	POLICY AND PROCEDURE
	SUBJECT: ADVISORY BOARDS

DATE: DECEMBER 9, 2014 **NUMBER: CC-14-020**

POLICY STATEMENT

The City of Riviera Beach follows the guidelines set forth in the city's Code of Ordinances and Florida Statutes, (where applicable) for each of the City's advisory boards.

PURPOSE OF THE POLICY

To establish cohesive guidelines to follow in appointing Advisory Board members to present issues that are matters of public concern to the City Council and to provide advice and recommendations that will contribute to the overall well being of the citizens, businesses, and employees of the City of Riviera Beach.

DEFINITIONS

"Advisory body" means any board, commission, committee, council, or authority, however selected, whose total budget, appropriations, or authorized expenditures constitute less than 1 percent of the budget of each agency it serves or $100,000, whichever is less, and whose powers, jurisdiction, and authority are solely advisory and do not include the final determination or adjudication of any personal or property rights, duties, or obligations, other than those relating to its internal operations (F.S. 112.312). Any person who is appointed or confirmed by the governing body of a municipality to be a member of a board, commission, authority, or council which is created or authorized by general law, special act, or municipal charter (F.S. 112.501 (1)). In some cases, advisory board members are selected by employees (Sec. 2-127, Sec. 14-27, Sec. 14-47, and Sec. 14-75 of the Riviera Beach Code of Ordinances).

AUTHORITY

Appointing authority is set forth in the respective section of the city's Code of Ordinances for each board and Florida Statutes Chapter 112.

APPLICABILITY

All city established advisory boards.

PROCEDURE

Refer to respective section of the city's Code of Ordinances for applicable board appointment guidelines. Florida Statutes Section 112.3145 outlines which advisory board members are required to file a Statement of Financial Interest on an annual basis. All newly appointed advisory board members are required to take an Ethics Training Course and will be contacted by the Human Resources Department for scheduling.

Additional advisory boards may be established by the City Council as deemed necessary or appropriate.

PENALTY:

Penalties are set forth in the Chapter 2, Art. III, Division 1 of the City's Code of Ordinances, F.S. Section 112.317, and F.S. Section 112.501.

DEPARTMENTAL SPONSOR: Office of the City Clerk

POLICY REVIEW DATE: December 2017

REFERENCES: Riviera Beach Code of Ordinances; Florida Statutes; Cancels Policy #016; Review Dates: 6/2/02 & 1/01/11

DEPARTMENTS AFFECTED: Departments with boards under their purview.

APPROVED BY: Ruth C. Jones