

RESOLUTION NO. 18-_____

**A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF MIAMI LAKES, FLORIDA AMENDING THE
COMMITTEE RULES, REGULATIONS AND
PROCEDURES; PROVIDING FOR INCORPORATION OF
RECITALS; PROVIDING FOR CONFLICTS; AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Town of Miami Lakes, Florida (hereinafter, the “Town”) has created numerous advisory committees, boards and task forces (collectively, “Citizens’ Committees”); and

WHEREAS, on June 8, 2004 by Resolution No. 04-233, the Town Council adopted Committee Rules, Regulations and Procedures; and

WHEREAS, on March 3, 2015 by Resolution No. 15-1291, the Town Council adopted revisions and amendments to the Committee Rules, Regulations and Procedures (collectively, the “Committee Rules”); and

WHEREAS, during the May 1, 2018 Town Council Meeting, the Town Attorney discussed concerns regarding minors, those under the age of seventeen (17) years of age, voting on items that required them to use their independent judgement and discretion, specifically the voting of budgetary items or expenditures; and

WHEREAS, the Town directed the Town Attorney to draft proposed changes to the Town’s Committee Rules to address this concern; and

WHEREAS, the Town Council desires to amend the Committee Rules as it relates to the membership requirements and the location of Committee Meetings, as set forth in Exhibit “A” attached hereto.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL FOR THE
TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:**

Section 1. Recitals. The foregoing recitals are true and correct and are incorporated herein by reference.

Section 2. Amending Committee Rules, Regulations and Procedures. The Town Council hereby amends Section 3, Section 4, and Section 12 of the Committee Rules and replaces them in their entirety in the form attached hereto as Exhibit “A¹,” incorporated herein by reference.

Section 3. Conflicting Resolutions. The Committee Rules amended in this resolution shall apply uniformly to all non-statutorily created Town Citizens’ Committees. In the event of a conflict between any existing Committee Rule, Regulation or Procedure and the attached Committee Rules, the attached Committee Rules shall apply. Any Town Citizens’ Committees created subsequent to the passage of this resolution shall also adhere to these amended Committee Rules.

Section 4. Effective Date. This Resolution shall be effective immediately upon adoption.

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¹ Additions to the text are shown in underline and deletions from the text are shown in ~~striketrough~~.

Passed and adopted this 17th day of July, 2018.

The foregoing resolution was offered by _____ who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Manny Cid	_____
Vice Mayor Frank Mingo	_____
Councilmember Luis Collazo	_____
Councilmember Timothy Daubert	_____
Councilmember Ceasar Mestre	_____
Councilmember Nelson Rodriguez	_____
Councilmember Marilyn Ruano	_____

Manny Cid
MAYOR

Attest:

Gina Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:

Raul Gastesi, Jr.
Gastesi & Associates, P.A.
TOWN ATTORNEY

EXHIBIT “A”

COMMITTEE RULES, REGULATIONS AND PROCEDURES

These Committee Rules, Regulations, and Procedures (“Committee Rules”) shall apply uniformly to all Town Citizens’ Committees (Committees”). The Committee Rules are intended to supplement matters not covered in existing resolutions creating any Town Committees.

For the purpose of these rules, “Committees” shall include all non-statutory committees, task forces and advisory boards established by the Town Council to make recommendations, advise the council and initiate programs in the Town.

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Section 3. Regular Meetings.

The Committees shall hold at least one regular publicly noticed meeting each month, unless waived by the Chairperson, at a ~~location within the Town~~ Public Building located within the boundaries of the Town of Miami Lakes as set by the Chairperson. The Chairperson may not waive more than four (4) meetings per year.

Section 4. Special Meetings.

Special meeting may be held upon the call of the Chairperson or a majority of the Committee upon 48 hours’ notice. Notice of special meetings shall be by letter sent to the Committee member’s home address or email and shall be received by the member with reasonable notice before the meeting. Special meetings shall be publicly noticed and held at a ~~location within the Town~~ Public Building located within the boundaries of the Town of Miami Lakes as set by the Chairperson.

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Section 12. Residency and Age Requirement.

Unless specifically identified and provided for in a Town of Miami Lakes Resolution, such as the Resolution creating the Youth Activities Task Force, all Members of the Committees shall be adults, above the age of eighteen (18) years.

Minors, those seventeen (17) years and younger, that are permitted by a Town of Miami Lakes Resolution to serve on a Committee are prohibited from voting on any item regarding Committee budgets or Committee expenditures.

Members of the Committees shall either:

- (a) Be a resident of the Town;
- (b) Be employed in the Town;
- (c) Be a student in an area school located in the Town;
- (d) Own a business or property located in the Town; or
- (e) Be a non-resident who has interest in a Committee and brings specific talent and/or expertise to the Committee's intent as set forth in the resolution creating the Committee.