

City of Clewiston, Florida



CITIZEN BOARDS **Information and Policy Guide** **2005-01**

Adopted by the City Commission
January 24, 2005



INTRODUCTION

Citizen boards and committees play an important role in local government and serve as a vital link between the community and its elected officials. While you will find that your role on a citizen board requires time, effort and some night meetings, it is also a rewarding and challenging experience.

This publication will acquaint you with the various citizen boards and committees appointed by the City Commission and provide the general guidelines applicable to each. Also you will see the various listings of city staff who currently serve the community. We hope you will find this information helpful in determining which boards will fulfill your desire to assist the community and be compatible with your time schedule. Also included is an application form which should be returned to City Hall, 115 West Ventura Avenue so we may have a record of those citizens who wish to serve the public interests.

We appreciate your willingness to serve the community and your interest in helping to shape the future of Clewiston.

MALI S. CHAMNESS
Mayor

GENERAL GUIDELINES FOR ALL CITIZEN BOARDS

RESIDENCY

As a rule, members of all citizen boards and committees must be residents of the City and remain residents of the City during their term of office. Exceptions to the residency rule must be approved by the Commission.

ATTENDANCE

Because persons appointed to citizen boards can be effective members only if they attend the meetings on a regular basis, attendance is monitored. The Mayor and City Commission recognize that circumstances often arise beyond a member's control; however, it is difficult for any board to function effectively with less than full membership. If a member of any board is absent from three meetings in a six-month period, the circumstances surrounding these absences will be reviewed by the Mayor and City Commission to determine if that member should relinquish the position.

ATTIRE

While a dress code has not been established, as representatives of the City and the extension of the Mayor and City Commission, all board members should exercise discretion and dress appropriately; particularly those who have direct contact with the public.

FINANCIAL DISCLOSURE

Financial disclosure is required by members of some citizen boards immediately upon appointment as indicated in the narratives on the following pages. For information purposes, a copy of the financial disclosure form may be obtained from the Office of the City Manager.

PUBLIC MEETINGS LAW

Section 286 of the Florida Statutes (Public Meeting Law) governs all meetings conducted by elected officials or appointed boards and committees. The "Sunshine Law" reference to open meetings is a common term used within governmental agencies in Florida; it is probably the most discussed law within the State. The City Manager and the City Clerk monitor and manage the legal and administrative requirements of the law to protect our interests. Information is provided to all new board or committee members to enhance further understanding of this encompassing law.

PUBLIC RECORDS LAW

Florida has enacted laws governing the release of public records to the general public. Agendas, minutes, support materials, and the like, used during a meeting are considered public documents and are subject to inspection or reproduction and release to the public.

HOW TO APPLY

An application form is included in this publication and should be completed and returned to the City Manager's Office at City Hall, 115 West Ventura Avenue. The information may also be provided on a separate piece of paper. When a vacancy occurs or a term expires on the board(s) in which you are interested, your application will be considered. At the discretion of Commission, interviews may be scheduled and, if required, every attempt is made to schedule such an interview at your convenience.

BOATING ADVISORY BOARD

The Boating Advisory Board is a five (5) member volunteer committee appointed by the City Commission. The Board is created by Chapter 2, Division III, Section 2-77 of the City Code. Members should be residents of the City and shall have experience or an interest in recreational boating needs of the City. The term of office begins on June 1 of the year appointed and each member shall serve two (2) years and membership may be renewed as authorized by the Commission. Members serve without remuneration but may be reimbursed for actual expenses incurred as authorized and approved by the City Commission.

The Committee may meet as the need may arise. All meetings are held in the City Commission Chambers of the City Hall. Notice of all meetings is provided to the members and posted on the bulletin board at City Hall at least twenty-four (24) hours in advance of the meeting and is subject to Section 286.011 Florida Statutes, et. seq. (Public Meeting Law).

The duties and responsibilities of the board is to monitor the use by the public of the boat ramp to the extent necessary to formulate policies regarding the maintenance, use and operation of the boat ramp to maximize the use of those facilities for the benefit of the public.

The boating advisory board shall make such reports and/or recommendations, in writing to the city commission, as the board may deem appropriate to assist the city commission in establishing policies regarding the boat ramp. In addition, the board at its discretion, may delegate a representative or representatives to attend meetings of the city commission to present and add any additional oral explanation as the board may deem appropriate, to any written reports or recommendations so made.

THE BOATING ADVISORY BOARD MEETS ON AN “AS NEEDED” BASIS.

CITIZENS ADVISORY TASK FORCE

The Citizens Advisory Task Force is a five (5) member committee appointed by the City Commission. The term of appointment is two (2) years and membership may be renewed as authorized by the Commission. Members serve without remuneration but may be reimbursed for actual expenses incurred as authorized and approved by the City Commission. Financial disclosure is not required to the Commission on Ethics, State of Florida.

The Committee does not meet on a regular basis; therefore, a flexible schedule is maintained. All meetings are held in the Commission Chambers located in City Hall. Notice of all meetings is provided to the members and posted on the bulletin board at City Hall at least twenty-four (24) hours in advance of the meeting and are subject to Section 286.011 Florida Statutes, et. Seq. (Public Meeting Law).

The duties and responsibilities of the Committee are to provide a forum to receive input from citizens on various community issues. The City Commission, through the City Manager, refers community development issues and concerns to the Committee for study and review. In order to obtain meaningful and timely input from the Committee, public hearings are conducted to obtain community input from the Committee, public hearings are conducted to obtain community input relative to matters of public housing economic development and infrastructure needs of the City. Actions of this Committee are crucial whenever Community Development Block Grants or related grants are sought by the City. The Committee's recommendations are transmitted to the City Commission for final action.

This board does not operate under a separate budget; however, the City does provide administrative support.

CITIZENS ADVISORY TASK FORCE MEETS ON AN "AS NEEDED" BASIS.

LIBRARY ADVISORY BOARD

The City of Clewiston Library Advisory Board is a seven (7) member committee established pursuant to Sec. 62-126 of the Code of Ordinances. Board members are appointed by the City Commission. The term of appointment is seven (7) years and membership may be renewed as authorized by the Commission. Members serve without remuneration but may be reimbursed for actual expenses incurred as authorized and approved by the City Commission. Financial disclosure is required to the Commission on Ethics, State of Florida.

The Library Board meets regularly on the second Monday of each month. All meetings are held at the Clewiston Public Library. Notice of all meetings is provided to the members and posted on the bulletin board at City Hall at least twenty-four (24) hours in advance of the meeting and are subject to Section 286.011 Florida Statutes, et. Seq. (Public Meeting Law).

Duties of the Library Board are to: 1) review proposed operating and capital budgets of the Library prior to submission; 2) annual review of long-range plans; 3) develop rules and regulations for the operation and administration of the library system; 4) authorized to accept and manage gifts to the library system; 5) have authority and discretion in maintaining and developing library collections.

**THE LIBRARY ADVISORY BOARD MEETS ON THE SECOND MONDAY OF
EACH MONTH**

PLANNING AND ZONING BOARD

The City Planning and Zoning Boards consist of five (5) members who shall be residents of the City. The Planning Board is also referred to as the Local Planning Agency (LPA). Members are appointed by the City Commission for three (3) year terms and serve dual terms on the board. Financial disclosure is required annually to Commission on Ethics, State of Florida. This Board acts in an advisory capacity through recommendations to the City Commission for final action. The Planning and Zoning Board is established by the City Code.

A major responsibility of the Planning Board is the management and update of the City Comprehensive Plan and Land Use Regulations which provide for the growth management needs of Clewiston. The Planning Board also functions in the dual role as the Zoning Board for the City and shall have the duties and responsibilities as set forth in the Land Use Regulations and the City Code. Most common among the Zoning Board's duties is to review and consider citizen requests for zoning changes, special exceptions or variances to certain land use regulations and subdivision of property within the City.

This board does not operate under a separate budget; however, the City does provide administrative support. The Planning (and Zoning) Boards shall meet on an as needed basis at a designated time in City Hall and is subject to Section 286.011, Florida Statutes, et. Seq. (Public Meeting Law).

THE PLANNING AND ZONING BOARDS MEET ON AN "AS NEEDED" BASIS.



CITY OF CLEWISTON, FLORIDA
APPLICATION FOR
CITIZEN BOARD APPOINTMENT

Last Name: _____ **First Name:** _____ **Middle Initial:** _____

Home Address: _____

Home Phone Number: _____

Employer: _____

Occupation: _____

Business Address: _____ **City:** _____

Zip: _____

Committee/Board of interest to you.

_____ Boating Advisory Committee

_____ Citizens Advisory Task Force

_____ Library Advisory Board

_____ Planning and Zoning Board

What experience or special training do you have which you feel particularly fits you for the appointment to this position? _____

Signature of Applicant

Date Submitted

Please submit Application to: **City of Clewiston, Florida**
115 W. Ventura Avenue
Clewiston, FL. 33440
PH: (863) 983-1484