

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

<b>CATEGORY:</b> Committees/Boards/Councils/Commissions/ Examiners	<b>CODE NUMBER:</b> AC-2-3
<b>TITLE:</b> Advisory Committees, Boards and Commissions	<b>ADOPTED:</b> 07-30-86
	<b>AMENDED:</b> 12/09/92; 08/31/94; 08/09/05
	<b>ORIGINATING DEPARTMENT:</b> Public Resources
<p><b><u>PURPOSE/SCOPE:</u></b> To establish procedures for creation and function of Advisory Committees, Boards, Councils, Examiners or Commissions.</p> <p><b><u>POLICY/PROCEDURE:</u></b> The Board of County Commissioners shall have the power to designate and create Advisory Committees, Boards, Councils, Examiners or Commissions (jointly referred to in this code as Advisory Groups) by Ordinance, Resolution, Board Action, Administrative Code, Interlocal Agreement, or Florida Statute, as may be necessary for the administration of the affairs of the County and shall provide for their duties and powers in said Ordinance, Resolution, Board Action, Administrative Code, Interlocal Agreement, or Florida Statute. Lee County, an equal opportunity/affirmative action employer, considers the selection and appointment of persons to advisory committees in a non-discriminatory manner consistent with the requirements of Federal, State and Local non-discrimination laws.</p> <p>The Board of County Commissioners is authorized to dissolve Standing Advisory Groups or rescind an appointment to an Advisory Group by a vote of the majority of the Board of County Commission members.</p> <p>Each Advisory Group shall have an anniversary month that shall be the month in which the Board of County Commissioners created the Advisory Groups unless specified otherwise.</p> <p>Members of the Advisory Groups shall serve without compensation unless otherwise specified. A County staff member, designated by the commissioner, will be appointed as County Liaison to the Advisory Groups and will assist as appropriate. Applications to serve on a Lee County Advisory Group can be obtained from the Public Resources Division, First Floor, 2115 Second Street, Fort Myers, by mail from the Public Resources Division, P. O. Box 398, Fort Myers or by calling 239-335-2269. Applications are also available on our website at <a href="http://www.lee-county.com">www.lee-county.com</a></p>	

The Public Resources Division shall be responsible for maintaining an accurate and up-to-date roster of all Advisory Groups, their respective members and shall advise the Board of County Commissioners prior to the expiration of any term of appointment.

No member of any Advisory Group, whether paid or unpaid, shall have any financial or personal interest in the outcome of any matter coming before such member in their official capacity. Such member shall disclose in the records of the Advisory Group, the existence of an interest therein and shall disqualify themselves from voting or action on such matters.

All Advisory Groups shall fall into the following categories:

**STANDING ADVISORY GROUP**

The Standing Advisory Group shall function in an advisory capacity that serves on a continual basis for on-going projects and programs.

**SPECIAL ADVISORY GROUP**

From time to time, the Board of County Commissioners may desire to have a special project or program studied. Special Advisory Groups serve until the assignment is completed. The Board of County Commissioners, at their discretion, may request the Special Advisory Group to continue after a report is filed for additional study or collection of additional data. However, if it appears that this Special Advisory Group will function for a period of over one year, the Special Advisory Group would be made a Standing Committee.

**ESTABLISHING AN ADVISORY GROUP:**

When establishing a new Advisory Group, the originating document shall specify the following:  
(See Checklist-Attachment 1)

- Category
- Committee Name
- Number of Members
- How Appointed
- Length of Term
- Form 1 Financial Disclosure Requirement
- Anniversary Month (if different from the month established)
- County Liaison Name
- County Liaison Department/Division
- County Liaison Phone Number
- Sunset Date (if applicable)
- Purpose

Upon the establishment of an Advisory Group, one-half of the Advisory Group will be appointed for one year and one half will be appointed for two years commencing with the anniversary month. Odd numbered members, such as an Advisory Group with nine members, shall be appointed for the term that will allow the expiration in an odd year. Even numbered members, such as ten members, shall be appointed for the term that will allow the expiration in an even year. All appointments after the

Advisory Group has functioned for one year shall be for the length of term specified in the establishing document.

The Board of County Commissioners will periodically review the purpose, function, membership and continued need for the Advisory Group at regular intervals. The date for this “sunset” review will be established by the Board of County Commissioners.

**ORGANIZATION OF ADVISORY COMMITTEES, BOARDS OR COMMISSIONS**

All Advisory Groups shall be organized as follows:

- (A) Roberts Rules of Order shall govern the proceedings of all meetings.
- (B) The Board of County Commissioners will fill any vacancies.
- (C) A Chair and Vice Chair shall be elected by the other members of the Advisory Committee, Board or Commission.
- (D) The Chair shall appoint, from the committee membership, one member to act as Secretary, who shall, with the Chair, sign all minutes.
- (E) Meetings shall be called by the Chair, by the Board of County Commissioners, and/or the County Staff Liaison.
- (F) The Secretary shall record the proceedings of each meeting. Draft Minutes should be marked “draft”, signed by the Secretary and Chair and forwarded to the County Staff Liaison and Public Resources Division within two (2) weeks of the meeting. Approved Minutes should be marked “Approved”, signed by the Secretary and Chairman and forwarded to the County liaison and the Public Resources Division ten (1) days following approval. These records shall become Official Records of the Advisory Groups and a copy shall be distributed to the following:

Committee Chairperson  
County Staff Liaison  
Public Resources Division

- (G) All meetings of the committee are open to the public, must be held where there is reasonable public access and sufficient notice of each meeting must be provided by:
  - 1) Advertisement in a paper of general circulation, or
  - 2) Posting notice in the County Administration Building Lobby, 2115 Second Street, Fort Myers, Florida or by sending a notice to the Public Resources Division, PO Box 398, Fort Myers, Florida 33902 for posting.

ATTACHMENT 1

NEW COMMITTEE CHECKLIST:

ESTABLISHED BY: (CHECK ONE AND ATTACH ESTABLISHING DOCUMENT (SEE BELOW))

- ORDINANCE
- RESOLUTION
- BOARD ACTION
- ADMINISTRATIVE CODE
- INTERLOCAL AGREEMENT
- FLORIDA STATUTE
- OTHER

ESTABLISHING DOCUMENT SHALL CONTAIN THE FOLLOWING:

CATEGORY: (CHECK ONE)

- STANDING
- SPECIAL
- (WITH ESTABLISHED SUNSET DATE)

COMMITTEE NAME \_\_\_\_\_

NUMBER OF MEMBERS \_\_\_\_\_

HOW APPOINTED:

- AT LARGE   
(CAN BE APPOINTED BY ANY COMMISSIONER)
- AT LARGE/AT LARGE BY CATEGORY   
(CAN BE APPOINTED BY ANY COMMISSIONER  
CAN BE APPOINTED BY ANY COMMISSIONER AND  
MUST QUALIFY FOR THE LISTED CATEGORY\*)
- CATEGORY   
(MUST QUALIFY FOR THE LISTED CATEGORY\*)
- DISTRICT SENSITIVE   
(CAN ONLY BE APPOINTED BY SPECIFIED  
DISTRICT COMMISSIONER)
- DISTRICT SENSITIVE/AT LARGE BY CATEGORY/  
AT LARGE   
(CAN ONLY BE APPOINTED BY SPECIFIED  
DISTRICT COMMISSIONER\*  
CAN BE APPOINTED BY ANY COMMISSIONER AND  
MUST QUALIFY FOR THE LISTED CATEGORY\*  
CAN BE APPOINTED BY ANY COMMISSIONER

DISTRICT SENSITIVE/BY CATEGORY   
(CAN ONLY BE APPOINTED BY SPECIFIED  
DISTRICT COMMISSIONER AND MUST QUALIFY  
FOR THE LISTED CATEGORY\*)

DISTRICT SENSITIVE/DISTRICT ROTATING   
(CAN ONLY BE APPOINTED BY SPECIFIED  
DISTRICT COMMISSIONER\*  
ROTATES BETWEEN COMMISSION DISTRICTS  
LIST SCHEDULE OF APPOINTMENTS)

AT LARGE/CITY ROTATING   
(CAN BY APPOINTED BY ANY COMMISSIONER BUT  
MUST FOLLOW ROTATING CITY APPOINTMENT  
SCHEDULE  
LIST SCHEDULE OF APPOINTMENTS)

NOT BOARD APPOINTED

OTHER

**\*LIST CATEGORIES AND DISTRICT SPECIFIC APPOINTMENTS**

LENGTH OF TERM \_\_\_\_\_ YEARS

**FORM 1 FINANCIAL DISCLOSURE REQUIRED:**

YES   
NO

ANNIVERSARY MONTH \_\_\_\_\_  
(IF DIFFERENT FROM THE MONTH ESTABLISHED)

COUNTY LIAISON NAME \_\_\_\_\_

LIAISON DEPARTMENT/DIVISION \_\_\_\_\_

LIAISON PHONE NUMBER \_\_\_\_\_

SUNSET DATE (IF APPLICABLE) \_\_\_\_\_

**PURPOSE:**