

**RESOLUTION NO. 2021-R-30**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, ADOPTING STANDARD POLICIES AND PROCEDURES FOR THE APPOINTMENTS TO CITY BOARDS, COMMISSIONS, AND COMMITTEES; PROVIDING FOR AN EFFECTIVE DATE AND ALL OTHER PURPOSES.**

**WHEREAS**, section 14 of the City of North Miami City Charter provides that the Mayor and City Council have the authority to appoint such boards as may be necessary to perform the duties of the charter; and

**WHEREAS**, the Mayor and City Council have determined that an appointment process for City boards, commissions, and committees will assist the City Clerk and staff involved in the appointment process with consistent procedures and standards; and

**WHEREAS**, the Mayor and City Council desire to formalize the process for appointments of persons on advisory boards, commissions and committees by adopting the policy attached as Exhibit "A"; and

**NOW THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA:**

**Section 1. Adoption.** The Mayor and City Council of the City of North Miami, Florida, hereby adopts the Board, Commission, and Committees Appointment Policies and Procedures, attached hereto as Exhibit "A", and made a part hereof for all purposes.

**Section 2. Effective Date.** This Resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED** by a 5-0 vote of the Mayor and City Council of the City of North Miami, Florida, this 9th day of March, 2021.

  
PHILIPPE BIEN-AIME  
MAYOR

ATTEST:

  
VANESSA JOSEPH, ESQ.  
CITY CLERK

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

  
JEFF P. H. CAZEAU, ESQ.  
CITY ATTORNEY

SPONSORED BY: MAYOR PHILIPPE BIEN-AIME

Moved by: Galvin

Seconded by: Bien-Aime

**Vote:**

Mayor Philippe Bien-Aime  
Vice Mayor Scott Galvin  
Councilwoman Carol Keys, Esq.  
Councilwoman Mary Estimé-Irvin  
Councilman Alix Desulme, Ed.D.

(Yes) \_\_\_\_\_ (No)  
 (Yes) \_\_\_\_\_ (No)  
 (Yes) \_\_\_\_\_ (No)  
 (Yes) \_\_\_\_\_ (No)  
 (Yes) \_\_\_\_\_ (No)

## **EXHIBIT A**

### **CITY OF NORTH MIAMI, FLORIDA BOARD, COMMISSION, AND COMMITTEE APPOINTMENT POLICIES AND PROCEDURES**

#### **1. PURPOSE AND SCOPE:**

The purpose of this policy is to establish standard procedures and standards for the appointment of individuals to all City boards, commissions, and committees.

#### **2. POLICY:**

It is the policy of the Mayor and City Council of the City of North Miami, Florida that the following procedures be implemented with respect to City boards, committees and commissions, except where an appropriate statute, ordinance, regulation or binding agreement would make other requirements, to wit.

#### **3. APPLICATION PROCEDURE:**

The following process shall be utilized for the appointment of persons to boards, committees and commissions:

- a. All qualified candidates must complete an application form and submit it to the Office of the City Clerk to ensure adequate time for the Mayor and City Council to review, select, and interview qualified candidates.
- b. Applications may be submitted in person or via fax, U.S. mail, or email. Application forms shall be made available on the City website and at City Hall.
- c. The application shall solicit information about the applicant's background, including current and past occupations and involvement in and knowledge of issues related to the subject of the board to which the applicant is applying.
- d. Applications shall be kept on file for one year from the date of submittal.
- e. Persons being appointed to a board, commission, or committee should meet the requirements set forth in the City Code of Ordinances, bylaws, or legislative authority for the Board.
- f. Staff liaisons should confirm with existing board members if they wish to be reappointed to an additional term in a timely manner to ensure the reappointment takes place before the term expiration. The staff liaison should notify the Office of the City Clerk whether the existing board member wishes to be reappointed. This information is then shared with the Mayor and City Council.
- g. When a vacancy exists, or a member's term is set to expire, the City Clerk will recruit applicants that are suitable candidates for the board.
- h. The City Clerk shall strive to reflect the diversity of the community in appointments, including, but not limited to: income level, race, sex, religion, color, national origin, ethnicity, age, ancestry, familial status, gender identity and sexual orientation.

#### **4. SELECTION PROCESS**

Applicant Review: The City Clerk will review the eligibility requirements and identify those applicants who are eligible for appointment before submitting applications to the Mayor and City

Council for review. The City Clerk will compile a list of board applicants and requests for reappointment along with all completed applications and distribute copies to the Mayor and each City Council member for review.

Interview Process: Before making their recommendations, individual councilmembers may interview any applicant. Subsequent to the interview process, City Council members shall make their recommendations for appointment to the City Clerk. Thereafter, the City Clerk shall make the appointment subject to Mayor and City Council approval at a City Council meeting.

Appointment Process: Upon notification that a councilmember desires to make an appointment to a City Board, Commission, or Committee, the City Clerk shall forward the application to the City Attorney's Office and request a resolution for board appointment for the next available Council Meeting in accordance with the timelines contained in section 2-17 of the City Code. The resolution shall be included in the meeting packet prepared prior to the meeting at which the nomination will be considered. Approval of said resolution shall be by an affirmative vote of a majority of a quorum of the City Council.

Notification: The Office of the City Clerk shall notify the staff liaison that an appointment has been made and will notify the applicant that they have been appointed to a board.

## **5. NEW MEMBERS**

Newly appointed board commission, and committee members should make every effort to become as familiar as possible with all aspects of his or her particular board. To aid in the process, new members will be contacted by a staff liaison and will be provided with relevant information and regulations that govern their particular board. Newly appointed and re-appointed board, commission, and committee members must take an Oath of Office and complete required forms and paperwork prior to attending their first meeting. Signed Oaths of Office shall be kept on file at the Office of the City Clerk.

Training: All City board, commission, and committee members shall be required to complete training approved by the Office of the City Attorney on Florida's Sunshine Laws, ethics, and the public records laws at least once per year. Other training may be provided as deemed necessary by the Office of the City Clerk, Office of the Mayor and City Council, or the Office of the City Manager.

## **6. ROLE OF STAFF LIAISON**

A City staff member is assigned to each board, commission, or committee to perform support services, provide technical data, prepare agendas, prepare minutes of the meetings, and other related functions. The staff member is not entitled to vote or preside over meetings. The staff liaison may arrange a meeting with new members prior to the first meeting date for briefings on the duties of the board and background information on items that may be considered at the next meeting.

## **7. REVIEW OF POLICY AND PROCEDURES**

This policy may be reviewed and amended by resolution as deemed necessary by the Mayor and City Council.