



Item No. 31

# AGENDA ITEM REQUEST FORM

**Town Clerk**

Department Submitting Request

**June White** *JW*

Dept Head's Signature

**REGULAR  
COMMISSION MTG**  
**Meeting Dates - 7:00 PM**

**DEADLINE TO  
Town Clerk**

**ROUNDTABLE  
MEETING**  
**Meeting Dates - 7:00 PM**

**DEADLINE TO  
Town Clerk**

- April 27, 2011
- May 24, 2011
- June 28, 2011
- July 26, 2011

- April 15 (5:00 pm)
- May 13 (5:00 pm)
- June 10 (5:00 pm)
- July 15 (5:00 pm)

- April 12, 2011
- May 10, 2011
- June 14, 2011
- July 12, 2011

- April 1 (5:00 pm)
- April 29 (5:00 pm)
- June 3 (5:00 pm)
- July 1 (5:00 pm)

**SUBJECT TITLE:** Creation of Advisory Charter Review Board

**EXPLANATION:** This item was requested at the November 15, 2010 Special Workshop and deferred at the February 8, 2011 Roundtable

**EXPECTED OUTCOME:** Commission discussion on whether to move forward with appointment of a new Charter Review Board and identify the time frame for doing so.

**EXHIBITS:** Cover Memo from February 8, 2011 Roundtable  
Exhibit A - Town Code - Sec. 7.3 - Advisory Boards; how constituted; Sec. 2.7 0 Review of charter provisions  
Exhibit B - Charter Review Board by Municipality Survey

Reviewed by Town Attorney  
 Yes  No

Town Manager Initials *CA*



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**Town Clerk**

**ROUNDTABLE**  
**MEETING**  
**Meeting Dates - 7:00 PM**

**DEADLINE TO**  
**Town Clerk**

- Feb 22, 2011
- Mar 22, 2011

- Feb 11 (5:00 pm)
- Mar 11 (5:00 pm)

- Feb 8, 2011
- Mar 8, 2011

- Jan 28 (5:00 pm)
- Feb 25 (5:00 pm)

**SUBJECT TITLE:** Creation of Advisory Charter Review Board

**EXPLANATION:** The Commission asked that we do some research on the last Charter Review Board and how it operated. There is no provision in the Charter or the Code that dictates that a Charter Review Board be formed. Sec. 2.7 of the Code does require that the Town Commission review the terms and provisions of the charter every twelve (12) years at a minimum. In June of 2002 the Commission created a seven (7) member Advisory Charter Review Board with the Town Attorney attending the meetings for consultation purposes. Each Commissioner appointed one (1) member, subject to the consent of the entire Commission, with the remaining two (2) members appointed by Commission consensus. At least three (3) members were required to be from the northern district, and three from the southern district of Town. The term of the appointments was 8 months and a progress report was required at the end of the term.

The Advisory Charter Review Board members appointed their own Chairperson and Vice Chairperson at their first meeting, and set meeting dates, meeting requirements, attendance requirements, voting requirements and public input requirements. At their 2<sup>nd</sup> meeting the rules of voting/procedure were adopted. The Board adopted a requirement that two (2) public hearings be held as part of their deliberations.

The last Charter Review Board meeting was April 29, 2003 and recommended changes were sent to the Commission. A Commission Workshop was held on July 14, 2003 to review the Charter recommendations of both the Charter Review Board and the Town Manager. Referendum questions were placed on the Ballot for March 9, 2004 Municipal Elections and passed.

The Charter was revised again upon passage of the Ballot Questions on the November 7, 2006, Municipal Elections regarding height limitations. A Charter Review Board was not appointed.

The 2004 and 2006 Charter revisions were sent to the Secretary of State after each Municipal Election.

Research has shown that a majority other municipalities follow similar procedures although their Charter Review Boards meet every 5 to 6 years. A survey of other cities' practices is attached.

**EXPECTED OUTCOME:** Commission discussion on whether to move forward with appointment of a new Charter Review Board and identify the time frame for doing so.

**EXHIBITS:** **Exhibit A** - Town Code - Sec. 7.3 – Advisory Boards; how constituted; Sec. 2.7 0 Review of charter provisions  
**Exhibit B** – Charter Review Board by Municipality Survey

Reviewed by Town Attorney  
 Yes  No

Town Manager Initials JA

**Sec. 7.3. Advisory boards; how constituted.**

The Town Commission may at any time by resolution appoint advisory boards, composed of residents of the Town of Lauderdale-By-The-Sea, qualified to act in an advisory capacity to the Town Commission, the Town Manager, or to any department of the Town. The members of such boards shall serve without compensation at the pleasure of the Commission, and their duties shall be to consult and advise with such municipal officers and make written recommendations which shall become part of the records of the Town.

**Sec. 2.7. Review of charter provisions.**

As often as the Town Commission may deem necessary, but in any event, not less frequently than every twelve (12) years, the terms and provisions of this Charter shall be reviewed.

**CHARTER REVIEW BOARD BY MUNICIPALITY**

**EXHIBIT B**

<u>CITY / TOWN</u>	<u>IN CHARTER YES/NO</u>	<u>MEMBERS</u>	<u>TERM</u>	<u>APPOINTMENTS</u>	<u>PURPOSE</u>
<b>Coconut Creek</b>	Yes - Meets every 5 years	5 Reg Must reside in same District as appointing Commissioner	90 days	Each Commissioner appoints 1 member	Review charter & Complete work within 90 days of appointment
<b>Cooper City</b>	Yes - Effective April 1966 every 5 years thereafter	10	Upon Completion of Report and	Commissioners appoint 2 members each Board Dismissed by Resolution	Review Charter and Report within 6 months
<b>Dania Beach</b>	No - By Resolution 10-13-2009 Board Dissolves 1 yr after date of Reso unless renewed	10 Reg Resident 6 mns	Until removed	Commissioners appoint 2 members each Removed by appointing Commissioner or until Commissioner no longer holds office	Advise Commission of needed changes Submit report within 9 months of appt
<b>Hollywood</b>	Yes - Committee Created By Ordinance 7-21-10 every 6 years thereafter Referendum Amending Charter Passed 11-2-10	at least 9 no more than 11 1 from each district Registered resident voters	1 year after the November election	Appointed by Commission via Resolution at first meeting in March 2017 and every 6 years thereafter	Review and advise amendments by the 1 Tuesday in June, in which Committee expires At least 3 public hearings Records maintained
<b>Lauderdale Lakes</b>	No - Temporary by Resoltuion Charter Review Advisor Committee Effective 3-26-2002 to 3-31-2003	7	Until removed	Each Commissioner appoints 1 member Commission appoints 2 at-large	Meetings are date specific and minutes are taken Report recommendations to Commission
<b>Lighthouse Point</b>	No - not any longer	Residents		No other information	
<b>Margate</b>	No				
<b>Parkland</b>	Yes - Effective May 2011 every 6 years thereafter	Residents 7 Reg 2 alts	1 year	Each Commissioner appoints 1 member Commission appoints 2 at-large plus 2 alts	Review Charter Make recommendations to Commission Board Makes own Rules of procedure
<b>Pembroke Pines</b>	Yes - Effective May 2010 every 5 years thereafter	Residents 5	Until removed	Each Commissioner appoints 1 member Removed by appointing Commissioner or until Commissioner no longer holds office	Review Charter Make recommendations to Commission
<b>Planation</b>	No				
<b>Sunrise</b>	No - Created by Resolution 5-26- Expired 6-1-10	Registered resident voters 5	n/a	Each Commission appoints 1 member and by Majority Vote Background checks required	Review Charter & make recommendation Records maintained