

COMMISSION POLICY 22-01: CITIZEN ADVISORY BOARDS

I. PURPOSE

The purpose of this policy is to establish consistent procedures to be adhered to by appointed members of any citizen advisory boards and to implement a training program for advisory board members.

II. POLICY

It is hereby declared to be a policy of the Marion County Board of County Commissioners (BCC) that the procedures outlined herein regarding citizen advisory boards apply to members of each of the following boards, and any advisory board subsequently created:

- Affordable Housing Advisory Committee
- Board of Adjustment
- Code Enforcement Board
- Dog Classification Board
- Fire Rescue and EMS Advisory Board
- Golden Hills Turf & Country Club MSTU for Road Improvements
- Hills of Ocala MSTU for Recreation Advisory Council
- Historical Commission
- Hospital District Board of Trustees
- Housing Finance Authority
- Industrial Development Authority
- Land Development Regulation Commission
- License Review Board
- Marion Oaks MSTU for General Services
- Marion Oaks MSTU for Recreation Advisory Council
- Parks and Recreation Advisory Council
- Pine Run MSTU Advisory Council
- Planning and Zoning Commission
- Public Safety Coordinating Council
- Rainbow Lakes Estates MSD Advisory Council
- Silver Springs Shores Special Tax District
- Tourist Development Council
- Well Florida Council

Citizen advisory boards are created by state statute, county ordinance or BCC resolution. Some advisory boards are tasked with reviewing and researching a topic, hearing appeals or making recommendations considering public safety, welfare and health.

This policy repeals and replaces the following commission policy: 18-01. This policy shall take effect immediately upon adoption by the BCC on March 15, 2022 and shall remain in effect until amended by the BCC.

A. Appointment Requirements for Citizen Advisory Board Members

1. Notwithstanding any other provisions of the Marion County Code pertaining to time limitations or term limits for a member's service on an advisory board, a member appointed to a board may be reappointed to consecutive terms.
2. Resignations shall be placed on the agenda for BCC notation. Vacancies including due to resignation on any board shall be advertised by the commission office, in consultation with the Chairman, Vice Chair or the County Administrator, at the next advertising cycle after the vacancy occurs.
3. Sixty days prior to the end of a board member's term, the commission office shall advertise for applications to serve on the board.
4. All applicants for membership on any of the below-specified boards may be scheduled for interview at the most appropriate time prior to the date of appointment. Applicants previously interviewed (within a one-year period) for the position currently being sought will not be interviewed again except at the specific direction of the BCC.
5. Applicants for membership on the following boards, commissions, or councils may be interviewed prior to appointment by the BCC:
 - Hospital District Board of Trustees
 - Planning and Zoning Commission
 - Tourist Development Council
 - Historical Commission

Current alternate member(s) of boards on which vacancy(ies) exist will be interviewed upon specific direction by the BCC.

B. Attendance Requirements for Citizen Advisory Board Members

1. Members of boards, commissions, agencies, councils or other similar bodies created by the BCC, or by any general or special act of the legislature of the State of Florida, with the exception of the BCC and the Code Enforcement Board, shall faithfully attend meetings on a regular basis.
2. If any member fails to attend three successive meetings without prior approval of the chairman of such board, commission, agency, council or other similar body, or if any member fails to attend forty percent (40%) or more of all meetings within any calendar year, such fact shall be reported to the BCC.
3. The BCC may declare the seat held by such member to be vacant and may appoint a new member without notice.

C. Filing of Financial Disclosure Statements

1. Members of boards, commissions, agencies, councils or other similar bodies appointed by the BCC shall annually file a financial disclosure statement as required by Section 112.3145, Florida Statutes.
2. Failure of any member to file said statement by July 31 of each year of their term of office shall subject said delinquent member to removal from office by the BCC.
3. Removal from office as described in the preceding paragraph may only be excused by the BCC upon a showing of good cause which shall be determined by a majority vote of the BCC.

D. Substantive Boards

1. For purposes of this policy, the following boards shall be considered substantive boards:
 - Board of Adjustment

- Code Enforcement Board
 - License Review Board
 - Land Development Regulation Commission
 - Historical Commission
 - Hospital District Board of Trustees
 - Housing Finance Authority
 - Industrial Development Authority
 - Parks and Recreation Advisory Council
 - Tourist Development Council
2. No person may serve as an appointed member of more than one substantive board, commission, agency, council or other entity whether created by the BCC or created by any general or special act of the legislature of the State of Florida.
 3. If an appointment is made which violates this policy, the appointee shall submit a resignation from the conflicting board, commission, agency, council, or other entity within 10 days of appointment, otherwise, the new appointment shall be null and void.
 4. A person may serve as a member of a MSTU or MSBU advisory board and a member of a substantive board provided no conflict exists as determined by the BCC.
 5. A person may only serve as a member of one MSTU or MSBU advisory board at the same time.

E. Advisory Board Member Training Program

1. Within six months of appointment, advisory board members must complete one of two of the below training options:
 - a. **Option one:** a four hour, in-person training provided by the University of Central Florida's Institute of Local Government. This training is led by a certified instructor and will cover important topics including voting rules, public records and board etiquette. This course will be offered annually at the McPherson Governmental Complex.
 - b. **Option two:** online training as provided via videos, which are accessible on the county's website (<http://www.marioncountyfl.org/about/board-of-county-commissioners/advisory-boards/advisory-board-information-and-training>)
2. Training is mandatory once every term for advisory board members. If option two is selected, the advisory board member is required to complete an acknowledgement form, which is also located on the above referenced county website.

F. MSTU and MSBU Advisory Boards

1. In addition to the other responsibilities outlined in this policy, the roles and responsibilities within section F apply to all members of any of the following MSTU or MSBU advisory boards and to any such advisory board created after adoption of this policy:
 - Golden Hills Turf & Country Club MSTU for Road Improvements
 - Hills of Ocala MSTU for Recreation Advisory Council
 - Marion Oaks MSTU for General Services
 - Marion Oaks MSTU for Recreation Advisory Council
 - Pine Run MSTU Advisory Council
 - Rainbow Lakes Estates MSD Advisory Council
 - Silver Springs Shores Special Tax District

2. An MSTU or MSBU may be established by the BCC as provided under state law or by special act to provide a means of financing specified services in a geographic area of the county. Under state law and all current special acts, the BCC is the governing body for all MSTUs and MSBUs.
3. All finances and assets, including real property and personnel, are under the control of the BCC. The BCC, at its option, may create an advisory board to advise it on issues and policies relating to the MSTU/MSBU including service levels, budgeting, and programs. The following describes the role of these advisory boards as currently provided under state law, special acts, county ordinances, and BCC. Any statute, special act, BCC policy, administrative policy, or by-law which is in conflict with this policy shall prevail:

- a. **Employees**

- i. Employees assigned to an MSTU/MSBU provide services for which funds have been budgeted within the MSTU/MSBU and are Marion County employees; as such, they are under the direction and supervision of the county administrator and are subject to all applicable county policies.
- ii. The county administrator shall assign a staff liaison to an MSTU advisory board. Neither an advisory board nor advisory board members have authority over county employees; it is not appropriate for an advisory board or advisory board members to give directions to county employees or to play a role in personnel practices.

- b. **Purchases and Expenditures**

- i. Advisory boards provide advice and recommendations to the BCC on services, facilities, policies, the budget and other financial needs of the MSTU. The advisory board, in consultation with the staff liaison, will prepare the annual budget request for the MSTU for review by the county administrator and approval by the advisory board, county administrator and by the BCC.
- ii. The staff liaison to the advisory board will have responsibility for the administration of the adopted budget and for authorizing expenditures. Expenditures are to be in compliance with pertinent statutes, county ordinances, BCC and administrative policies.
- iii. Requests for Proposals (RFPs) for services as well as specifications, plans, or designs for capital items, equipment and fixed assets are to be developed by the staff liaison with input from the purchasing director and other county employees as may be appropriate.
- iv. The advisory board shall have an opportunity to review all such items for consistency with the intent of the adopted budget. Acquisition of goods and services shall be in accordance with all applicable statutes, ordinances, and BCC and administrative policies.

- c. **Policies and Operations**

- i. The staff liaison will attend advisory board meetings. The staff liaison shall notify county administration of the dates and times of all scheduled advisory board meetings for purposes of public notice according to county policy. Minutes shall be taken of all advisory board meetings and be submitted to the Clerk of the Court's commission records department for inclusion in an upcoming BCC meeting agenda as a notation for record item.
- ii. Advisory board members do not individually have a role in MSTU

operations, however, the staff liaison is expected to consider the recommendations of the advisory board on services and other issues.

This Policy repeals and replaces the following Commission Policies: 18-01.

Date of Adoption: March 15, 2022