



# Advisory Board, Committee, & Task Force Guidebook

**History of Legislation:** [Section 3.9, of the Village Charter](#) provides that the Village Council shall establish or terminate Advisory Boards or Committees as it may deem advisable from time to time. The Advisory Board or Committees shall report to the Council.

The Village Council adopted the “Advisory Board or Committees Ordinance” on May 4, 2015 (**Ordinance #15-04**) enacting [Division 3, Advisory Board or Committees, of the Code of Ordinances](#). It is the intent of the Village Council of the Village of Palmetto Bay, to enact a comprehensive policy to promote economy, efficiency, and improved service in the transaction of public business by Village Advisory Boards or Committees; therefore, the Village hereby created uniform policies and procedures for their creation, operation, and review.

The Village Council voted to amend the original Ordinance via **Ordinance #16-17** (July 11, 2016), **Ordinance #18-08** (June 4, 2018), **Ordinance #19-06** (May 6, 2019), and **Ordinance #21-09** (June 7, 2021).

This guidebook provides current and potential advisory board members with an overview of the rules and regulations governing the Village’s Advisory Boards/Committees.

## Current Village Advisory Boards, Committees, and Task Forces

- Art in Public Places Advisory Board (AIPP)
- Education Advisory Committee (EAC)
- Parks & Recreation Committee (PRC)
- Resiliency Committee (RC)
- Tree Advisory Board (TAB)
- Veterans’ Park Task Force (VPTF)
- Youth Community Involvement Task Force (YCITF)

May 2023



### MISSION STATEMENT

To provide high-quality services and collaborative government that enhance our community’s quality of life and preserve our Village character.

### VISION STATEMENT

The Village of Palmetto Bay strives to be the premier community committed to tranquility, sustainability, and engagement to ensure that the “Village of Parks” remains the best place to live, work, learn, and play.

For more information about the Village’s Advisory Boards/ Committees, visit our website at:  
[www.palmettobay-fl.gov](http://www.palmettobay-fl.gov)

or

contact the *Village Clerk* at:  
9705 E. Hibiscus Street  
Palmetto Bay, FL 33157  
Phone: (305) 259-1234  
[clerk@palmettobay-fl.gov](mailto:clerk@palmettobay-fl.gov)

## Village Advisory Boards or Committees Guidebook



### About Village Advisory Boards, Committees, and Task Forces

Advisory Boards and Committees are formed by the Village Council from time to time to make recommendations and advise the Council regarding Village projects and programs in an effort to enhance levels of service and effectively meet the needs of Village residents. Boards and committees exist until they are sunset by the Village Council. Task Forces exist for the same reason; however, these groups generally make recommendations to the Village Manager. Task Forces may be created by the Manager (*Section 2-73.1*), responsible to and controlled by the Manager, for the purpose of providing information and facts regarding the economic and social potential of the Village by providing input.

**Applicability and Explanation of Laws:** *All advisory board or committee members shall be subject to the State of Florida, Miami-Dade County Code of Ethics and all rules, resolutions, and regulations present and future of Palmetto Bay, including decorum, ban on political activity and advocacy in committees and public comment. All advisory board or committee members are subject to and must comply with the requirements of Chapter 119 (Public Records) and 286 (Sunshine), Florida Statutes.*

*All meetings of Village Advisory Boards and Committees shall be always open to the public in compliance with F.S. 286.011 and shall be conducted in accordance with Robert's Rules of Order.*

Persons expressing an interest in applying for appointment to a Council-appointed position on an advisory board or committee, shall be given an [application form](#) which they must complete and file with the Village clerk, giving their name, address, and contact information, occupation, and relevant qualifications.

The application shall be kept on file in the Village Clerk's office.

**General Purpose:** The general purpose of advisory boards and committees, as created herein or as may be created from time to time, is to engage all residents and stakeholders of the Village and receive input, feedback, and recommendations concerning various Village objectives. In addition to specific missions and scopes of various advisory boards and committees, it shall be the general purpose of all advisory boards or committees in the Village to:

- (1) Provide recommendations to the Village Council regarding public policies and programs;
- (2) Serve as a venue for increased public engagement and discussion on any public policies;
- (3) Conduct analysis and discussion on any public policies and programs;
- (4) offer input that has been benchmarked and verified; and
- (5) consider the Village's strategic plan, comprehensive plan, and other planning documents in connection with the advisory board or committee's recommendations, and report the extent to which (if any) such recommendations are inconsistent with such plans or documents.

The input, feedback, and recommendations of each board or committee shall be non-binding upon the Village Council.

**Membership Appointment:** Advisory board or committees shall be made up of at least five members; regardless of the number of members, all boards or committees shall be odd-numbered. The Mayor, Vice

The Village Council shall appoint a non-voting Council Liaison to each board or committee. Administration shall appoint a non-voting staff representative to each board or committee. The Mayor shall be a non-voting honorary liaison to each board or committee. Council Liaisons are not members of the committee and shall participate on the same status and terms as members of the public.

**Membership Limitations:** Members of the advisory boards or committee shall not:

- (1) Serve on more than one committee created by this section at the same time.
- (2) Receive compensation and shall not otherwise obtain direct or indirect financial gain from their service in the committee.
- (3) Be related to the Village Council members. Related shall mean spouse, child, sister, brother, parent or in-laws.
- (4) Be a registered candidate for elective political office, unless the Village Council, by majority vote, waives this prohibition.
- (5) Be eligible to serve if, at any time during their term, the person has filed a lawsuit against the Village that is pending, unless the Village Council, by majority vote, waives this prohibition.
- (6) Eligible requirements applicable to Village Council members and Village employees are likewise applicable to all members of advisory boards or committees.

**Term of Office:** The term of office for advisory board or committee members is as follows:

- (a) The terms of office of the members of each board or committee shall serve a two-year term once appointed.
- (b) No board member shall serve more than six consecutive years on any one board.
- (c) Notwithstanding any other provision of this Code or any resolution, the term of every board member nominated by a council member shall automatically expire when:
  - (1) The nominating council member leaves office; or
  - (2) The nominating council member's term of office expires.An incoming council member may re-appoint the individual member, if they so desire, for an additional term or any period of time they chose.
- (d) Should a vacancy on a board or committee remain unfilled for 30 days, which is subject to individual councilmember appointment, it may be filled by nomination of the village council. However, that member's appointment shall be subject to the provisions of subsection 2-58(4), listed above, as if they were nominated by a council member.
- (e) If at any time, a member of the village council desires the removal of a member of the committee, said removal shall occur via resolution with majority vote.



**Attendance:** In the event a board or committee member fails to attend three regularly scheduled meetings in one calendar year or three sequential absences in a row, without excuse and without prior notice to the chairperson, the committee member will automatically be removed from the committee and the Council will be notified of the vacancy.

## Town Advisory Board Rules & Regulations

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**Officers and Elections:** Every committee shall elect a chairperson and secretary annually, or as vacancies occur, at the first meeting conducted to serve for a term of one year. The board or committee may not meet in the absence of a secretary or his/her designee.

**Access to Village Information and Records:** Advisory committees and boards, upon a vote of the committee or board, shall request the information in writing with specificity from the village manager. The village manager shall supply such requested information or records to the extent that such request is not excessive, oppressive, involve undue costs, or contain confidential or exempt material.

**Records:** Minutes of all committee meetings shall be recorded by secretary and shall be available for public inspection. The secretary shall forward all approved minutes to the village clerk's office within three business days following the meeting.

**Quorum:** Fifty percent of the committee members appointed to the committee shall constitute a quorum. Provided there is a quorum, a majority of those present and voting shall be required to adopt any motion or take any action. No actions may be taken without a quorum present although those in attendance may still have discussion.

**Voting:** Each committee member shall be entitled to one vote on matters coming before the committee. The committee shall act as a body in making its decisions. No member present at a meeting may abstain from voting except in cases of a conflict of interest, as provided in Florida Statutes and the Miami-Dade County Code of Ethics. A member must be present to vote. Proxy votes shall not be permitted.

**Board and Committee Reports:** Upon the request of the Village Council, the advisory board or committee shall submit an annual written report to the Village. The advisory board or committee may submit such other single or multiple issue reports and/or other correspondence to the Village Council as deemed appropriate by a majority of the advisory board or committee. All reports shall be approved by the advisory board or committee prior to submission to the Village Clerk's office or presentation to the Village Council.

**Oath Requirement:** All board and committee members shall be required to subscribe to an oath or affirmation to be filed by the Village Clerk, swearing to support, protect and defend the Constitution and laws of the United States, and of the state, the Charter, and all Ordinances of the Village of Palmetto Bay and in all respects to faithfully discharge their duties. The Village Clerk shall fulfill the Oath requirement of each board or committee member upon appointment and distribute the advisory board or committee code of ordinances to each member upon the member's taking office.

*Sample Oath Requirement:*

"I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States, of the State of Florida and of the Village of Palmetto Bay;  
that I am duly qualified to hold office under the Constitution of the State;  
and that I will well and faithfully perform the duties of the office of (*Name*) on which I am now about to enter. So, help me God."



## Get to Know Your Village Advisory Boards/Committees/Task Forces

*All Board, Committee, and Task Force Meetings are held in person at Village Hall Municipal Center located at 9705 East Hibiscus Street, Palmetto Bay, FL 33157. Meeting dates and times are subject to change. No meetings are held during the month of August or on observed holidays. Please check public postings for details or visit the Village's website for updated calendar information at: [www.palmettobay-fl.gov](http://www.palmettobay-fl.gov)*

### **Art-in-Public Places Advisory Board (AIPP)**

Council Liaison: Councilmember Steve Cody ([scody@palmettobay-fl.gov](mailto:scody@palmettobay-fl.gov))

Staff Liaison: Andrea Candelaria, Resiliency Coordinator ([acandelaria@palmettobay-fl.gov](mailto:acandelaria@palmettobay-fl.gov))

Meeting: 2<sup>nd</sup> Thursday of every other month at 6:00 p.m.

The purpose of the Art in Public Places (AIPP) Program ([Division 30-160 of the Village Code of Ordinances](#)) is to promote the general welfare by encouraging pride in the community, increasing property values, enhancing the quality of life through artistic opportunities, uniting the community through shared cultural experiences, and creating a cultural legacy for future generations through the collection and exhibition of high-quality art pieces that reflect diverse styles, chronicling history through the collection of artifacts, documents and memorabilia that will acknowledge the past and create programs and activities that will further these goals.



The Village Council shall appoint members to the public art board, which board shall consist of seven (7) members. Each Councilmember, the Manager, and the Planning and Zoning Director shall each nominate a member, and the Village Council shall vote on the selection of each member. The required quorum shall consist of three (3) members. The board members shall serve for four (4) years, under staggered terms, serving without compensation. Each board member must be knowledgeable in one of the identified fields of: fine art, be employed by any art dealer, art gallery, artists' representative, museum, or other entity which derives income from the sale or display of artwork, be a professional in the field of art, architecture art history, architectural history, urban planning, landscape architecture, interior design, graphic or product design, or possess a minimum of a bachelor's degree in said field from an accredited university, or be involved in an art program in the community.

To ensure a balanced and diverse board it is recommended, but not required, that two of the board members be from the following professions: architect (landscape architect, architect, architectural historian, or urban planner), a skilled professional in the field of fine art (fine art history, art dealer, art gallery, artists' representative, museum curator, etc.), an interior designer, or a professor of art or art history.

## Village Advisory Boards or Committees Guidebook

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### Education Advisory Committee (EAC)

Council Liaison: Vice Mayor Leanne Tellam ([ltellam@palmettobay-fl.gov](mailto:ltellam@palmettobay-fl.gov))

Staff Liaison: Olga Cadaval, HR & Communications Director ([ocadaval@palmettobay-fl.gov](mailto:ocadaval@palmettobay-fl.gov))

Meeting: Last Tuesday of every month at 6:30 p.m.

The [Education Advisory Committee](#) formerly known as the Educational Compact Advisory Board entered into an [Education Compact](#) with Miami Dade County Public Schools via [Resolution 2013-63](#) on September 9, 2013 to bring together each organization's collective resources for the benefit of the students and residents within the Village. Members of the Education Advisory Committee are appointed by Palmetto Bay Village Council. This advisory committee serves the Village by reviewing and supporting the terms of the Education Compact that was entered into between the Village and Miami-Dade County Public Schools.

### Parks and Recreation Committee (PRC)

Council Liaison: Councilmember Patrick Fiore ([pfiore@palmettobay-fl.gov](mailto:pfiore@palmettobay-fl.gov))

Staff Liaison: Fanny Carmona, Parks & Recreation Director ([fcarmona@palmettobay-fl.gov](mailto:fcarmona@palmettobay-fl.gov))

Meeting: 1<sup>st</sup> Thursday of every month at 7:00 p.m.

The purpose of the Parks and Recreation Committee is to provide recommendations to the Village Council in matters of village parks and recreation levels of service. Advisory scope: To review (i) state of the parks' structures; (ii) state of the parks' recreational facilities; (iii) recreational programming and fees; (iv) parks accessibility; (v) parks safety; (vi) village hosted events; (vii) sponsorship opportunities; and (viii) stakeholder engagement practices.

### Resiliency Committee (RC)

Council Liaison: Vice Mayor Leanne Tellam ([ltellam@palmettobay-fl.gov](mailto:ltellam@palmettobay-fl.gov))

Staff Liaison: Andrea Candelaria, Resiliency Coordinator ([acandelaria@palmettobay-fl.gov](mailto:acandelaria@palmettobay-fl.gov))

Meeting: 3<sup>rd</sup> Thursday of every other month at 6:00 p.m.

The purpose of the Resiliency Committee is to identify, study, and recommend policies and programs that strengthen the Village's sustainability and resiliency, and to develop a committee report that identifies short-term, medium-term, and long-term projects that will make the Village a more sustainable and resilient municipality, prioritizing natural and/or structural improvements within the Village. The committee is to address matters such as sea level rise, drinking water, canals, storm-water, coastal ecology, architecture mitigation, septic to sewer, flood mitigation, natural habitats, and the preservation of Biscayne Bay. The Resiliency Committee was established by Ordinance 2022-05, which was adopted on May 2, 2022.

## Tree Advisory Board (TAB)

Council Liaison: Councilmember Patrick Fiore ([pfiore@palmettobay-fl.gov](mailto:pfiore@palmettobay-fl.gov))  
Staff Liaison: Dio Torres, Public Services Director ([dtorres@palmettobay-fl.gov](mailto:dtorres@palmettobay-fl.gov))

Meeting: Last Monday of every other month at 5:00 p.m.

Pursuant to [Section 2-108](#) of the Village's Code of Ordinances, the purpose of the Village of Palmetto Bay Tree Board is to promote the general welfare and to encourage the preservation of green space and the environment by encouraging the village, through a group of concerned volunteer citizens charged by ordinance, with reviewing and making recommendations as to developing and administering a comprehensive tree management program. A tree board would assist the village in developing an urban or community forestry program, and ultimately, an annual, systematic management of the village's tree resources, including, tree planting, maintenance and removal program for trees on streets, parks and other public places. Administration of the village's tree program ultimately to be recognized as consistent with the National Arbor Day Foundation.

## Veterans' Park Task Force (VPTF)

Managed by: Nick Marano, Village Manager ([nmarano@palmettobay-fl.gov](mailto:nmarano@palmettobay-fl.gov))  
Staff Liaison: Heidi Siegel, Comm. & Economic Dev. Director ([hsiegel@palmettobay-fl.gov](mailto:hsiegel@palmettobay-fl.gov))

Meeting: 3rd Thursday of each quarter of the calendar year at 5:00 p.m.

The purpose of the Veterans' Park Task Force is to promote patriotism and assist the Village in determining the most appropriate location and method by which to honor United States Veterans and first responders. The VPTF shall provide recommendations to the Village Manager in the matters that impact the United States Veterans and first responders within the municipal boundaries of Palmetto Bay. Resolution 2019-69 abolished the Veterans' Park Advisory Committee and created the Veterans' Park Task Force under the direction and control of the Village Manager. The committee consists of five members offered by the Board of the American Legion Marlin Moore Post and additional appointments by the Village Manager.

## Youth Community Involvement Task Force (YCITF)

Managed by: Nick Marano, Village Manager ([nmarano@palmettobay-fl.gov](mailto:nmarano@palmettobay-fl.gov))  
Staff Liaison: Fanny Carmona, Parks & Recreation Director ([fcarmona@palmettobay-fl.gov](mailto:fcarmona@palmettobay-fl.gov))

Meeting: Last Wednesday of every other month at 5:00 p.m.

The Youth Community Involvement Task Force or YCITF was created for the purpose of reviewing issues to related to the quality of life and recreational needs of the youth of the Village of Palmetto Bay. The scope of the YCITF is as follows: (1) advise the Manager as to the quality of life and recreational needs of the youth of the Village; (2) assist in the planning, promotion, and implementation of programs and services for youth and teens of the Village; (3) participate in Village events such as the Village picnic, Earth Week, and sponsored events, including but not limited to Relay for Life, and other events as determined to be appropriate; (4) foster a greater involvement of youth and teens in municipal government and community service.

# Village Advisory Boards or Committees Guidebook

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## Village Charter Section 7.2

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### Conflicts of Interest; Ethical Standards

- (A) All Council members, officials and employees of the Village shall be subject to the standards of conduct for public officers and employees set by law. The Council may, by ordinance, adopt additional standards of conduct and Code of ethics, but in no case inconsistent with law.
- (B) All elected officials, employees and appointed board or committee members shall disclose any interest in real estate or other business(es) upon entering office or being hired and shall re-disclose annually thereafter, as otherwise provided by law.
- (C) Without in any way limiting the generality of the foregoing, no Council member shall have a financial interest, direct or indirect, or by reason of ownership of stock or other equity ownership in any corporation or entity, in any contract or in the sale to the Village or to a contractor supplying the Village of any land or rights or interests in any land, materials, supplies, or services unless, after full disclosure to the Council of the nature and extent of such interest, the same is authorized by the Council before the event or accepted and ratified by the Council after the event. No member of the Council who possesses such a financial interest shall vote on, or participate in the Council deliberations concerning, any such contract or sale. Any violation of this Section with the knowledge of the person or entity contracting with the Village shall render the contract voidable by the Council.

### **Florida Statutes Chapter 286.011 & Chapter 119**

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#### Florida “Sunshine Law”

To review the entire Florida State Statutes Chapter 286.011: Public meetings and records; public inspection; criminal and civil penalties. Visit Online Sunshine: [www.leg.state.fl.us](http://www.leg.state.fl.us).

#### Florida Public Records Law

To review the entire Florida State Statutes Title X, Chapter 119: Public records.  
Visit Online Sunshine: [www.leg.state.fl.us](http://www.leg.state.fl.us)

### **For More Information**

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*To learn more about the mission and meeting dates/time for each Advisory Board/Committee, visit*  
[www.palmettobay-fl.gov](http://www.palmettobay-fl.gov)

or

**Office of the Village Clerk at:**

9705 East Hibiscus Street

Palmetto Bay, FL 33157

Phone: 305-259-1234 ~ Email: [Clerk@palmettobay-fl.gov](mailto:Clerk@palmettobay-fl.gov)