

MAY 23 1983

RESOLUTION NO. 83-M-08

WHEREAS, from time to time the Board of County Commissioners creates advisory boards comprised of citizens appointed by the Board to provide advice on specific projects or programs, and,

WHEREAS, the Board of County Commissioners finds it would be beneficial to adopt guidelines for the creation, composition, and operation of new advisory boards,

NOW THEREFORE, be it resolved by the Board of County Commissioners of Orange County, Florida:

1. Guidelines. The following guidelines are adopted to set forth the Board's policy relating to the creation, composition and operation of new advisory boards. The guidelines should be followed unless in conflict with general or special law or the interests of the citizens of Orange County.

2. Creation of Advisory Boards. New advisory boards may be created whenever the Board of County Commissioners finds any of the following:

a. The advisory board is being created in response to a real need in the community.

b. The purpose of the advisory board is to address a specific problem area that cannot be adequately addressed by county staff given their time and availability constraints.

c. There is a need for outside expertise in addition to that provided by county staff.

d. There is need for citizen input.

e. The cost involved in creating and operating the advisory board can be justified by the results to be achieved.

f. The new advisory board will not duplicate the function provided by an existing advisory board.

g. The new advisory board is needed to more broadly reflect the interests and concerns of the community.

3. Ordinance or Resolution; Contents. New advisory boards should be created by ordinance or resolution addressing the following matters:

a. Scope and Purpose.

1. The scope, purpose and duration of the advisory board should be defined.

2. The ordinance or resolution should provide for periodic review of the continuing need for, and effectiveness of, the advisory board.

b. Term of Office.

1. The ordinance or resolution should specify the length of term of office for each member of the advisory board. The ordinance may limit the number of consecutive terms that can be served by an advisory board member.

2. No person should serve more than six (6) consecutive years on the same advisory board.

3. Advisory board members' terms should be staggered when appropriate.

c. Conditions of Appointments and Renewal.

1. Appointments to advisory boards should be made without regard to race, creed, sex, ethnic background or national origin.

2. Members of advisory boards should maintain their primary residence in Orange County and should be registered to vote in Orange County.

3. Unless the needs of a specific advisory board demand otherwise, each advisory board should include a mixture of lay citizens and individuals having specialized knowledge, training or expertise beneficial to the advisory board.

4. If an advisory board member is absent from three (3) consecutive meetings or a total of fifty percent (50%) of the meetings in a single year, the County Commission may review the advisory board member's appointment and consider his or her removal from the advisory board. The minutes of each meeting of the advisory board shall record the attendance and absences of the board members.

5. Advisory board members seeking elective office are encouraged to resign from their advisory board appointment if there is an appearance of a conflict of interest.

6. No individual person should be appointed to

more than three (3) advisory board positions.

d. Support Staff.

Support staff available to the advisory board should be identified and the scope of staff's responsibilities should be specified.

e. Reports to the County Commission.

1. Each advisory board should submit an annual report to the Board of County Commissioners evaluating the work products and functions of the advisory board, and setting forth the objectives of the advisory board to be achieved in the following year.

2. Minutes shall be kept of each meeting of the advisory board. The minutes of each meeting shall be submitted to the Board of County Commissioners or the appropriate liaison commissioner for that advisory board.

f. Process of Appointment.

1. Citizens interested in appointments to advisory boards should be informed of necessary qualifications, duties and time commitments required for service on the advisory board in which they are interested.

2. A standard application form that elicits information concerning life experience as well as education and work experience should be made available to individuals interested in applying for vacancies on advisory boards.

g. Orientation.

New advisory board members should be provided with necessary information concerning the scope, purpose and function of the advisory board to which they have been appointed, and their responsibilities as members of the advisory board.

ADOPTED THIS 23 DAY OF May, 1983.

ATTEST:

ORANGE COUNTY, FLORIDA, BOARD OF COUNTY COMMISSIONERS

Norothy E. Lambert
Asst. Deputy Clerk to the Board of County Commissioners

By: *Bob Trumbull*
Chairman