Agenda Item #: 5A-2

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date:	April 8, 2025	[] Consent [] Ordinance	[X] []	Regular Public Hearing
Department:	County Admir	nistration		
Submitted By:	County Admir	nistration		

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to adopt: a Resolution of the Board of County Commissioners (BCC) of Palm Beach County, Florida, establishing and updating the uniform policies and procedures for Palm Beach County advisory boards, committees, commissions, task forces, and authorities; repealing Resolution R2013-0193; and providing for an effective date.

Summary: This Resolution updates the uniform policies and procedures for advisory boards, including: the maximum number of boards on which an individual may serve at one time; terms of office; removal by the BCC and for lack of attendance; eligibility to serve; residency requirements, Sunshine Law and Code of Ethics requirements; travel expenses and reimbursements; and annual narrative reports. The last update to these policies and procedures was completed in 2013. This Resolution updates the policies and procedures to align them with the responsibilities of those who serve on Palm Beach County advisory boards. <u>Countywide</u> (HH)

Background and Policy Issues: In 1991, the BCC adopted a Resolution establishing a set of uniform policies and procedures for County advisory boards, committees, commissions, task forces, and authorities. The last update to these policies and procedures was completed in 2013. This Resolution updates language, policies and procedures that are more aligned with the responsibilities of those who serve on Palm Beach County advisory boards.

Attachments:

- 1. Proposed Resolution clean
- 2. Proposed Resolution strikethrough
- 3. Resolution 2013-0193

3 **Recommended By:** Agenda Coordinator Date **Approved By:** Administrator

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Capital				······································	
Expenditures					
Operating Costs		·····			
External				· · · · · · · · · · · · · · · · · · ·	
Revenues			· · ·		
Program					
Income(County)					
In-Kind		1			
Match(County					
NET FISCAL					
IMPACT					
#ADDITIONAL					
FTE					-
POSITIONS		1			
(CUMULATIVE				:	

Is Item Included in Current Budget?	Yes	Х	No
Does this item include the use of federal funds?	Yes	Х	No
Does this item include the use of state funds?	Yes	Х	No

Budget Account No:FundDept

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review:

III. REVIEW COMMENTS:

Unit

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

Haus OF

B. Legal Sufficiency

25 **Assistant County Attorn**

C. Other Department Review

Department Director

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)

31/25 ontract Administration 26 3-51-2

RESOLUTION NO. 2025 -

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, ESTABLISHING AND UPDATING THE UNIFORM POLICIES AND PROCEDURES FOR PALM BEACH COUNTY ADVISORY BOARDS, COMMITTEES, COMMISSIONS, TASK FORCES, AND AUTHORITES; REPEALING RESOLUTION R2013-0193; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, is served by a number of advisory boards, committees, and commissions, task forces, and authorities (hereinafter "boards") which have been established by the Board of County Commissioners (hereinafter "BCC") from time to time; and

WHEREAS, the BCC adopted Resolution R2013-0193, which repealed several prior resolutions that addressed boards, and established and updated uniform policies and procedures for said boards; and

WHEREAS, it is desirable to repeal Resolution2013-0193 and reestablish up-todate policies in one all- encompassing document that includes specific procedures to ensure compliance with BCC directives.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that:

Section 1. <u>Repeal of Prior Resolutions</u>

Resolution R2013-0193 is repealed in its entirety, and replaced by the following:

Section 2. Board Appointments

The procedures for at-large and district appointments to advisory boards, committees, commissions, task forces, and authorities (hereinafter "boards") shall be established by a <u>Countywide</u> Policy and Procedure <u>Memorandum</u> (hereinafter "PPM") to ensure consistency with agenda submittal and review procedures. The PPM shall include a uniform Boards/Committees application which shall be completed by all applicants or appointees to all boards or committees. Included in the PPM shall be post-appointment procedures to make sure appointees are aware of the requirements of serving on the board. The provisions in this Resolution shall be applicable to boards created by the BCC and may be waived upon majority vote by the BCC.

Section 3. Maximum Number of Boards/Appointments

The maximum number of boards that an individual appointed by the BCC may serve on at one (1) time shall be three (3), except that no individual may serve on more than one (1) board if doing so would violate Article II, Section 5(a) of the Florida Constitution, which prohibits dual-office holding.

Section 4. Terms of Office

Terms of office for board appointee shall be three (3) years. This term shall not apply to any board created by statute or other binding rule which specifies a different term.

Section 5. Vacancies

Vacancies occurring during a term shall be filled for the unexpired term.

Section 6. Number of Terms Served

There shall be a limit of three (3) consecutive three (3) year terms, unless dictated otherwise by statute or other binding rule. Members who leave a board due to term limits are eligible for reappointment to the board after a one (1)-year period (365 calendar days) off the board.

Section 7. <u>Removal</u>

<u>Removal by BCC</u>

A. All at-large members appointed by the BCC serve at the pleasure of the BCC and may be removed without cause upon majority vote by the BCC. All members of boards that are classified as District Appointees serve at the pleasure of their District Commissioner and may be removed without cause by the District Commissioner. This provision shall not apply if a statute or other binding rule provides for a different removal process.

Removal for Lack of Attendance

B. Members of boards shall be automatically removed for lack of attendance. Lack of attendance is identified as a failure to attend three (3) consecutive meetings or a failure to attend at least one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the board and such removal shall create a vacancy, unless otherwise provided by statutue or other binding rule.

Section 8. Qualification as a Candidate

Board members shall not be prohibited from qualifying as a candidate for elected office.

Section 9. Eligibility to Serve

County employees, other than CommissionersStaff, may not be appointed to boards except where technical/professional representation and county employee eligibility are specifically set forth in the document creating the board or where the County employee is an elected official within Palm Beach County and is nominated for inclusion on the board by an entity other than the BCC. Employees of other units of local government may not represent their respective governments on boards, unless otherwise provided by statute or other rule of law. Former Palm Beach County Commissioners may not be appointed to boards for at least two (2) years following their last day in office as a County Commissioners.

Section 10. Number of Members

The preferred limit on the number of members on a board shall be nine (9), , and the maximum number of members shall not exceed eleven (11). This limitation shall not apply to any board created by statute, ordinance or other binding rule requiring a different specified number of members.

Section 11. Residency Requirement

All board members must be residents of Palm Beach County at the time of appointment and while serving on the board. Exemptions to this requirement are allowed if statute or other rule specifies.

Section 12. Sunshine Law

All boards are to comply with the Sunshine Law. Reasonable public notice of all board meetings shall be provided. All meetings of the board shall be open to the public at all times and minutes shall be taken at each meeting.

Section 13. State of Florida and Palm Beach County Code of Ethics

Board members are to comply with the applicable provisions of the Florida Code of Ethics for Public Officers and Employees as codified in Section 112.311 through 112.3261, Florida Statutes, and the Palm Beach County Code of Ethics as codified in Section 2-254 through 2-260 of the Palm Beach County Code.

Section 14. State Financial Disclosure

Appointees to boards that are required to submit a Statement of Financial Interests with the State of Florida Commission on Ethics will be notified that failure to submit a Statement of Financial Interests within 30 days of appointment shall result in invalidation of the appointment.

Section 15. Travel Expenses, Reimbursement and Approval Authority

Travel reimbursement is limited to expenses incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities when sufficient funds have been budgeted and are available as set forth in PPM CW-O-038. No other expenses are reimbursable. Approval authority for pre-authorized board member travel is delegated to the County Administrator and Deputy County Administrator and shall be in accordance with Countywide Policy and Procedures memoranda (PPM) CW-F-009.

Section 16. Annual Fiscal Year Narrative Report

Each board created by the BCC, shall submit an Annual Fiscal Year Narrative Report to the County Administrationby December 31st of each year. An Annual Fiscal Year Narrative Report does not have to be submitted if the board is required to submit a report at least quarterly through ordinance, law, or some other legal document.

Section 17. Conduct of Meeting

A quorum must be present for the conduct of all board meetings, as established by Ordinance. A majority of the members appointed shall constitute a quorum. All meetings shall be governed by Robert's Rules of Order.

Section 18. Conflict with Federal, State,, County Law or County Charter

Any Federal, State of Florida, or Palm Beach County law in conflict with this Resolution shall prevail.

Section 19. Effective Date

The provisions of this Resolution shall be effective on the date approved by the BCC.

The foregoing resolution was offered by Commissioner _____,

who moved its adoption. The motion was seconded by ____

_, and upon being put to a vote, the vote was as follows:

Commissioner Maria G. Marino, Mayor-Commissioner Sara Baxter, Vice Mayor______Commissioner Gregg K. Weiss-Commissioner Joel G. Flores-Commissioner Marci Woodward-Commissioner Maria Sachs-Commissioner Bobby Powell Jr.-

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The Mayor thereupon declared the Resolution duly passed and adopted this _____ day of ______, 2025.

Palm Beach County, Florida by its Board of County Commissioners

Joseph Abruzzo, Clerk & Comptroller

BY:

Deputy Clerk

Approved as to Form and Legal Sufficiency

Helene Ci By: Assistant County Attorney

RESOLUTION NO. 201325 - 0193

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, ESTABLISHING AND UPDATING THE UNIFORM POLICIES AND PROCEDURES FOR PALM BEACH COUNTY ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS, TASK FORCES, AND AUTHORITES; REPEALING RESOLUTIONS R95-1806, R2002-1606, R2010-1941, AND R2011-0946 R2013-0193 RESPECTIVELY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, is served by a number of advisory boards, committees, and commissions, task forces, and authorities (<u>hereinafter "boards</u>") which have been established by the Board of County Commissioners (<u>hereinafter "BCC</u>") from time to time; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, <u>CC</u> adopted Resolution R2002-1606R2013-0193, which repealed several prior resolutions that addressed boards, and established and updated uniform policies and procedures for said boards; and which established attendance policies for said advisory boards; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, adopted Resolution R2010-1941, providing for approval authority to the County Administrator and Deputy County Administrator for advisory board member travel; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, adopted Resolution R2011-0946, which modified the policy to allow a County employee to serve on said advisory board when County employee is an elected official within Palm Beach County; and

WHEREAS, it is desirable to repeal Resolutions R95-1806, R2002-1606, R2010-1941, and R2011-0946-2013-0193 and reestablish up-to-date policies into one allencompassing document which that includes specific procedures to ensure compliance with the Board of County Commissioners BCC directives.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that:

Section 1. Repeal of Prior Resolutions

Resolutions R95-1806, R2002-1606, R2010-1941, and R2011-0946 R2013-0193 are-is repealed in its their-entirety-, and replaced by the following:

Section 2. Board Appointments

The procedures for at-large and district appointments to advisory boards, committees, commissions, task forces, and authorities (hereinafter referred to as "boards") shall be established by a <u>Countywide</u> Policy and Procedure <u>Memorandum</u> (hereinafter referred to as a "PPM") to ensure consistency with agenda submittal and review procedures. <u>The PPM shall include a uniform Boards/Committees application</u> which shall be completed by all applicants or appointees to all boards or committees. Included in the PPM shall be post-appointment procedures to make sure appointees are aware of the requirements of serving on the board. The provisions in this Resolution shall

be applicable to boards created by the Board of County CommissionersBCC and may be waived upon majority vote by the Board of County CommissionersBCC.

Section 3. <u>Maximum Number of Boards/Appointments</u>

The maximum number of boards that an individual appointed by the Board of County Commissioners BCC may serve on at one (1) time shall be three (3), except that no individual may serve on more than one (1) board if doing so would violate Article II, Section 5(a) of the Florida Constitution, which prohibits dual-office holding.

Section 4. <u>Terms of Office</u>

Terms of office for board members <u>appointee</u> shall be three (3) years. This term shall not apply to any board created by statute or other binding rule which specifies a different term.

Section 5. Vacancies

Vacancies occurring during a term shall be filled for the unexpired term.

Section 6. <u>Number of Terms Served</u>

There shall be a limit of three (3) consecutive three (3) year terms, unless dictated otherwise by statute or other binding rule. Members who leave a board due to term limits are eligible for reappointment to the board after a one (1)-year period (365 calendar days) off the board.

Section 7. <u>Removal</u>

Removal by BCC

<u>A.</u>__All at-large members members of boards appointed appointed by the Board of County Commissioners<u>BCC</u> serve at the pleasure of the Board of County Commissioners<u>BCC</u> and may be removed without cause upon majority vote by the Board of County Commissioners<u>BCC</u>. All members of boards that are classified as District a<u>A</u>ppointees serve at the pleasure of their <u>d</u>District Commissioner and may <u>be</u> removed without cause by the District Commissioner. This provision shall not apply if a statute or other binding rule provides for a different removal process.

Section 8. Removal for Lack of Attendance

<u>B.</u> Members of boards shall be automatically removed for lack of attendance. Lack of attendance is identified as a failure to attend three (3) consecutive meetings or a failure to attend more than<u>at least</u> one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be <u>ehthe</u> same as failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the board and such removal shall create a vacancy, unless otherwise provided by statutue or other binding rule.

Section 98. Qualification as a Candidate

Board members shall not be prohibited from qualifying as a candidate for elected office.

Section 409. Eligibility to Serve

County employees, other than Commissioners-AidesStaff, may not be appointed to boards except where technical/professional representation and county employee eligibility are specifically set forth in the document creating the board or where the County employee is an elected official within Palm Beach County and is nominated for inclusion on the board by an entity other than the Board of County CommissionersBCC. Employees of other units of local government may not represent their respective

governments on boards, unless otherwise provided by statute or other rule of law. Former Board of CountyPalm Beach County Commissioners members may not be appointed to boards for at least two (2) years following their last day in office as a County Commissioners.

Section 4410. Number of Members

The preferred limit on the number of members on a board shall be nine (9), provided, and the maximum number of members shall not exceed eleven (11). This limitation shall not apply to any board created by statute, <u>ordinance</u> or other binding rule requiring a different specified number of members.

Section 4211. Residency Requirement

All board members must be residents of Palm Beach County at the time of appointment and while serving on the board. Exemptions to this requirement are allowed when circumstances warrant outside technical/professional representation, or if statute or other rule specifies.

Section 1312. Sunshine Law and State Code of Ethics

All boards are to comply with the Sunshine Law<u>and State Code of Ethics</u>. Reasonable public notice of all board meetings shall be provided. All meetings of the board shall be open to the public at all times and minutes shall be taken at each meeting.

Section 1413. State of Florida and Palm Beach County Code of Ethics

Board members are to comply with the applicable provisions of the <u>Florida Code</u> of <u>Ethics for Public Officers and Employees as codified in Section 112.311 through</u> <u>112.3261, Florida Statutes, and the</u> Palm Beach County Code of Ethics as codified in Section 2-254 through 2-260 of the Palm Beach County Code.

Section 4514. State Financial Disclosure

Appointees to boards that are required to submit a Statement of Financial Interests with the State of Florida Commission on Ethics will be notified that failure to submit a Statement of Financial Interests within 30 days of appointment shall result in invalidation of the appointment.

Section 46<u>15</u>. <u>Travel Expenses</u>, <u>Reimbursement</u> and <u>Approval</u> <u>Authority</u>

Travel reimbursement is limited to expenses incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities when sufficient funds have been budgeted and are available as set forth in PPM CW-O-038. No other expenses are reimbursable<u>e</u> except documented long distance phone calls to the liaison County department. Approval authority for pre-authorized board member travel is designed delegated to the County Administrator and Deputy County Administrator and shall be in accordance with Countywide Policy and Procedures memoranda (PPM) CW-F-009.

Section 4716. Annual Fiscal Year Narrative Report

Each board listed in PPM CW-O-60, as may be amended from time to time<u>Each</u> board created by the BCC, shall submit an a<u>Annual Fiscal Year nNarrative rReport</u> to the Agenda Coordinator<u>County Administration</u>. The form, substance, and submittal dates for annual narrative reports are established by PPM CW-O-060by December 31st of each year. An Annual <u>Fiscal Year</u> Narrative Report does not have to be submitted if the board is required to submit a report a<u>t</u> least quarterly through ordinance, law, or some other legal document.

Section 4817. Conduct of Meeting

A quorum must be present for the conduct of all board meetings, as established by Ordinance. A majority of the members appointed shall constitute a quorum. All meetings shall be governed by Robert's Rules of Order.

Section <u>1918</u>. <u>Conflict with Federal, er-State, Law</u>, County Law or <u>County Charter</u>

Any Federal, State of Florida, or Palm Beach County law statutory or Charter provisions in conflict with this Resolution shall prevail.

Section 2019. Effective Date

The provisions of this Resolution shall be effective March 1, 2013.on the date approved by the BCC.

The foregoing resolution was offered by Commissioner,
who moved its adoption. The motion was seconded by
, and upon being put to a vote, the vote was as follows:

Commissioner Steven L. AbramsMaria G. Marino, Mayor		-	
Commissioner Priscilla A. TaylorSara Baxter, Vice Mayor	-		
Commissioner Hal-R. ValecheGregg K. Weiss	-		
Commissioner Paulette BurdickJoel G. Flores	-		
Commissioner Shelley VanaMarci Woodward			
Commissioner Mary Lou BergerMaria Sachs	-		
Commissioner Jess R. SantamarinaBobby Powell Jr.	-		

The <u>Chair Mayor</u> thereupon declared the Resolution duly passed and adopted this _____ day of ______, 20132025.

Palm Beach County, Florida by its Board of County Commissioners

Sharon R. BockJoseph Abruzzo, Clerk &

Comptroller

BY:

Deputy Clerk

Approved as to Form and Legal Sufficiency

By:

Assistant County Attorney

Resolution No. 2013-0193

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, ESTABLISHING AND UPDATING THE UNIFORM POLICIES AND PROCEDURES FOR PALM BEACH COUNTY ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS; REPEALING RESOLUTIONS R95-1806, R2002-1606, R2010-1941, AND R2011-0946 RESPECTIVELY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, is served by a number of advisory boards, committees, commissions, task forces, and authorities which have been established by the Board of County Commissioners from time to time; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, adopted Resolution R95-1806, which established uniform policies and procedures for said advisory boards; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, adopted Resolution R2002-1606, which established attendance policies for said advisory boards; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, adopted Resolution R2010-1941, providing for approval authority to the County Administrator and Deputy County Administrator for advisory board member travel; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida adopted Resolution R2011-0946, which modified the policy to allow a County employee to serve on said advisory board when County employee is an elected official within Palm Beach County; and

WHEREAS, it is desirable to repeal Resolutions R95-1806, R2002-1606, R2010-1941, and R2011-0946 and reestablish up-to-date policies into one all encompassing document which includes specific procedures to ensure compliance with the Board of County Commissioners directives.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that:

Section 1. <u>Repeal of Prior Resolutions</u>

Resolutions R95-1806, R2002-1606, R2010-1941, and R2011-0946 are repealed in their entirety.

Section 2. Board Appointments

The procedure for at-large and district appointments to advisory boards, committees, commissions, task forces, and authorities (hereinafter referred to as "boards" shall be established by a <u>Countywide</u> Policy and Procedure <u>Memorandum</u> (hereinafter referred to as a "PPM") to ensure consistency with agenda submittal and review procedures. Included in the PPM shall be post-appointment procedures to make sure appointees are aware of the requirements of serving on the board. The provisions in this Resolution shall be applicable to boards created by the Board of County Commissioners and may be waived upon majority vote by the Board of County Commissioners.

Section 3. Maximum Number of Boards

The maximum number of boards that an individual appointed by the Board of County Commissioners may serve on at one time shall be three (3), except that no individual may serve on more than one (1) board if doing so would violate Article II, Section 5(a) of the Florida Constitution, which prohibits dual-office holding.

Section 4. <u>Terms of Office</u>

Terms of office for board members shall be three years. This term shall not apply to any board created by statute or other binding rule which specifies a different term.

Section 5. <u>Vacancies</u>

Vacancies occurring during a term shall be filled for the unexpired term.

Section 6. Number of Terms Served

There shall be a limit of three consecutive three year terms, unless dictated otherwise by statute or other binding rule.

Section 7. <u>Removal</u>

All at-large members of boards appointed by the Board of County Commissioners serve at the pleasure of the Board of County Commissioners and may be removed without cause upon majority vote by the Board of County Commissioners. All members of boards that are classified as District appointees serve at the pleasure of their district Commissioner and may removed without cause by the District Commissioner. This provision shall not apply if a statute or other binding rule provides for a different removal process.

Section 8. Removal for Lack of Attendance

Members of boards shall be automatically removed for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive meetings or a failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the board and such removal shall create a vacancy, unless otherwise provided by statute or other binding rule.

Section 9. Qualification as a Candidate

Board members shall not be prohibited from qualifying as a candidate for elected office.

Section 10. Eligibility to Serve

County employees, other than Commissioners Aides, may not be appointed to boards except where technical/professional representation and county employee eligibility are specifically set forth in the document creating the board or where the County employee is an elected official within Palm Beach County and is nominated for inclusion on the board by an entity other than the Board of County Commissioners. Employees of other units of local government may **not** represent their respective governments on boards, unless otherwise provided by statute or other rule of law. Former Board of County Commission members may not be appointed to boards for at least two years following their last day in office as a County Commissioner.

Section 11. Number of Members

The preferred limit on the number of members on a board shall be nine (9), provided, and the maximum number of members shall not exceed eleven (11). This limitation shall not apply to any board created by statute or other binding rule requiring a different specified number of members.

Section 12. Residency Requirement

All board members must be residents of Palm Beach County at the time of appointment and while serving on the board. Exemptions to this requirement are allowed when circumstances warrant outside technical/professional representation, or if statute or other rule specifies.

Section 13. Sunshine Law and State Code of Ethics

All boards are to comply with the Sunshine Law and State Code of Ethics. Reasonable public notice of all board meetings shall be provided. All meetings of the board shall be open to the public at all times and minutes shall be taken at each meeting.

Section 14. Palm Beach County Code of Ethics

Board members are to comply with the applicable provisions of the Palm Beach County Code of Ethics as codified in Section 2-254 through 2-260 of the Palm Beach County Code.

Section 15. State Financial Disclosure

Appointees to boards that are required to submit a Statement of Financial Interests with the State of Florida Commission on Ethics will be notified that failure to submit a Statement of Financial Interests within 30 days of appointment shall result in invalidation of the appointment.

Section 16. Travel Expenses, Reimbursement and Approval Authority

Travel reimbursement is limited to expenses incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities when sufficient funds have been budgeted and are available as set forth in PPM CW-O-038. No other expenses are reimbursable except documented long distance phone calls to the liaison County department. Approval authority for pre-authorized board member travel is designated to the County Administrator and Deputy County Administrator and shall be in accordance with Countywide Policy and Procedures memoranda (PPM) CW-F-009.

Section <u>17</u>. <u>Annual Narrative Report</u>

Each board listed in PPM CW-O-60, as may be amended from time to time, shall submit an annual narrative report to the Agenda Coordinator. The form, substance, and submittal dates for annual narrative reports are established by PPM CW-O-060. An Annual Narrative Report does not have to be submitted if the board is required to submit a report a least quarterly through ordinance, law, or some other legal document.

Section 18. Conduct of Meeting

A quorum must be present for the conduct of all board meetings. A majority of the members appointed shall constitute a quorum. All meetings shall be governed by Robert's Rules of Order.

Section 19. Conflict with Federal or State Law or County Charter

Any statutory or Charter provisions in conflict with this Resolution shall prevail.

Section 20. Effective Date

The provisions of this Resolution shall be effective March 1, 2013.

The foregoing resolution was offered by Commissioner <u>Taylor</u>, who moved its adoption. The motion was seconded by Commissioner <u>Vana</u>, and upon being put to a vote, the vote was as follows:

Commissioner Steven L. Abrams, Mayor	-	<u>Aye</u>
Commissioner Priscilla A. Taylor, Vice Mayor	-	Aye
Commissioner Hal R. Valeche		Nay
Commissioner Paulette Burdick	-	<u>Nay</u>
Commissioner Shelley Vana	-	<u>Aye</u>
Commissioner Mary Lou Berger	-	<u>Aye</u>
Commissioner Jess R. Santamaria	-	<u>Nay</u>

The Chair thereupon declared the Resolution duly passed and adopted this <u>5th</u> day of <u>February</u>, 2013.

Palm Beach County, Florida by its Board of County Commissioners

Sharon R. Bock, Clerk ΒY

Approved as to Form and Legal Sufficiency

Assistant County Attorney

STATE OF FLORIDA, COUN I, SHARON R. BOCK, Cl certily this to be a true and co	erk and Computer
filed in my office on dated at West Palm Beach, Et	EB ON 7816
By: Deputy C	