective Commission Liaison. The Commission Liaison at their discretion may request that the item be placed on the next available Commission agenda.

RESPONSIBILITIES OF BOARD MEMBERS AND STAFF

- Be on time for meetings.
- Know and practice parliamentary procedures.
- Revise the agenda, background information and previous minutes before the meeting.
- Be courteous to each other and to members of the public.
- Be open and responsive to questions and concerns.

GOVERNMENT IN THE SUNSHINE LAW

Florida's Government-in-the Sunshine Law was enacted in 1967. It establishes a basic right of access to most meetings of boards, commissions and other government bodies of state and local governmental agencies or authorities. The Sunshine Law requires:

- 1) Meetings of boards or commission to be open to the public.
- 2) Reasonable notice of meetings.
- 3) Minutes of the meetings must be taken.

The Sunshine Law applies to elected and appointed boards at the state and local level and to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action. As an advisory board member, you must observe these laws.

Follow the Sunshine Law to the letter. Do not talk with your fellow board members by phone, letter, e-mail, etc., about any matters related to your board.

- All meetings and discussions between two or more elected/appointed officials who serve on the same Board/Commission require public notice.
- It is a good idea to consider everything you say or do at a Board Meeting to be public record and let this guide your actions.

If you require additional information, please contact the Village Clerk at (305) 756-7171.

TIPS TO KEEP MEETINGS PRODUCTIVE AND ON TRACK

- Study any background materials beforehand, but don't make up your mind. Additional information may be presented at the meeting, and you will want to keep an open mind so you can fairly consider all facts presented.
- Before the Board meeting is called to order, it must have a quorum – three members present constitutes a quorum.
- The Chair is responsible for moving the meeting along. However, members should assist with getting to the heart of an issue so a conclusion can be reached in a reasonable amount of time.
- After questions are answered, a voting Board member should make a motion. After the motion is seconded, the Chair can open the floor to the Board discussion, making sure each member keeps comments short and to the point.
- The Chair should try to keep members focused and moving to a conclusion. One way is for the Chair to occasionally summarize what is being discussed. When the Chair thinks the debate has been brought to a close, he/she should “call for the question” or ask members if they are ready to vote. Other Board members can also call for the question.

VOTING CONFLICTS

Simply put, you cannot vote on an issue which may benefit you or benefit the business that employs you (“special private gain” is the official term). Special private gain exists if you or your spouse own something that would be affected by the vote or have an ongoing business relationship with someone whose interests would be affected.

IF A VOTING CONFLICT EXISTS:

- Before the issue is discussed, publicly explain the conflict for the record (so the information is entered in the minutes).
- Abstain from voting.
- Within 15 days of the vote, document your conflict in writing (ask the Village Clerk for a Memorandum of Voting Conflict). Return the completed form to the Clerk's Office. You cannot participate in the Board's discussion of the issue (Florida Statute 112.3143).

Members should contact the Village Attorney or the Village Clerk's Office if they have a voting conflict question.

PARLIAMENTARY PROCEDURE

Parliamentary procedures allow for the orderly flow of ideas and discussion and are widely used to govern meetings. North Bay Village follows **The Robert Rules of Order**.

A key element of parliamentary procedure is the **motion**. There are seven recognized steps in making a motion, as follows:

- 1) A member asks to be recognized: “Mr. or Madam Chair.”
- 2) The Chair recognizes the member: “Ms. Smith.”
- 3) The member states the motion: “I move the application be approved.”
- 4) Another member (without waiting to be recognized) seconds the motion: “I second the motion.”
- 5) The Chair repeats the motion and calls for discussion; “It has been moved and seconded that the application be approved. Is there any discussion?”
- 6) After discussion, the Chair puts the motion to vote: “If there is nothing new to be added to the discussion, we are ready to vote. All those in favor of the application being approved say “yes.” Those opposed say “no.” The Chair pauses for the vote.
- 7) The Chair counts the votes and announces the outcome: “The motion passes/by a three to five vote.

FREQUENTLY ASKED QUESTIONS

Q. How often does my board meet?

A. The number of times a board meets depends on its area of service, goals and mission. At least one meeting per month is required. Please see attached Ordinance No. 2020-003 Sec. 32-09 *Regular Meetings*.

Q. What if I miss a meeting?

A. Pursuant to Code Section 32.16 *Attendance. Removal*, in the event an Advisory Board member fails to attend three (3) regularly scheduled meetings in one calendar year, the member shall be deemed to have resigned and shall be automatically removed from the Advisory Board.

The Village Commission may remove a Board Member at any time, upon a majority vote.

Q. How long will I serve?

A. Pursuant to the Village Charter, Board Members terms are two years concurrent with the General Election of the Village.

Q. What if I can't finish my term?

A. You may submit a letter of resignation to the Village Clerk.

Q. May I serve another term?

A. We hope this will be a rewarding experience for you and for the Village. You will be contacted by Village Staff near the end of the term and asked if you would like

to apply for another term. It is at the discretion of the Village Commission to reappoint you.

Q. May I serve on more than one board at the same time?

A. No individual shall serve on more than one (1) Advisory Board at the same time, unless a vacancy persists on any given board after promotion of the vacancy for a period of ninety (90) days; thereafter an individual already serving on an Advisory Board may be eligible to serve on a second Advisory Board.

Q. Who should I call if I have a question about advisory board procedures or need more information on some aspect of Village operations?

A. A Village staff member is appointed to each Board to serve as a liaison. Members of the Village Commission also each serve as a Commission Liaison to a Board. They will be the best person to assist you in getting the information you and your board need. Village Staff members can also be reached at Village Hall at (305) 756-7171 from 8:00 a.m. to 5:00 p.m., Monday through Friday, or via Village emails.

TRAINING

a. Required Training

Pursuant to Section 38.36, of Village Code “members of Advisory Boards and Committees shall complete Ethics Training at least once during their term of office.”

b. Orientation

Village administration will host an orientation for newly appointed Advisory Board Members to provide guidelines for a successful term.