



**AGENDA
PARKS AND RECREATION ADVISORY COMMITTEE
SUBCOMMITTEE MEETING
JANUARY 16, 2020
9:00 AM
CITY COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FLORIDA 32034**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DISCUSSION ITEMS**
 - 3.1 Bylaws
- 4. PUBLIC COMMENT**
- 5. ADJOURNMENT**

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at 904-310-3115 or TTY/TDD 711 (for the hearing or speech impaired).

Parks and Recreation Advisory Committee

DRAFT By-Laws General Outline

- I. Mission
- II. Membership
- III. Responsibilities
- IV. Rules of Committee Procedure

I. Mission or Purpose:

Set Forth by City Resolution:

Resolution #2005-67, adopted April 5, 2005 created the parks and Recreation Advisory Committee “to recommend plans and programs designed to meet and satisfy the recreational needs of the community, and to make recommendations for improvements to the park system that will attain the goals and objectives set forth in the **Recreation and Open Space Element** of the adopted Comprehensive Plan.”

Resolution #2009-05:

Resolution 2005-67 was amended by ADDING to the Parks and Recreation Advisory Committee’s mission “to assist with the long range Capital Improvement planning of the Parks and Recreation Department.”

Proposed Mission Statement or Purpose:

As stated by City Resolution:

The Fernandina Beach Parks and Recreation Advisory Committee shall recommend plans and programs designed to meet and satisfy the recreational needs of the community, and to make recommendations for improvements to the park system that will attain the goals and objectives set forth in the **Recreation and Open Space Element** of the adopted Comprehensive Plan and assist with long-range Capital Improvement planning of the Parks and Recreation Department.

II. Membership:

- I. Members appointed to the Parks and Recreation Advisory Committee should fairly represent the demographic composition of the City (Resolution 2005-67)

II. Terms shall be 2 members for 3 year terms, 2 members for 2 year terms, and 3 members for 1 year terms. (Resolution 2009-05)

III. Members' attendance shall meet the requirements set by the City Commission for all City committees or boards.

III. Responsibilities:

I. Ethical Responsibilities

- A. First priority, each member shall represent and advocate for what is best for the City of Fernandina Beach as a whole. Putting aside personal or special interests.
- B. The Recreation Advisory Board is an appointed board subject to the State of Florida ethics laws, chapter 112, the Government in the Sunshine Laws, chapter 286, and the Public Records Laws, chapter 119.
- C. Florida Statutes, Section 112.311 through 112.326 sets forth a code of ethics for public officers and employees.
- D. Violations of ethical responsibilities may result in removal from the Advisory Committee by the City Commission.

II. Committee Responsibilities

- A. Adopt bylaws and other rules of procedure to achieve its purposes and functions.
- B. Advise the initiation, planning, design, and to recommend a system of parks, facilities, etc., that will accommodate the public's need for parks and recreation activities through a Parks and Recreation Master Plan.
- C. Implement the goals and objectives of the most recent Fernandina Beach Comprehensive Plan, Recreation and Open Space Element of the City's Comprehensive Plan, and the Parks and Recreation Master Plan.
- D. Recommend changes to the Land Development Code and Comprehensive Plan to the Planning Board to implement the goals and objectives of the Recreation and Open Space Element within the Comprehensive Plan as a whole.
- E. Recommend actions which enhance the safety and security of site locations and physical facility standards.
- F. Annually advise the City Commission of the Committee's Plan of Work.
- G. Shall promote close cooperation between the City and all private citizens, institutions, and agencies interested in or conducting recreational activities, so that all recreational resources within the City may be coordinated to secure the greatest public welfare for the citizens of Fernandina Beach.

III. Rules of Committee Procedure

I. Election of Officers

- A. The election of a Chairperson and Vice Chair shall be held annually at the first regular meeting in January.
- B. In the absence of the Chair, the Vice-Chair shall be the presiding officer of the Advisory Committee.

- C. Elections may be held at any time due to officer vacancies on the Advisory Committee.

II. General Procedural Rules

- A. Parliamentary procedure in Committee meetings shall be informal. However, if required to keep order, Committee meetings shall be governed by Robert's Rules of Order.
- B. Action of the Advisory Committee shall be made by motion, nominated, and seconded. Approval of the motion shall be by majority vote of those members present. Failure to receive a majority vote shall act as a denial of the proposed motion.
- C. Approved actions taken by the Advisory Committee shall be recorded in the minutes of the committee meeting.
- D. The Chairperson may limit the amount of time allowed for each person wishing to make public comment at an Advisory Committee meeting.
- E. Special or Subcommittee meetings may be called by the Chairperson or by any three members of the Committee.
- F. General procedural rules may be suspended during special meetings or subcommittee meetings.
- G. Special Committees or Subcommittees are subservient to the Parks and Recreation Advisory Committee and report their recommendations to the Advisory Committee for review and action. The Parks and Recreation Committee may overrule any recommendation of any subservient committee.

III. The Chairperson Shall

- A. Preside at all regular and special meetings. Conduct meetings in an efficient manner, focusing on the issues relevant to the functions and mission. A short civility statement shall be read at the opening of each meeting as is necessary.
- B. Regulate and facilitate discussion among board members to ensure that all viewpoints are represented. Give each member the opportunity to express ideas and/or concerns on issues that are being considered by the board or commission. The Chairperson shall give due consideration to all board members.
- C. Assist in orienting new board members about the function, role and mission of the committee at noticed meetings.
- D. Assist in mediating conflicts or disputes between board/commission members.
- E. Represent the committee in appearing before the City Commission as designated by the Board.
- F. With their consent, appoint members to serve on committees.
- G. Foster compliance with the "Florida Sunshine Law."
- H. Sign all appropriate documents.

IV. Agendas

- A. Permanent Agenda Items for All Regular Meetings
 - 1. Approval of the Minutes
 - 2. Public Comments Not on the Agenda
 - 3. Facility Update Report
 - 4. Committee Member Comments Not on the Agenda
 - 5. Adjournment
- B. Additional Agenda Items and Due Dates

1. Committee members and Department members may submit additional agenda items to a designated Parks and Recreation Department representative prior to publication deadlines which are generally 7 days before the meeting.
2. A Parks and Recreation Department representative shall notify all Committee members of agenda deadline dates seven (7) days in advance of agenda's deadline of publication.
3. Committee members may submit informational items related to published agenda items 5 days prior to a published scheduled meeting.
4. The Chairperson shall approve items to be placed on the agenda prior to publication.

DRAFT

The Sub-Committee of the Parks and Recreation Advisory Committee of the City of Fernandina Beach Florida, had special meeting on Tuesday, January 7, 2020 at 9:00 am in the City Hall Chambers. Present was, Chair Duncan, Member Ross, Member Pugh, Commissioner Lednovich and Commissioner Chapman

1. Call to Order: Chair Duncan called the meeting to order at 9:02am.
2. Roll Call.
3. Pledge of Allegiance
4. Introductions
5. Discussion – Member Ross presented an outline/draft of By-Laws

Reviewed the mission statement based on Resolution 2005-67 and Resolution 2009-05

Review membership requirements

Reviewed responsibilities of members

Member Pugh asked about clarification about the committee being classified as an ad hoc committee. Questioned procedure to amend by-laws and as well as procedural questions about Commission liaison responsibilities to the committee and staff coordinator responsibilities. Chair Duncan will follow up by meeting with the City Attorney.

Reviewed rules of committee procedure

Suggested recommendations of staff responsibilities to the board

Discussed setting up permanent agenda items.

There was a discussion about agenda items for the January meeting, to include discussing the agenda.

Next sub-committee meeting to be held on January 16, 2020 at 9:00 am in the City Hall Chambers. Sub-committee requested the agenda remain the same.

6. ADJORNMENT
Meeting was adjourned at 10:25am by consensus.

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at 904-310-3115 or TTY/TDD 711 (for the hearing or speech impaired).