



# Boards, Councils and Committees

PINELLAS COUNTY GOVERNMENT

July 16, 2013

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## **Section I – Boards, Councils and Committees**

These procedures apply to citizens that are appointed to boards, councils or committees under the purview of the Pinellas County Board of County Commissioners by individual county commissioners or the County Commission as a whole.

These procedures do not apply to appointments of elected officials or government employees, appointments to boards, councils or committees that are independent of county government.

They do not apply if a different appointment process is established by statute, ordinance or other enabling legislation or authority.

Unless otherwise established in the statute, ordinance, adopted rules or enabling legislation or authority, these qualifications, and service, and operating requirements for the board, council or committee shall include:

### **A. Appointments/Terms**

1. A member cannot be employed by Pinellas County government at any time during the term.
2. Unless specifically authorized in the enabling legislation or authority, a member cannot hold elective office. Elected officials currently serving may continue to serve through the end of the current term unless otherwise stated in the enabling legislation.
3. Youth Advisory Committee appointments are for a period of one year. A member may be considered for reappointment if still a high school student. These procedures do not apply to the Youth Advisory Committee unless otherwise specified herein.

### **B. Orientation**

1. New members must participate in an orientation, preferably within six months of appointment.
  - a. Orientation is scheduled through the board, council or committee liaison.
  - b. The county attorney's office provides information on compliance with Florida's Sunshine Law, Public Records laws and the Code of Ethics for public representatives.

### **C. Meetings**

1. Meetings shall be open to the public and must be properly advertised.
2. Agendas shall be prepared and distributed in advance of each scheduled meeting by the committee chair or designee. Agendas must include an Open-to-the-Public portion.
3. Minutes shall be produced in accordance with Pinellas County standards, typed and retained by the board, council or committee liaison.
4. Participation in meetings remotely by telephone is allowed only if:

- a. a quorum is present in person at the meeting location, and
- b. the member's absence is due to circumstances beyond the control of the member as approved by the committee.

**D. Committee Responsibilities**

1. The committee shall:
  - a. have only the authority and responsibilities specifically granted in the enabling legislation or authority, and shall be subject to all applicable Pinellas County policies, as may be amended in the future.
  - b. comply with all applicable requirements of Florida's Sunshine Law, Public Records laws and the Code of Ethics.
  - c. appoint subcommittees as necessary. Subcommittees must meet in accordance with the Sunshine Law.
  - d. adopt additional procedures of operation (bylaws) if appropriate, provided no conflict exists with Florida Law or authority.

**E. Member Responsibilities**

1. A member is expected to:
  - a. meet the applicable attendance requirement.
  - b. file financial disclosure when required.
  - c. stay current and participate on issues before the committee.

**F. Board, Council or Committee Liaison Responsibilities**

1. The board, council or committee liaison shall:
  - a. advertise vacancies, if approved by the appointing/nominating commissioner.
  - b. track attendance.
  - c. maintain files.
  - d. interact with applicants and prepare appointment applications for the County Commission agenda for advertised vacancies.
  - e. coordinate the notification of new members of appointment with the appointing/nominating commissioner, and:
    - i. Provide information about the committee to new members.
    - ii. Schedule new member's attendance at the committee orientation.
  - f. assist with preparation and distribution of agendas and related documents.
  - g. ensure appropriate staff is involved to provide advice and guidance as needed.
  - h. record meetings.
  - i. prepare summary minutes in the absence of different Pinellas County procedures or standards in place.

## **G. Email**

1. Use of texts or social media for official county business is prohibited; use of personal email accounts are only permitted when communicating directly with county staff or officials on the Pinellas County email system.
2. Personal emails, texts or social media cannot be used to communicate with fellow committee members about public business in which foreseeable action may be taken by that committee.

## **H. Voting**

1. Pursuant to Section 286.012, Florida Statutes, all committee members, including the chair, are obligated to vote unless they have disclosed a conflict of interest.
  - a. Conflict of interest forms for committee members are kept by the board, council or committee liaison.
  - b. Committee members may not participate in any matter by attempting to influence a decision by oral or written communications whether made by the member or at the member's direction when the member has a conflict of interest.
2. Voting at a public meeting cannot be by secret ballot.
3. An affirmative vote of a simple majority shall constitute adoption of a motion, unless otherwise provided in the enabling legislation or authority.
4. A simple majority of the existing membership shall constitute a quorum, unless otherwise provided in the enabling legislation or authority.
5. A motion is not successful on a tie vote.

## Section II – Board, Council or Committee Liaison

The board, council and committee liaison is the responsible department representative who provides support, but does not direct activities of the board, council or committee. The liaison shall:

### A. Advertise a Vacancy

1. Identify that a vacancy exists or that a member's term will soon expire.
2. If an individual commissioner appoints or nominates the board, council or committee member, confer with that commissioner's office as to whether the advertising process herein should be utilized.
3. If the commissioner determines that the advertising process should not be used, the board council or committee liaison shall follow Section II – G.1. to G.6. requirements.
4. Examine the appropriate resolution or ordinance to determine any specific qualifications which must be met. Send a letter to the incumbent with notification of the term expiration, enclosing an application printed from the SharePoint site or providing a link to the online application.
5. Use the template provided on the county website to communicate the information to be advertised. Advertising may occur in advance of the term expiration to avoid a lapse in membership.

Vacancies are advertised on:

- Pinellas County website at:  
<http://www.pinellascounty.org/boards/current-vacancies>
  - Pinellas County Facebook
  - Pinellas County Twitter
  - PCC-TV Community Bulletin Board
  - Pinellas County E-News
  - News Release
6. Facilitate late changes to advertisements.
  7. Ensure that the vacancy is advertised for three consecutive weeks, and then advertise as "Open until filled."
  8. When applications have been received and the posting is closed, notify Communications to remove the vacancy from the county website.
  9. If no qualified applications are received, the board, council or committee liaison shall communicate with either the Commission chair or the appointing chair to determine the need for additional advertising and recruitment efforts.

## **B. Track Appointments**

1. Notify the appointing or nominating commissioner's office and board, council or committee member that the term is expiring, include an application to complete and return if approved by the nominating or appointing commissioner's office and member is interested in serving.
2. Notify the board, council or committee member that the term limit has been met.

## **C. Track Attendance**

1. Contact the member by email, telephone or other appropriate method when an attendance problem may be developing. Document the contact.
2. If attendance does not improve, send a letter by the committee chair or designee reminding the member of the attendance requirement, and that members who are unable to fulfill their commitment must resign.
3. If the member has not responded to the letter by the next regularly scheduled meeting, send an email or memo to the Board of County Commissioners chair requesting that the Board consider removal of the member due to poor attendance.
  - a. No agenda packet necessary.
  - b. Attendance records must be provided.
4. Send a letter advising the committee member of their removal after Board of County Commissioners' action.

## **D. Certificates of Appreciation**

1. Certificates of Appreciation are sent to committee members:
  - a. When the term expires.
  - b. When a member resigns.
  - c. When the member is not reappointed.
  - d. When a committee sunsets or is dissolved
    - i. Send letter advising member of sunset or dissolution.
2. Send completed text by email to the Board of County Commissioners chair's administrative assistant.
3. Return the printed and signed certificate to the board, council or committee liaison.

## **E. Manage Files**

1. Retain copy of applications for the required retention period.
2. Retain copies of advertisements.
3. Retain copies of summary minutes.
4. Retain copies of all enabling legislation.
5. Board Records will maintain the agenda packet files to meet the requirement. However, if an applicant is deemed not qualified and not included in the agenda packet, all records as outlined above must be retained in the board, council or committee liaison's files for four years.

## F. Assist in Filling Vacancies

1. Take calls from potential applicants.
  - a. Explain specific qualifications for the vacancy.
  - b. Send an application printed from the SharePoint site.
2. Collect and review applications submitted for qualification including:
  - a. Conflicts of interest
  - b. Specific requirements
3. Assist, or if directed by the appointing or nominating commissioner's office, prepare an agenda packet containing the following information:
  - a. Memo to Board of County Commissioners [refer to page 13 for suggested form] to include:
    - i. Motion, with the following information:
      - Length of term
      - Category being filled (if applicable)
      - A separate motion for each category of vacancy
      - The effective ending date of the term (wording should state "through" month and year)
      - Name of the applicant being recommended for appointment **only** when there is just one applicant per vacancy. It is not appropriate for staff to make recommendations regarding appointments.
    - ii. Include the name of the staff person who verified all pertinent and required information.
    - iii. Advise the Board of County Commissioners if an applicant has indicated a conflict of interest, giving them the opportunity to vote on whether to approve a waiver if available and that applicant is selected.
  - b. Applicant Appointment Worksheet [refer to page 14]
    - i. Attach the worksheet as though page two of the memo.
    - ii. List the membership category(ies) indicating the number of vacancies, e.g., general membership (two vacancies).
    - iii. List the names of all qualified applicants for each vacancy.
    - iv. If applicants are qualified for more than one vacancy, list their name under each vacancy, and put an asterisk after their name denoting that they are qualified for multiple categories.
    - v. Identify whether an applicant is seeking reappointment by placing a **Y** or **N** in the reappointment column.
    - vi. Leave the comments column blank for the Commissioners' use.
  - c. Committee Rosters
    - i. Print from the county website listing.
    - ii. Ensure online roster is up-to-date.
    - iii. To update a roster, make changes on printed copy, scan and send to Communications.
  - d. Application, if required:
    - i. Include new application for incumbent if member still wishes to serve and has not reached term limit.
    - ii. Include applications received in the past year after verification that applicants are still interested in serving.



- iii. Include applications received during the advertisement period.
- iv. **Remove home address, phone number and email address on a Youth Advisory Committee application.**
- e. Attendance Records
  - i. Include attendance records for the current year and previous year, current year first.
  - ii. Insert the number of meetings held that year.
  - iii. Record attendance rates as percentages.
  - iv. Use **X** for present; **A** for absent; **C** for meeting cancelled, **M** for a medical leave of absence.
  - v. Do not add or change categories.
- 4. For advertised vacancies, coordinate with the agenda coordinator to schedule vacancy appointments on a Board of County Commissioners agenda:
  - a. Schedule as a *Consent* item when there is only one qualified applicant per vacancy.
  - b. Schedule as a *Discussion* item when there are multiple applicants for a vacancy(ies).
- 5. Notify applicants by telephone, email or mail of the date the agenda item is scheduled to be heard by the Board of County Commissioners.
- 6. Attend the Board meeting for the agenda item.
- 7. Send new board, council or committee member(s) a welcome letter and new member packet including:
  - a. Purpose
  - b. Meeting dates and times
  - c. Meeting locations
  - d. Attendance policy
  - e. Current roster
  - f. Minutes of last two board, council or committee meetings
  - g. A copy of the *Rules of Procedures* for board, council or committee member(s)
  - h. Any other information deemed beneficial
- 8. Follow up with an email or telephone call to new member(s) offering assistance
- 9. Update the website roster by sending Communications the new information within ten days of Board of County Commissioners' action. Send letters to applicants not selected, including a list of volunteer opportunities (available from the Human Resources volunteer coordinator).

**G. Respond to all Inquiries** about board, council or committee positions

1. Send an application to be completed and returned even if there are no vacancies.
2. Determine immediately upon receipt of the application whether the minimum membership requirements have been met.
3. If applicant is not qualified, advise the applicant in writing.
4. When a vacancy occurs, if approved by the appointing or nominating commissioner's office, contact all applicants on file to confirm continued interest.
5. Keep applications on file for a period of one year, to be considered when vacancies occur.
6. Retain all records, including but not limited to applications, letters of recommendation, other related correspondence and supporting documentation in liaison's files for four years, if an applicant is deemed not qualified and not included in the agenda packet for a BCC meeting.

**H. Handle Medical Leave of Absence**

1. Members may request a medical leave of absence in writing to the committee chair to include:
  - a. Reason for request.
  - b. Length of time needed (not to exceed 90 consecutive days per term).
2. The committee chair considers requests on a case-by-case basis.

**I. Properly Notice Meetings**

1. Properly advertise
  - a. Send notifications to Business Technology Services and Communications to update advertisements.
  - b. Access the shared committee file and provide the following information:
    - i. Name of board, council or committee
    - ii. Number of vacancies
    - iii. Purpose
    - iv. Requirements
    - v. Terms
    - vi. Date and time of meeting
    - vii. Room, floor, building, street address, city
    - viii. Contact name, email address and telephone number
  - c. For agencies which cannot access the shared file, send meeting notices to Communications via email. Information will be included on the County Calendar.
  - d. Other meetings
    - i. If two or more members of a committee are present at a meeting and will discuss matters which will likely come before them, the meeting must be advertised.
    - ii. If committee members are only going to a meeting as attendees and will not be participating in the discussion (other than asking questions of the panel or moderator), the meeting does not have to be advertised.

2. Agendas
  - a. Assist with preparation of an agenda.
  - b. Send a copy of the agenda electronically to Business Technology Services.  
Subject line of email should read:  
BOARD, COUNCIL OR COMMITTEE AGENDA
3. Minutes
  - a. Record meetings.
  - b. Prepare summary minutes.
    - i. Retain official minutes to comply with state law.
    - ii. Send a copy of the approved minutes electronically to Business Technology Services Subject line of email should read:  
BOARD, COUNCIL OR COMMITTEE MINUTES
  - c. Send one printed copy to Board Records to be filed.
4. Open-to-the-Public Requirement
  - a. Ensure that all meetings allow a minimum of one-half hour for public comment (Open-to-the-Public) for individuals other than committee members.
  - b. Allot three minutes to each individual to address the committee.
5. Schedule of Meetings
  - a. Maintain a list of regularly scheduled meetings.
  - b. Update list annually.

#### **J. Schedule Orientations**

1. Schedule a new member's attendance at a regularly scheduled Committee Orientation, preferably within six months of appointment.
  - a. Contact Board of County Commissioners for schedule of classes.
  - b. Advise County Attorney's representative when scheduling a committee member's attendance.
2. Orientation includes the following information:
  - a. Florida Sunshine Law
  - b. Public Records Law
  - c. Code of Ethics for public representatives
  - d. Conflict of interest
  - e. And parliamentary procedures
3. Committee liaisons are encouraged to attend orientation sessions to become familiar with laws and requirements.

#### **K. Maintain Website**

1. Provide Business Technology Services and Communications with information to keep website listings up-to-date.
2. Reflect action taken by the Board of County Commissioners on the website within ten business days following the Board of County Commissioners' meeting at which the action was taken.
3. Keep the following information current:
  - a. Addition and deletion of members

- b. Initial appointment date
- c. Term expiration date
- d. Committee liaison contact information
- e. Any change to enabling legislation



**PINELLAS COUNTY  
BOARD OF COUNTY COMMISSIONERS**

(727) 464-3377 • FAX (727) 464-3022 • 315 COURT STREET • CLEARWATER, FLORIDA 33756

**TO:** Pinellas County Commissioners

**FROM:** Commissioner

**DATE:** (Month Day, Year)

**SUBJECT:** Appointments to (Name of board, council or committee)

**Summary:**

Due to the (term expiration or resignation) of (name), (#) vacancies exist on the (name of board, council or committee).

Vacancies were advertised soliciting interested citizens for appointment. Applicants are listed on the attached Applicant Appointment Worksheet. (Unfilled positions will continue to be advertised until filled.)

The individual(s) listed is/are qualified in accordance with the governing document.

Attachments: Applicant Appointment Worksheet  
Committee Roster

[Click here to download the Applicant Appointment Worksheet](#)

## Section IV – Board, Council and Committee Listings

The membership of the following Boards, Councils and Committees includes citizens appointed by the BCC, and the Boards, Councils or Committees are under the purview of the Board of County Commissioners.				
<b>Board</b> (subject to procedures)	<b>BCC Appoints</b>	<b>Individual Commissioner Nominates/ BCC Appoints</b>	<b>Individual Commissioner Appoints</b>	<b>Other</b>
<b>Affordable Housing Committee</b> (11 members)	X			
<b>Board of Adjustment</b> (7 members)		X		
<b>Educational Facilities Authority</b> (5 members)	X			
<b>Health Facilities Authority</b> (5 members)	X			
<b>Historical Commission</b> (9 members; 7 appointed by individual commissioners)			X	
<b>Historic Preservation Board</b> (9 members; 7 nominated by individual commissioners, 2 at-large appointments)		X		
<b>Housing Finance Authority</b> (5 members)	X			
<b>Local Planning Agency</b> (7 members)		X		
<b>Parks &amp; Conservation Resources Advisory Board</b> (8 members; 7 nominated by individual commissioners)		X		
<b>Pre-Qualification Committee</b> (3 members; appointed by Admin, confirmed by BCC)				X
<b>Tourist Development Council</b> (12 members; 5 elected officials, 7 tourist industry members)	X			
<b>Unified Personnel Board</b> (7 members; BCC appoints 2)	X			
<b>Youth Advisory Committee</b> (15 members)	X			

<p align="center">The following boards, councils and committees are: 1) independent; or 2) county members are either elected officials, government staff, subject matter experts/professionals, or have to meet specified qualifications to serve; or 3) are not appointed by the BCC, and therefore are <u>not</u> subject to procedures.</p>	
<b>Affirmative Action Committee</b>	<b>Pinellas County Community Foundation</b>
<b>Area Agency on Aging Pasco-Pinellas, Inc.</b>	<b>Pinellas County Economic Development Council</b>
<b>Business Technology Services Board</b>	<b>Pinellas County Law Library</b>
<b>Charter Review Commission</b>	<b>Pinellas County Public Employees Relations Committee</b>
<b>Construction Licensing Board</b>	<b>Pinellas Opportunity Council</b>
<b>Disaster Advisory Committee</b>	<b>Pinellas Park Water Management District</b>
<b>East Lake Community Library Advisory Board, Inc.</b>	<b>Pinellas Public Library Cooperative, Inc.</b>
<b>Election Canvassing Board</b>	<b>Pinellas Suncoast Transit Authority</b>
<b>Emergency Medical Services Authority</b>	<b>Prescription Drug Advisory Board</b>
<b>Feathersound Community Services District, Inc.</b>	<b>Public Safety Coordinating Council</b>
<b>Fire Protection Authority</b>	<b>Sheriff's Civil Service Board</b>
<b>Florida Botanical Gardens Foundation, Inc.</b>	<b>Solid Waste Technical Management Committee</b>
<b>Greater Seminole Area Special Recreation District</b>	<b>Substance Abuse Advisory Board</b>
<b>Health &amp; Human Services Coordinating Council</b>	<b>Suncoast Health Council</b>
<b>Historical Preservation Board</b>	<b>Tampa Bay Area Regional Planning Council</b>
<b>Industrial Development Authority d/b/a the Economic Development Authority</b>	<b>Tampa Bay Area Regional Transportation Authority</b>
<b>Juvenile Welfare Board</b>	<b>Tampa Bay Estuary Program</b>
<b>License Board for Children's Centers and Family Day Care Homes</b>	<b>Tampa Bay Partnership</b>
<b>Medical Control Board</b>	<b>Tampa Bay Water</b>
<b>Metropolitan Planning Organization (MPO)</b>	<b>Value Adjustment Board</b>
<b>Noise Abatement Task Force</b>	<b>WorkNet Pinellas Board</b>
<b>Palm Harbor Community Services Agency, Inc.</b>	



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