



CITY BOARDS AND COMMITTEES PRESENTATION

City Commission Meeting January 9, 2019

City Clerk's Office



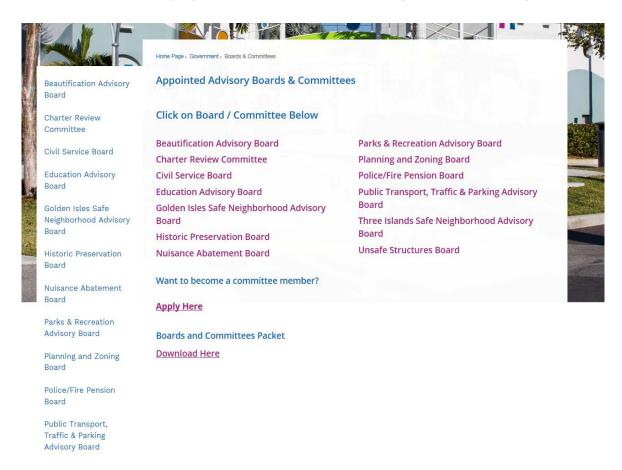
ORDINANCE 2018-012 and ORDINANCE 2018-13



 During the Commission workshop meetings of February 13, 2017, March 13, 2017 and April 17, 2017, the City Commission reviewed the composition, powers and responsibilities of all City Advisory Boards and Committees.



CITY WEBSITE - GOVERNMENT - BOARD & COMMITTEES



https://hallandalebeachfl.gov/1216/Boards-Committees

* Applications can be picked up at the City Clerk's Office or filled out online*



TRAINING

- Training of Department
 Liaisons will be taking place in
 January 2019.
- Training of Board and Committee Members will be handled by the City Attorney's Office.
- Robert's Rules of Order Quick Study for Board and Committee Members



- Published in 1876, Robert's Rules of Order was originally written by U.S.
 Army Brigadier General Henry Robert
- Robert wanted to write a manual for parliamentary procedure after presiding over a church meeting for which he felt he was woefully unprepared
- In his work, Robert discovered that people from different regions of the country have different ideas of parliamentary procedure, resulting in organizations
- focused more on the procedure and less on the substance of their work

 As a result of his Rules of Order, people could belong to many organizations
 without needing to learn new procedural rules at every new organization
- Robert's Rules of Order are based on those used in the U.S. House of Representatives (Jefferson's Manual), but adapted for smaller organizations and societies
- NOTE: "Parliamentary law" is not actual law in the sense that it is not codified or used in a court proceeding, instead, "parliamentary law" and Robert's Bules of Order should be seen less as binding on an assembly and more as a set of strong guidelines an assembly can mold to its own needs
- Robert intended his Rules of Order to be adopted by organizations, assemblies, and clubs to use as their parliamentary, or procedural, authority; following the procedures for adopting bylaws then, these Rules of Order become binding upon the organization to establish its procedural rules of order.

Preliminaries

Kinds of Assemblies

- Deliberative assemblies convene meetings; they are groups of people who come together with a common agenda: the meeting; the different types of deliberative assemblies are:

 Mass meetings: Open and unorganized meetings with a purpose defined by the meetings' sponsors (e.g., political or goods railiss)
- Conventions: Meetings of delegates chosen to enact or debate decisions affecting a large group of people (e.g., the meetings by political parties to choose their nomination for the LLS presidency)
- Legislative bodies: Lawmaking bodies chosen by a group of people for a fixed period of time (e.g., Congress)
- assigned, specific function (e.g., a Board of Trustees of a university)

 *Committees: Budies that are usually very small and
- Committees: Budies that are usually very small and subordinate to an assembly or board (e.g., a congressional committee)

Mass Meetings

- A special kind of meeting that is publicized and open to the public is a mass meeting; it usually takes on a "town hall meeting" format; to prepare for a mass meeting, the sponsors must:
- Choose who they prefer as a chairperson
 Choose who calls the meeting to order and nominates the
- chairperson

 Choose who should be nominated for secretary and by
- whom

 Decide the rules that will be proposed for the meeting

 Choose who makes the initial speech opening the meeting
- and explaining its purpose
 To conduct business, the assembly at the meeting should
 adopt resolutions; these resolutions may be drafted before
 the meeting, or the assembly can appoint a committee to

Conventions

- A convention is an assembly of delegates, or representatives of the assembly or constituency, sitting as a single body and acting in the name of the larger group; an assembly may call a convention any time the bylaws authorize the assembly to call one; the bylaws that govern a convention should outline:
- The authorization for a periodic convention
 The powers and duties for the convention and the
- The powers and duties for the convention and the delegates
 The quorum for the convention
- The voting members
 Ouglifications for the delegates and alternates and their
- Quantications for the delegates and atternates and their election
 Anything the convention needs for its organization and
- Anything the convention needs for its organization and operation
 A caucus is a meeting the delegates hold before the
- actual convention where they decide how they will deal with certain procedural matters of the convention that usually starts morths in advance; the established society should create committees for the convention to the programme the convention; usually the organization they are the convention; usually the organization
- A credentials committee, which performs the
- following duties:

 Distributes information for attending the convention
 Distributes information for being a delegate
 Examines all applications to verify the eligibility of
 the members who wish to be delegates
- Compiles the list of eligible members
 Arranges for registration to take place at the convention, usually starting one or two duys before
- the convention starts
 Handles registration
 Prepares the committee's first report
- Continues until the convention ends
 A committee on standing rules, which drafts rules for the convention, including:
- Parliamentary rules - Rules for conducting business at the convention
- Any other non-parliamentary rules that the committee feels should be added
 A program committee, which plans the schedule of
- meetings, proceedings, and convention events
 A convention arrangements committee, which
 makes the arrangements for the site of the convention
- and any hotel arrangements for the members

 A resolutions committee, which screens all the
 main motions that are about to come in front of the
 convention

Legislative Bodies

A legislative body is a constitutionally established public body of representatives chosen by an electorate for a lixed term of office, charged with making laws; each legislative body is specific to its own laws, procedural rules, and decorum; therefore, Robert's Rules of Order does not delve into the parliamentary procedure of legislative of

Boards & Officer

- A board is the administrative and judicial body of the assembly with the power to act on behalf of the organization; usually the members of the board are elected or appointed
- appoints
 Officers are leaders of an assembly and are
 usually elected; there are three main officers
 that are essential to an organized group,
 especially a large group;
 President or chairperson, although if the
- president is acting as the chairperson for the meeting, he/she is referred to as the chairperson • Vice president, who serves as the president
- Vice president, who serves as the president or chairperson, if needed
- Secretary, who keeps the minutes (or notes) of each meeting and is the records keeper for the assembly
- The president or chairperson has many important duties in running the meetings and the assembly; they include:
- Opening a meeting on time and calling it to order
- Announcing the order of business and keeping to the stated order
 Recognizing members to speak on the floor
- Keeognizing memoers to speak on the noor
 Keeping tabs on voting procedures and announcing the legitimate results of each vote
- ensuring that all members act with decorum

 Handling business in the most efficient way
 possible

 Deciding questions of order and responding
- Deciding questions of order and responding to members' questions about parliamentary procedure
- · Authenticating his/her signature





Questions?

