



CITY OF NEWBERRY

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GUIDELINES FOR ADVISORY BOARDS AND COMMITTEES

1. Designation, Length of Service:

- A. Committees are to be designated as standing or Ad Hoc. A sunset date will be specified for Ad Hoc Committees. Term lengths for serving on any standing committee will be a minimum of two years unless otherwise specified (e.g. state statute or ordinance may require term lengths of less or more than two years).

2. Board Appointments:

- A. Board appointments shall be residents of the City of Newberry, unless so specified within the by-laws of the board or committee or by ordinance (e.g. some ex officio members are not residents of the City and some members of the Recreation Advisory Board are not residents as the Board serves a wider area than the City).

3. Transition Between Members:

- A. Committee by-laws will include language which provides for members whose terms have expired to continue serving until the appropriate appointments are made.

4. Attendance:

- A. Any board or committee member including elected officials (excepting ex officio members) whose attendance is less than 50% of the last six (6) consecutive meetings will automatically be removed from the board or committee.
- B. Staff Liaisons shall circulate a sign in sheet for recording attendance at every meeting. Completed attendance records shall be submitted to the City Clerk. The City Clerk will prepare a letter notifying attendance policy violators of their dismissal and will submit the letters to the Mayor for signature.
- C. When a quorum is not present at an announced meeting of a board or committee, the board or committee may meet in a workshop setting, for which a record of attendance and minutes shall be prepared.

5. Work Plans / Accomplishments Reports:

- A. Boards and committees shall submit work plans, accomplishment reports or other communications directly to the City Clerk with a copy to the staff liaison. The details associated with the work plans will be dependent upon the mission of the board or committee.
- B. Secretaries of all boards and committees shall be responsible for submitting to the City Clerk all attendance reports, minutes and an annual report of accomplishments upon their completion.
- C. Work Plans and an annual report of accomplishments should be submitted to the City Clerk on or before January of each year.
- D. Verbal presentations on work plans and report of accomplishments are optional. If presentations are given, these should be scheduled on the City Commission's agenda, coinciding with the submission date (i.e. January 1) for the written documents.

6. Elections of Officers:

- A. All board and committee officers (i.e. Chair, Vice-Chair, etc.) shall be elected by the membership of the citizen advisory board or committee.
- B. Officers shall be elected on January 1 of each fiscal year or as soon there after as practical.

7. Meeting Frequency:

- A. At a minimum, all boards and committees shall meet once a quarter.
- B. The names of those boards or committees that do not meet this minimum requirement shall be submitted to the City Commission.
- C. Recommendations to dissolve committees or take appropriate action will be submitted to the City Clerk for consideration by the Commission.

8. Parliamentary Procedure:

- A. As appropriate, Roberts Rules of Procedure shall be the rules of the Advisory Boards and Committees, so long as they do not conflict with ordinances, statutes, these rules, or the City Commission.