

City of Coral Gables

Administrative Order of the City Manager

Administrative Order No.: 2020-01 Title: Board and Committee Meeting Policy

Ordered: February 5, 2020 Effective: February 5, 2020

AUTHORITY: Article III— “BOARDS, COMMISSIONS, COMMITTEES”, Division 1—“GENERALLY”, Section 2-56

PURPOSE

The purpose of this policy is to provide guidance to City staff who serve as liaisons to City boards and committees regarding the scheduling of regular board and committee meetings. The purpose of this policy is to provide notice and transparency for the City’s residents and the City’s board and committee members, and to ensure attendance of the maximum number of board or committee members at each regularly scheduled meeting.

DEFINITIONS

For the purpose of this policy only: Holiday-means a legally recognized holiday, or a commonly observed religious holiday. Specifically, a holiday, for purposes of this policy only, shall include: All City Holidays, all Federal Holidays, Rosh Hoshana, Yom Kippur, Passover, dates of elections being held in the City, the week of Thanksgiving, the week before Easter, as well as Miami-Dade County School’s winter and spring breaks.

POLICY

- A. Annually, no later than January 30th of each calendar year, each board and committee liaison shall submit a schedule of the board or committee’s meetings for the entire calendar year to each board or committee. The number of meetings scheduled shall comply with the requirements of each individual board or committee’s authorizing legislation (i.e. monthly, no less than every three months, etc.). Those regular meetings shall not be set on holidays, as defined above, to increase the likelihood that all meetings will have a quorum and will be able to conduct business and to ensure that the community has an opportunity to attend and participate. The schedule for all boards and committees should be transmitted to the City Clerk’s office and published on the City’s website. The board’s liaison remains obligated to ensure appropriate notice is given for each regular and special meeting of the board or committee.
- B. The regularly scheduled meetings shall not be changed unless extraordinary circumstances necessitate the rescheduling of the meeting. Those extraordinary circumstances include but are not limited to those times when: the City is in in a State of Emergency, the City is under a tropical storm or hurricane watch or warning, conflicts with special events in the City arise. This policy in no way precludes a board or committee’s ability to schedule special meetings when circumstances dictate, and the relevant City Code provisions allow such a meeting to be scheduled.

APPROVED BY:

A handwritten signature in blue ink, appearing to be "PJ Iglesias", written over a horizontal line.

Peter J. Iglesias, P.E.

City Manager

A handwritten date "2/5/2020" in blue ink, written over a horizontal line.

Date