



# **Village of North Palm Beach**



# **Boards and Committees Handbook**

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# INTRODUCTION

The Village Council of North Palm Beach appoints members of the community to boards, commissions, and committees to act in an advisory capacity to the Council, Manager, and Departments of the Village. The Village Council may create a board or committee in connection with any function of the Village, or may create an ad hoc committee of limited duration. North Palm Beach board, commission, and committee members serve at the pleasure of the Village Council. Members of the Village Council attend meetings of Village boards, commissions, and committees on a rotation schedule in order to remain informed of Board business and concerns

Each appointed body has a specific scope of authority as provided by the Village Code of Ordinances and/or Florida Statutes. Boards, commissions, committees, and task forces may have administrative, managerial, quasi-judicial, investigatory, and/or advisory powers dependent upon the enabling legislation. Boards, commissions, and committees are not responsible for day-to-day operations of the departments, operating policies of departments or the business decisions of the local government.

Municipal advisory boards, commissions, and committees are comprised of dedicated citizens who volunteer their time and expertise to help their community. Boards, commissions, and committees are an integral part of citizen participation in local government and an important asset to the Village for proper growth and development and the long-term stability of our community. Our volunteers provide vital input in the decision-making process regarding present and future activities, programs, and policies.

The Village of North Palm Beach has eleven (11) permanent Boards, Commissions, and/or Committees. A description of the duties, purpose, and meeting schedule of each are provided in this handbook.



## GENERAL REQUIREMENTS

### Village Code of Ordinances, Chapter 2, Administration, Article I, In General, Section 2-1, Boards and committees.

(a) **Purpose.** The purpose of this section is to establish procedures for village boards and committees. Except as specifically provided by law or ordinance, all boards and committees are advisory only and the existence of such advisory boards and committees does not diminish or alter the statutory or constitutional authority of the village council.

(b) **Scope.** The provisions of this section shall apply to all village boards and committees and shall govern the conduct of all members of such boards.

(c) **Creation of advisory boards.** The village council may by ordinance, create a board or committee in connection with any function of the village. The ordinance creating such board shall specify the purpose, powers, and duties of the board. Nothing set forth herein shall prevent the village council from creating ad hoc committees of limited duration by resolution.

(d) **Records.** Each board and committee shall maintain attendance records and voting records of each member and shall forward such information to the village clerk. The records shall include the reason given by the board or committee member for any absence.

(e) **Compensation of members.** Board and committee members shall serve without compensation except as may be provided by ordinance or resolution of the village council.

(f) **General provisions.** Members of village boards and committees:

(1) Shall serve at the pleasure of the village council and may be removed with or without cause by a vote of the village council;

(2) Shall be a resident of the village and maintain residency in the village during the term of appointment (unless waived by the village council) and meet such other eligibility requirements as may be established by the village council;

(3) Shall not hold any employment or office in village government or any contractual relationship with the village;

(4) Shall serve on only one (1) village board or committee where membership on two (2) boards or committees would violate the constitutional dual office-holding prohibition;

(5) Shall not appear before the board or committee on which they serve or the village council as an agent or attorney on behalf of any person or entity;

(6) Shall not have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between their private interests and the performance of their public duties or that would impede the full and faithful discharge of their public duties;

(7) Shall not initiate any grievance or complaint against any person appearing before the board or committee on which they serve without the approval of the village manager; and

(8) Shall attend all meetings in person and shall not participate as a member of any board or committee or vote on any matter by telephone, video conferencing, or any other electronic means.

(g) ***Number of members.*** Unless otherwise provided by law or ordinance, each advisory board or committee shall have five (5) regular members and two (2) alternative members, designated as the first alternate and the second alternate. At the beginning of each meeting, the chairperson of the board or committee shall publicly announce whether first alternate and/or the second alternate will be participating in votes taken by the board or committee.

(h) ***Terms of members.***

(1) The terms of members shall be established in the ordinance creating the board or committee.

(2) Members whose terms have expired shall continue to serve until their successors are appointed.

(3) Board and committee members may be reappointed to successive terms.

(i) ***Officers.***

(1) All boards and committees shall, at a meeting during the month of May, elect a chairperson, a vice-chairperson, and any other officers as the board deems necessary. The chairperson shall preside at board meetings and shall be the official spokesperson for the board.

(2) The vice-chairperson shall assume the duties of the chairperson in the absence of the chairperson. At any meeting where the chairperson and the vice-chairperson are absent, the board or committee shall appoint a chairperson pro tempore to assume the duties of the chairperson.

(j) ***Rules.*** Each board and committee shall adopt rules and regulations regarding the manner of conducting its meetings, which shall be consistent with the rules and regulations prescribed by the village council. Each board and committee shall adhere to the basic rules of parliamentary procedure, which require that:

(1) All items of business and motions that are properly before the board or committee are fully and freely discussed;

(2) Only one (1) issue or motion be considered at a time;

(3) All members direct their remarks to the chairperson and wait to be recognized by the chairperson;

(4) While majority rules, the rights of the minority are protected by assuring them the ability to speak and vote; and

(5) All members refrain from making personal remarks or otherwise attacking the motives of other members.

*(continued on next page)*

(k) ***Meetings.***

(1) Meetings shall be held at the call of the chairperson, at such other times as the board or committee may determine, or as otherwise provided by law or ordinance. Special meetings shall not be held unless at least forty-eight (48) hours notice is given to each member and to the village clerk.

(2) Members shall notify the chairperson if they are unable to attend a meeting. If a quorum will not be present, the scheduled meeting shall be cancelled.

(3) Minutes shall be kept of the proceedings at each meeting and shall record the official acts taken by the board or committee. Minutes shall be transmitted to, and maintained by, the village clerk.

(4) All meetings and public hearings of village boards and committees shall be open to the public. All meetings shall be governed by Government-in-the-Sunshine Law, as set forth in F.S. § 286.011.

(l) ***Quorum and required vote.***

(1) Unless otherwise provided by law or ordinance, a quorum for the transaction of business shall consist of three (3) members.

(2) The affirmative vote of a majority of those present shall be necessary to take official action. If any motion fails to achieve the affirmative vote of a majority of those present, then such petition or other matter shall be deemed denied.

(m) ***Removal of members.***

(1) Unless waived by the village council, any member who no longer resides within the village during his or her term shall automatically cease to be a member of the board or committee and shall inform the village clerk's office.

(2) If any member of a board or committee is absent from three (3) consecutive regular meetings or twenty-five (25) percent of the regular meetings within any twelve-month period, the chairperson shall notify the village council of such absences in writing. Upon consideration of the circumstances pertaining to the member's absences, the village council may retain the member or declare the member's office vacant and promptly fill such vacancy for the unexpired term of office.

(n) ***Resignation of members.*** Members of boards or committees may resign at any time, by submitting a written letter of resignation to the village clerk.

(o) ***Clerical/technical support.*** The village manager may furnish the board or committee necessary clerical services and technical assistance.

(p) ***Dissolution of boards.*** Unless otherwise provided by law or ordinance, the village council may dissolve a board or committee if the village council determines that the board is no longer needed to meet the purposes for which it was established.

**Village Code of Ordinances, Chapter 2, Administration, Article I, In General, Section 2-3, Adjournment of meetings of boards and commissions.**

All regular meetings, special meetings and workshop meetings for village boards and commissions shall be adjourned on or before 11:00 p.m. on the date when the meeting convened.

# GENERAL OPERATING PROCEDURES

## Quorum and Attendance

A majority of the members of a board, commission, or committee shall constitute a quorum for the transaction of business. The Audit Committee, Business Advisory Board, Golf Advisory Board, Library Advisory Board, General Employees Pension Board, Police and Fire Pension Board, Planning Commission, Recreation Advisory Board, Waterways Board, and Zoning Board of Adjustment have a quorum of three (3). The Construction Board of Adjustment and Appeals has a quorum of four (4). If there is not a quorum present within fifteen (15) minutes following the scheduled starting time of the meeting, the Chair can call the meeting to order, announce the absence of a quorum and adjourn the meeting. The Chair can also call the meeting to order and then entertain a motion to adjourn, to fix the time to adjourn, to recess, or to take measures to obtain a quorum.

To be effective, all boards, commissions, or committees must have regular attendance by the membership. Members shall notify the chairperson if they are unable to attend a meeting. If the Chairperson determines in advance that a quorum will not be present, the scheduled meeting shall be cancelled, and members and the Village Clerk shall be notified. Members must attend all meetings in person and may not participate or vote on any matter by telephone, video conferencing, or any other electronic means.

If any member of a board or committee is absent from three (3) consecutive regular meetings or twenty-five (25) percent of the regular meetings within any twelve-month period, the chairperson shall notify the Village Council of such absences in writing. Upon consideration of the circumstances pertaining to the member's absences, the Village Council may retain the member or declare the member's office vacant and promptly fill such vacancy for the unexpired term of office.

Board and committee members shall be residents of the Village and maintain residency in the Village during the term of appointment (unless the residency requirement has been waived by the Village Council); any member who no longer resides within the Village during his or her term automatically ceases to be a member of the board or committee and shall inform the Village Clerk's office. Members of boards, commissions, or committees may resign at any time, by submitting a written letter of resignation to the Village Clerk.

## Selection of a Chairperson

The Chairperson (Chair) of any board, commission, committee, or task force is instrumental in facilitating efficient and productive meetings. Each year, at the first meeting in May, Village boards, commissions, and committees elect a chairperson, vice-chairperson, and any other officers the board deems necessary (such as secretary). The chairperson presides at board meetings, is the official spokesperson for the board, and acts a liaison between staff and the board, commission, or committee. If the chair is absent, the vice-chair presides. In the absence of chair and vice-chair, the board designates a Chairman Pro Tem (acting chair) for that meeting, if a quorum is present. The Chair or Secretary should notify the Village Clerk's office as soon as possible when there is any change in officers.

## Powers of the Chairperson

The chair is responsible for conducting the meeting, keeping order, and has the power to limit discussion during a meeting to the main issue under consideration and to end debate when it ceases to be productive. The presiding officer has the right to participate in debate and vote on all matters before the board, commission, or committee.

## Voting

No member of a board, committee, or commission may abstain from voting, except when there is, or appears to be, a conflict of interest. Being undecided or not wishing to vote on an issue are not proper reasons to abstain from voting. This requirement is set forth in s. 286.012, F.S.:

**Voting requirement at meetings of governmental bodies.**--No member of any state, county, or municipal governmental board, commission, or agency who is present at any meeting of any such body at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of s. [112.311](#), s. [112.313](#), or s. [112.3143](#). In such cases, said member shall comply with the disclosure requirements of s. [112.3143](#).

When a regular member of a board, committee, or commission is absent, the first alternate and/or second alternate shall vote in that order when required. At the beginning of each meeting, the chairperson of the board or committee shall publicly announce whether the first alternate and/or the second alternate will be participating in votes taken by the board or committee.

The affirmative vote of a majority of those members present shall be necessary to take official action. If any motion fails to achieve the affirmative vote of a majority of those present, then such petition or other matter shall be deemed denied.

## Voting Conflicts of Interest

Conflicts of interest may occur when public officials are in a position to make decisions which affect their personal financial interests. As defined in s.112.3143, F.S., Voting Conflicts, a “Public officer” includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body.

All board, committee, or commission members **MUST ABSTAIN** from voting or participating on a measure which would result in his or her special private gain or loss, or that of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); or that of a relative, or that of a business associate.

A “relative” means any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law. A “business associate” means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, co-owner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange). “Participate” means any attempt to influence the decision by oral or written communication, whether made by the officer [member] or at the officer’s [member’s] direction.

Section 112.4143(4)(a), Florida Statutes, provides that disclosure of a conflict should be made and filed before the meeting, and be incorporated into the minutes of the meeting. In the event the disclosure is not made prior to the meeting or the conflict is unknown prior to the meeting, the disclosure should be made orally at the meeting when it becomes known and the written memorandum of conflict must be filed within fifteen (15) days after the meeting, provided to the other members, and read publicly at the next meeting subsequent to the filing of the memorandum. [Form 8B, Memorandum of Voting Conflict](#), (see Appendix) must be filed with the person responsible for recording the minutes of the meeting, and the original is attached to the minutes and made part of the official record. (See FL Commission on Ethics [Guide to the Sunshine Amendment](#) and the [Palm Beach County Code of Ethics](#) on the website)

## Financial Disclosure

Members of the General Employees Pension Board, Police and Fire Pension Board, Planning Commission, and Zoning Board of Adjustment are required to file [Form 1, Statement of Financial Interests](#), within 30 days of the date of appointment and annually thereafter by July 1. Persons required to file financial disclosure must also file [Form 1F, Final Statement of Financial Interests](#), within 60 days of leaving his or her public position. Form 1 and Form 1F are filed with the PBC Supervisor of Elections, and are available on the [website](#).

## Government in the Sunshine

Florida's Government in the Sunshine Law, commonly referred to as the Sunshine Law, s. [286.011, F.S.](#), was enacted in 1967, and provides a right of access to governmental proceedings at both the state and local levels. The law is equally applicable to elected and appointed boards (including advisory boards, commissions, and committees). There are three (3) basic requirements:

- meetings of public boards, commissions, or committees must be open to the public
- reasonable notice of such meetings must be given
- minutes of the meetings must be taken

Meetings are defined as any gathering, whether formal or informal, of two (2) or more members of the same board, commission, or committee to discuss any matter on which foreseeable action will be taken by the board, commission, or committee. Discussions conducted via telephones, computers, or other electronic means are not exempt from the Sunshine Law. Communication of factual background information on a subject that will be discussed at a public meeting is not a violation of the Sunshine Law if there is no response, debate, or interaction between the board members prior to the meeting; however, any such communication is subject to disclosure under the Public Records Act, s. [119, F.S.](#)

## Notice of Meetings

The Village Clerk provides notice to the Village Council and the public of regular and special meetings of Village boards, commissions, and committees by posting a meeting notice and/or agenda on the public bulletin boards at Village Hall and on the Village [website](#). Additionally, each Village Newsletter contains a listing of the regular meeting schedule for each board, commission, and committee. Village Code provides that special meetings shall not be held unless at least forty-eight (48) hours notice is given to each board member and to the Village Clerk. The Chairperson or staff liaison is responsible for notifying the Clerk's office of any change in its meeting schedule and providing copies of its agendas to the Clerk's office.

## Recording of Meetings

The Village Council has mandated that all board, commission, and committee meetings be recorded. These recordings are subject to the public records law. Each board, committee, and commission must ensure that a member or staff liaison is responsible for turning on the recording equipment.

## Minutes of Meetings

The Chairperson or Secretary of the Audit Committee, Business Advisory Board, Golf Advisory Board, Library Advisory Board, and Waterways Board is responsible for compiling meeting minutes and providing them in a timely manner to the Village Clerk's office for distribution to the Village Council and preservation for the public record. Draft minutes may be circulated to individual board members for corrections and studying prior to approval by the board, so long as any changes, corrections, or deletions are discussed and adopted during the public meeting when the board approves the minutes. A sample Minutes format and information on what should be included in the minutes is contained in the Appendix. Meeting minutes and recommendations are listed on the *Consent Agenda* portion of the Village Council Regular Session agenda to acknowledge their receipt for file by the Council. Any board recommendations to Council must be made by motion and adopted by majority vote of the members, and noted in the minutes, under the heading, Recommendation to Council, along with the specific recommendation made and the vote.

## Public Participation

The Florida Supreme Court has stated that the public has an “inalienable right to be present and to be heard” at public meetings. Boards, commissions, and committees should afford the public the opportunity to participate at each stage of the decision-making process, including workshops. In providing for public participation, boards may adopt reasonable rules and policies, which ensure the orderly conduct of a public meeting and require orderly behavior on the part of those attending. Such rules may include a time limit for public comments. Boards may wish to follow the example of the Village Council, by allowing the public to comment on each agenda item, when the item comes up for discussion, for a period of three (3) minutes or less. Boards may set aside time at the beginning or end of the agenda for public comments or questions on non-agenda items, but are not obligated to do so. Citizen input on Village programs and services is vital to ensuring their relevance, efficiency, and effectiveness to our community.

The Construction Board of Adjustment and Appeals, Planning Commission, and Zoning Board of Adjustment have statutory obligations and follow quasi-judicial rules of proceeding for public participation.

## Conduct of Meetings

Chairpersons are responsible for conducting meetings in an efficient manner, focusing on the issues relevant to the function and mission of the board. Every member has a valuable contribution to make and each member should respect and consider each other’s input and diversity of opinions.

Boards must follow basic parliamentary procedure as set forth in *Rules* on page 3. Further information on [basic principles of parliamentary procedure](#) is available on the [website](#). Additionally, the Chair should consider these guidelines:

- When a topic is first introduced, or a main motion is made, allow all questions for information purposes to be asked before opening the floor to debate.
- Avoid distractions and focus on the member who has been recognized to speak.
- Keep all discussion on the announced item of business.
- Discourage the repetition of arguments. Attempt to call on members who have not yet spoken before those who have already spoken.
- Impose time limits on speakers, if debate carries on too long.
- Discourage people from talking in initials and acronyms.
- Repeat the motion prior to the vote, so that all are sure of the issue upon which they are voting.

Boards, Commissions, and Committees represent the Village of North Palm Beach in their appointed roles. All members are expected to conduct themselves in a manner that demonstrates respect, integrity, teamwork, and competence.

Elected and appointed officials, as well as members of the public, would do well to follow the lead of the City, County and Local Government Law Section of the Florida Bar and take its:

- Pledge of Civility**
- ✿ **We will be respectful of one another even when we disagree.**
  - ✿ **We will direct all comments to the issues.**
  - ✿ **We will avoid personal attacks.**

## Your Service

You provide a special touch – willingly sharing your time and talents in a variety of ways. As volunteers, you supply a very important element to the well-being of the Village of North Palm Beach, helping to keep North Palm Beach “The Best Place to Live Under the Sun.” Your involvement is greatly appreciated by the Village Council and Administration.

# APPENDIX

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# DEFINITIONS

## Quasi-Judicial

Quasi-judicial is defined as having a partly judicial character by possession of the right to hold hearings and make decisions in the general manner of courts. In quasi-judicial proceedings, an established policy is applied to a set of specific facts or circumstances. Each case must be decided on its own merits, and the final ruling of the decision-making body must be based on the facts and circumstances brought up during the course of the hearing. Quasi-judicial proceedings are hearings on matters for which the Construction Board of Adjustment and Appeals, Planning Commission, or Zoning Board of Adjustment acts as a decision-maker and applies existing codes and policies to the facts of a particular case. Examples of quasi-judicial proceedings include site plan approvals, Planned Unit Development (PUD) approvals, and site-specific rezoning requests by a property owner.

## Ex Parte Communications

The term “ex parte” is Latin for “by or for one party” or “by one side.” An ex parte communication refers to any communication by one party to a quasi-judicial proceeding, either in person or in writing, with a member of the board that will preside over the proceeding. Quasi-judicial decisions must be based on the evidence presented during the course of the public hearing, and all parties affected by the decision have the right to know of any communications that have occurred outside of the public hearing that may influence or impact a board member’s decision. Before final action is taken, members must disclose: (1) the substance of any communication and the identity of the person with whom the communication took place; (2) written communications (which are to be made part of the official record); and (3) site visits. Disclosure must be made at the meeting at which the issue is to be voted on.

## Boards

Boards usually act in an advisory and/or investigatory capacity to the Village Council. Boards are usually standing bodies, involved with ongoing subject areas. Exceptions include the Construction Board of Adjustment and Appeals, which functions for the purpose of hearing appeals of decisions and interpretations of the building official and to consider variances of the technical codes, and the Zoning Board of Adjustment, which functions for the purpose of hearing appeals of administrative decisions concerning the enforcement of zoning ordinances or regulations, and appeals for variances from the zoning code. The Construction Board of Adjustment and Appeals, and the Zoning Board of Adjustment act in a quasi-judicial capacity and render final decisions that can be appealed only to the Circuit Court.

## Commissions

Commissions may have administrative, quasi-judicial, or advisory powers, which are stated in the enabling ordinance; for example, the Planning Commission is a quasi-judicial body, with duties that include acting as the “local planning agency” in accordance with chapter 163, Florida Statutes, and functioning as the appearance board. Commissions are standing or permanent bodies, involved with ongoing subject areas.

## Committees

Committees are usually temporary bodies, organized to accomplish a specific goal or program, such as the 50th Anniversary Committee. Committees also may be permanent bodies, such as the Audit Committee, with specific advisory and investigatory purposes.

## Task Force

Task Forces are specific bodies designed to aid in accomplishing a specific goal, policy, or project, and may be multi-jurisdictional, such as the Northlake Boulevard Task Force.

## APPOINTMENT GUIDELINES

In general, citizens interested in serving on an Advisory board, commission, or committee should comply with the following guidelines:

- The Village Council makes annual appointments to Village boards, commissions, and committees in April, and as needed throughout the year to fill any vacancies. Vacancies are advertised in the Village Newsletter and on the Village website, [www.village-npb.org](http://www.village-npb.org) under *Boards and Committees*. Volunteers may submit an application at any time.
- Volunteers interested in serving on a Village board, commission, or committee must complete an [Application for Appointment](#). Applications are available on the Village website under [Boards and Committees](#), or from the Village Clerk's office.
- Applications will be kept on file for a period of three (3) years. Volunteers should call the Clerk's office if they wish to renew their application.
- Citizens appointed to Village boards, commissions, or committees must be Village residents, with the exception of the Construction Board of Adjustment and Appeals, the Business Advisory Board, and one position on the Golf Advisory Board.
- Applicants will be contacted for an interview with the Village Council. This is an informal meeting in order for the Council to meet and ask questions of prospective members.
- All appointments, including reappointments of incumbent members, require formal action by the Village Council.
- Board members serving in the positions of 1st alternate or 2nd alternate who wish to be moved up to a vacant regular position should inform the Village Clerk's office in order to be included in the list of applicants forwarded to the Council for its consideration.
- Upon appointment, all members must complete an *Acceptance of Appointment* form and file it with the Village Clerk.
- Members appointed to the Construction Board of Adjustment and Appeals, General Employees Pension Board, Police and Fire Pension Board, Planning Commission, and Zoning Board of Adjustment are required to file [Form 1, Statement of Financial Interests](#) with the Palm Beach County Supervisor of Elections, within 30 days of appointment, and annually thereafter by July 1st, during their service on the Board. Within 60 days of resigning their position, these members must also file [Form 1F, Final Statement of Financial Interests](#) with the Palm Beach County Supervisor of Elections.
- All board, commission, and committee members must complete ethics training at the start of their public service, as required by Sec. 2-446 of the [Palm Beach County Code of Ethics](#), and must return the [Acknowledgement of Receipt of Training form](#) to the Village Clerk. The [training video](#) is available for online viewing on the Palm Beach County Commission on Ethics website. **Failure to complete training in the Palm Beach County Code of Ethics in a timely manner shall result in removal from the Board.**
- All board, commission, and committee members must adhere to the requirements of s. [286.011](#), Florida Statutes – Florida's Government in the Sunshine Law.

## **MEETING SCHEDULE**

**All Meetings are open to the public**  
**All Meetings are held at Village Hall, 501 U.S. Highway 1**

### **Audit Committee**

Meets as necessary, On Call, in the Conference Room

### **Business Advisory Board**

Meets as necessary, On Call, in the Council Chambers

### **Construction Board of Adjustment and Appeals**

Meets as necessary, On Call, in the Council Chambers

### **Golf Advisory Board**

3rd Monday of the Month, at 6:00 p.m., in the Conference Room

### **Infrastructure Surtax Oversight Committee**

Meets as necessary, On Call, in the Conference Room

### **Library Advisory Board**

4th Tuesday of the Month, at 7:00 p.m., in the Conference Room

### **General Employees Pension Board**

Meets as necessary, On Call with 7 days advance notice, in the Conference Room

### **Police and Fire Pension Board**

Meets quarterly, On Call, in the Conference Room

### **Planning Commission**

1st Tuesday of the Month, at 6:30 p.m. in the Council Chambers

### **Recreation Advisory Board**

2nd Tuesday of the Month, at 7:00 p.m., in the Conference Room

### **Waterways Board**

2nd to last Tuesday of the Month, at 4:00 p.m., in the Conference Room  
(exception: no meetings during the months of June, August, December)

### **Zoning Board of Adjustment**

Meets as necessary, On Call, in the Council Chambers

## ETHICS TRAINING

**Ethics training is required for ALL Village elected officials, employees and Advisory Board members.**

Pursuant to [Chapter 2, Article XIII, sec. 2-446 of the Palm Beach County Code of Ordinances](#), all elected and appointed Village officials and employees, including members of Village Boards, are required to read the [Palm Beach County Code of Ethics](#), receive [training](#) on the requirements of the Code of Ethics and sign an [acknowledgement form](#).

Ethics training involves:

1. reading a copy of the Palm Beach County Code of Ethics;
2. watching the Code of Ethics Training Program online OR on DVD; and
3. submitting the Training Acknowledgement form to the Village Clerk.

The PBC Code of Ethics, the Code of Ethics Training Video, and the Training Acknowledgement form are available on the Palm Beach County Commission on Ethics [website](#), or via links on the Village [website](#).

Completed training acknowledgement forms may be [emailed](#), faxed, or mailed to the Village Clerk's office:

Mail     Attn: Village Clerk  
          Village of North Palm Beach  
          501 U.S. Highway 1  
          North Palm Beach FL 33408

Fax       561-881-7469

## USEFUL WEBSITES

### **Palm Beach County Commission on Ethics**

<http://www.palmbeachcountyethics.com>

- Palm Beach County Code of Ethics
- Palm Beach County Code of Ethics Guide for Elected Officials and Advisory Board Members
- Palm Beach County Code of Ethics Training Video for Advisory Board Members

### **Florida Commission on Ethics**

<http://www.ethics.state.fl.us/>

- Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees
- Form 1, Statement of Financial Interests
- Form 1F, Final Statement of Financial Interests
- Form 8B, Memorandum of Voting Conflict

### **Florida State Statutes**

<http://www.flsenate.gov/Laws/Statutes>

- Sunshine Law, s. 286.011
- Code of Ethics for Public Officers and Employees, ss. 112.311-112.326

### **State of Florida**

<http://www.myflorida.com/>

### **Online Sunshine – The Florida Legislature**

<http://www.leg.state.fl.us/Welcome/index.cfm>

- Florida Senate
- Florida House of Representatives

<http://www.flsenate.gov>

<http://www.myfloridahouse.gov>

### **Palm Beach County**

- Supervisor of Elections

<http://www.co.palm-beach.fl.us/>

<http://www.pbcelections.org/>

### **Village of North Palm Beach**

- Boards and Committees page
- Village Council email (all councilmembers)
- Village Clerk email

[www.village-npb.org](http://www.village-npb.org)

<http://www.village-npb.org/309/Boards-Committees>

[council@village-npb.org](mailto:council@village-npb.org)

[npbclerk@village-npb.org](mailto:npbclerk@village-npb.org)

### **U.S. Government**

- U.S. Senate
- U.S. House of Representatives

<http://www.usa.gov/>

<http://www.senate.gov/>

<http://www.house.gov/>

# SAMPLE AGENDA FORMAT & GENERAL INFORMATION

An agenda is simply an outline, or list of subjects, to be considered at a meeting. The agenda should be sufficiently detailed so as to inform board members and the public of the topics to be discussed. Matters not listed on the agenda of a regular meeting may be discussed; however, formal action on any added items that may be controversial should be postponed, in order to allow advance notice for the purpose of public participation. At Special Meetings, only those matters listed on the agenda (or meeting notice) may be discussed. Below is a sample agenda format. Boards, commissions, and committees may determine the format of the agenda, but must include, as a minimum, the name of the board, commission, or committee, and the date and time of the meeting. Note: Agendas for quasi-judicial boards or commissions require a different format.

VILLAGE OF NORTH PALM BEACH

(INSERT NAME OF BOARD)

AGENDA

DATE OF MEETING

TIME OF MEETING

Sample

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

- (insert date of last meeting)

4. UNFINISHED BUSINESS

- (insert list of items, if applicable)

5. NEW BUSINESS

- (insert list of items, if applicable)

6. ADJOURNMENT

or simply:  
DISCUSSION TOPICS

## SAMPLE MINUTES FORMAT & GENERAL INFORMATION

Minutes are a historical record of the items discussed and actions taken at an officially convened meeting. Minutes enable an organization to meet its statutory obligation to conduct business in a transparent and accountable manner, and serve to inform the public about discussions of public business and decisions that affect them.

Section 286.011, F.S., requires that minutes of a meeting of a public board, commission, or committee “shall be promptly recorded, and such records shall be open to public inspection.” This means that there must be written minutes for all meetings and the minutes must be available to the public. All minutes of Village boards, commissions, or committees are to be provided to the Village Clerk in a timely manner, for distribution to the Village Council and the public.

Although the secretary determines the format, it is important that the minutes contain the following information:

- name of the board, commission, or committee
- the date and time of the meeting
- the names of members present and absent
- if there are late arrivals or early departures, indicate by name, at that point in the minutes
- approval of minutes of prior meeting, with any additions, deletions, or corrections so noted
- items discussed (each agenda item and/or any other issues discussed)
- motions made, including the maker and seconder of the motion, and the vote. Any split vote (votes that are not unanimous) must list the names of those voting aye (in favor of the motion) and those voting nay (opposed to the motion)
- recommendations to Council (if any) should be noted as such, and include the specific wording of the recommendation, along with the motion, second, and vote.

If a voting conflict was declared, [\*Form 8B, Memorandum of Voting Conflict\*](#) must be attached to the minutes of record.

Minutes must contain a record of the items discussed, decisions made, and actions taken. A verbatim record of the board’s discussion is not required or necessary. Minutes may include concise and objective summaries of discussions and significant points made by the group in order to provide historical background on the decision-making process.

Minutes may include the names of any Village staff or councilmen present

If the minutes are corrected or amended, the final, approved version must be provided to the Clerk’s office, so that the meeting minutes, as corrected or amended, can be accurately preserved for the official record of the meeting.

Whenever possible, minutes should be emailed to the Clerk’s office (MS Word document or PDF format). A copy of the digital recording of the meeting is available through the Village Clerk’s office.

**MINUTES OF THE  
NORTH PALM BEACH (INSERT NAME OF BOARD)  
(DATE)**

Present: *list members present by name and title. For example:*

Bob Smith, Chair  
Jane Jones, Vice Chair  
Rick Baker, Secretary  
John Doe, Member  
James Green, 1st Alternate  
Barbara Burns, 2nd Alternate  
Councilman Green

Absent: Jim Miller, Member

Sample

**CALL TO ORDER**

Chairman Smith called the meeting to order at 7:30 p.m.

**ROLL CALL**

All members of the (*name of Board*) were present, except Jim Miller, who notified Chairman Smith prior to the meeting that he had a meeting conflict.

Chairman Smith announced that Mr. Green will be voting.

**APPROVAL OF MINUTES**

Mr. Baker moved to approve the minutes of the meeting held (*insert date*). Mr. Doe seconded the motion, which passed unanimously

**UNFINISHED BUSINESS**

(*summary of items discussed, along with any motions, seconds, and votes or consensus of the board*)

**NEW BUSINESS**

(*summary of items discussed, along with any motions, seconds, and votes or consensus of the board*)

**RECOMMENDATION TO COUNCIL**

(*if any, list specific recommendation, along with motion, second, and vote*)

**ADJOURNMENT**

The meeting was adjourned at (*insert time*).

<b>FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS</b>	
LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION:
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

**WHO MUST FILE FORM 8B**

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

**INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES**

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

**ELECTED OFFICERS:**

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

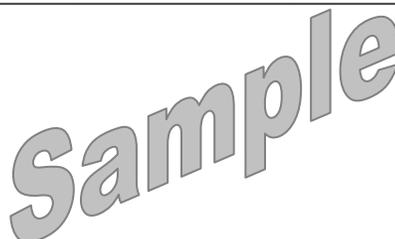
\* \* \* \* \*

**APPOINTED OFFICERS:**

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)



**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, \_\_\_\_\_, hereby disclose that on \_\_\_\_\_, 20 \_\_\_\_:

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

# **CODE OF ORDINANCES AND RESOLUTIONS FOR BOARDS, COMMISSIONS, AND COMMITTEES**

## **[Audit Committee](#)**

## **[Business Advisory Board](#)**

## **[Construction Board of Adjustment and Appeals](#)**

## **[Golf Advisory Board](#)**

[Resolution 2007-108](#) Golf Advisory Board Duties

## **[Infrastructure Surtax Oversight Committee](#)**

## **[Library Advisory Board](#)**

## **[General Employees Pension Board](#)**

## **[Police and Fire Pension Board](#)**

## **[Planning Commission](#)**

[Planning Commission powers/duties concerning the Appearance Code](#)

## **[Recreation Advisory Board](#)**

## **[Waterways Board](#)**

## **[Zoning Board of Adjustment](#)**