

Agenda Item No. R-4__

VILLAGE OF ROYAL PALM BEACH
Agenda Item Summary

AGENDA ITEM:

Discussion and consideration of a revised Village Council Policy regarding attendance requirements for Citizen Advisory Boards.

ISSUE: The Village of Royal Palm Beach has created by charter, ordinance, and resolution certain citizen advisory boards such as the Planning and Zoning Commission, the Recreation Advisory Board and the Education Advisory Board. These advisory boards meet regularly throughout the year. The advisory board members serve without compensation and at the pleasure of the Village Council. The attached policy outlines revised attendance requirements for advisory board members in order to ensure that a quorum is present at each meeting.

RECOMMENDED ACTION:

Motion to approve revised attendance policy.

Initiator:	Village Manager	Agenda	Village Council
	Approval:	Date:	Action:
		12-7-23	

VILLAGE OF ROYAL PALM BEACH, FLORIDA
VILLAGE COUNCIL POLICY
ATTENDANCE REQUIREMENTS FOR CITIZEN ADVISORY BOARDS

REFERENCES:

- Article V of the Village Charter (Planning and Zoning Commission)
- Chapter 2, Article IV, Division 6 of the Village Code of Ordinances (Planning and Zoning Commission)
- Chapter 2, Article IV, Division 3 of the Village Code of Ordinances (Recreation Advisory Board)
- Resolution No. 18-15 (Education Advisory Board)

PURPOSE:

The Village of Royal Palm Beach, Florida has created by charter, ordinance or resolution certain citizen advisory boards as required or permitted by law (hereinafter “Citizen Advisory Boards” or “Citizen Advisory Board”). These Citizen Advisory Boards meet regularly throughout the year. The Citizen Advisory Board Members serve without compensation and at the pleasure of the Village Council.

The Village Council has become aware of the need to provide attendance policies for its Citizen Advisory Boards, and to define under what circumstances a Citizen Advisory Board Member may be removed for violation of the attendance requirements. The Village Council has determined that adopting an attendance policy shall improve the function of the Village’s Citizen Advisory Boards, and is in the best interests of the Village and its citizens.

POLICY:

1. Each Citizen Advisory Board Member shall make a conscientious effort to attend all scheduled meetings for his/her Citizen Advisory Board.
2. Members shall be automatically removed for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive regularly scheduled meetings held during any one fiscal year, or a failure to attend more than seventy-five percent (75%) of the regularly scheduled meetings held during any one fiscal year. Participation in less than three-fourths (3/4) of a meeting shall be the same as a failure to attend a meeting. The Village Clerk shall send written notice of such automatic removal to the affected Member and to the Village Council Liaison for the Citizen Advisory Board.
3. Automatic removal of a Member shall cause a vacancy to exist in the membership of the Citizen Advisory Board.
4. If a Member is automatically removed for violating the attendance requirements, the Village Council may reappoint the Member when extenuating circumstances are found to exist for the Member’s absences, or may appoint a new member to fill the vacancy.

5. Excused absences shall not constitute a lack of attendance, and shall not be counted against the Member. The absence of a Member shall be deemed excused under the following circumstances:
 - a. When the Member is performing an authorized alternative activity relating to outside Citizen Advisory Board business that directly conflicts with the properly noticed meeting;
 - b. When the Member is issued a subpoena by a court of competent jurisdiction;
 - c. When the Member is summoned to jury duty;
 - d. When the Member is observing a religious holiday;
 - e. The death of a relative, spouse or domestic partner;
 - f. The hospitalization of the Member, a relative, spouse or domestic partner; and
 - g. Deployment or other commitment as a result of active duty service in the United States military.
6. Any Member seeking an excused absence shall provide written notice to the secretary for the Citizen Advisory Board prior to the meeting at which the Member will be absent, whenever practicable. Upon receipt of the written notice, the secretary of the Citizen Advisory Board shall forward a copy to the Village Council Liaison for the Citizen Advisory Board. Excused absences shall be entered into the minutes at the next regularly scheduled meeting of the Citizen Advisory Board.
7. Only the regular meetings of the Citizen Advisory Board will be subject to this attendance policy. The attendance policy and automatic removal provision shall not apply to special meetings.
8. The attendance requirements outlined in this policy shall apply to Alternate Citizen Advisory Board Members in order to ensure familiarity with the procedures utilized by the particular board.

EFFECTIVE DATE:

This Village Council Policy shall take effect immediately upon adoption.

PASSED AND ADOPTED this 7th day of December, 2023.

VILLAGE OF ROYAL PALM BEACH

FRED PINTO, MAYOR

ATTEST:

DIANE DISANTO, VILLAGE CLERK

(SEAL)