

APPROVED
BY ORANGE COUNTY BOARD
OF COUNTY COMMISSIONERS
NOV 05 2002 AA/BS

RESOLUTION

of the

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS

creating the

“NEIGHBORHOOD GRANTS ADVISORY BOARD”

Resolution No. 2002-M-47

WHEREAS, Orange County provides grants to improve the physical and social conditions of neighborhoods within the unincorporated area of Orange County, Florida;

WHEREAS, Orange County awards these grants to neighborhood and non-profit organizations in a competitive process; and

WHEREAS, the amount of program funding and grant awards have dramatically increased since the original grant program in 1995; and

WHEREAS, the need for a new advisory board to review grant applications is hereby recognized and a Neighborhood Grants Advisory Board is created by this resolution and the functions, duties, responsibilities and membership of the Neighborhood Grants Advisory Board shall be as set forth in this resolution.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ORANGE COUNTY, FLORIDA:

Section 1. Creation of the Neighborhood Grants Advisory Board. The Board of County Commissioners (“Board”) hereby creates the Neighborhood Grants Advisory Board, (“Advisory Board”).

Section 2. Membership.

A. Members. The Advisory Board shall consist of seven members, including six members appointed from each commission district and one at-large member. Nominations for appointment shall be submitted to the Membership and Mission Review Board (“MMRB”), which shall review such nominations and recommend to the Board such appointments to the Advisory Board as the MMRB sees fit.

Members of the Advisory Board may not have an ownership interest in any entity which may receive a financial benefit as a result of funding applications made to the Advisory Board. If subsequent to appointment, a member of the Advisory Board shall acquire an ownership interest in an entity which may receive a financial benefit as a result of funding applications made to the Advisory Board, such member shall be disqualified from membership on the Advisory Board, and

a vacancy shall be deemed to have occurred.

B. *Terms of Appointment.* Initially, each Board member shall appoint one Advisory Board member for a term of three (3) years and two Advisory Board members for a term of one (1) year. The other initial five Advisory Board members shall each have a term of two (2) years and all terms thereafter shall be for two (2) years. A vacancy occurring during a term shall be filled for the unexpired term. Each member shall hold office until a successor has been appointed and has qualified.

Section 3. Operation of the Neighborhood Grants Advisory Board.

A. *Duties and Responsibilities.* The Advisory Board shall have the following duties and responsibilities:

1. Adopt bylaws for the transaction of its business and keep a record of its transactions, attendance and voting record of its members, which shall be a public record.
2. Review and approve criteria and application forms for each neighborhood grant program created under the Neighborhood Services Division.
3. Oversee the application review process.
4. Approve recommended grant recipients submitted by the Neighborhood Services Division.
5. Hear any appeals from grant applications regarding failure to award or loss of award.
6. Monitor the progress of grant recipients.
7. Prepare and submit an annual report to the Board summarizing the completion of projects under all grant programs.

B. *Meetings; Quorum; Voting; Minutes; Removal.* The Board shall designate a Chairman and a Vice-Chairman of the Advisory Board. At its initial meeting, the Advisory Board shall establish a schedule of regular meetings. The Advisory Board shall establish rules and procedures for the conduct of its meetings, review of applications for funding and such other matters as it deems necessary. A majority of the members constitutes a quorum for the purpose of conducting the business of the Advisory Board and for all other purposes. Action may be taken by the Advisory Board upon a vote of a majority of the members present, unless the bylaws require a larger number. Further, the Advisory Board shall keep a record of its transactions and the attendance

and votes of its members.

C. **Committees.** The Advisory Board may form committees as it sees fit.

D. **Applicable Laws.** The Advisory Board is an Orange County advisory board for purposes of the Orange County Advisory Boards Ordinance (Article VI of Chapter 2 of the Orange County Code, hereafter, the "Advisory Boards Ordinance"). Therefore all actions of the Advisory Board shall be in accordance with the Advisory Boards Ordinance and all applicable laws, including, but not limited to, the Code of Ethics for Public Officers and Employees (Part III of Chapter 112 of Florida Statutes), the Florida Public Records Law (Chapter 119, Florida Statutes) and the Florida "Government-in-the-Sunshine Law" (Section 286.011, Florida Statutes).

Section 4. Support. The Advisory Board shall receive staff support from the Orange County Neighborhood Services Division.


Section 5. Severability. If any provision of this resolution or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of this resolution which can be given effect without the invalid provision or application and to this end the provisions of this resolution are declared severable.

Section 6. Effective Date. This resolution shall take effect immediately.

ADOPTED THIS 5/5 DAY OF November 2002.

ORANGE COUNTY, FLORIDA

By: Board of County Commissioners

BY: 
Richard T. Crotty
Orange County Chairman

ATTEST: Martha O. Haynie, Orange County Comptroller
As Clerk to the Board of County Commissioners

BY: 
Deputy Clerk

