

CITY OF  
NORTH PORT  
CHAIR AND  
VICE CHAIR  
TRAINING



Presented by:

# Agenda



- Understanding the Chair and Vice Chair roles and responsibilities
- Chair and Vice Chair do's & don'ts
- Meeting procedures
- Knowing your Advisory Boards powers and duties as outlined in the City Code.



## Understanding Your Role

The role of a “Chairperson” must ensure that the Board functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and voted on.

The key role of the “Vice Chair” is to act on behalf of the Chair in his/her absence.

# It is your responsibility to understand:

- Policy and Procedure regarding quorum requirements, public comment, annual training requirements, and the Florida Sunshine Law
- Your Board's roles and the authority it has been given
- How to conduct effective meetings

# The Chair:

## DO'S....

- Coordinate with the Board in selecting dates and times for the monthly scheduled meetings
- Preside at all meetings and start all meetings on time. In doing so, they shall maintain order in the meeting room, recognize speakers, call for votes, and preside over the discussion of agenda items
- Be circumspect in allowing each member to present their views while tactfully preventing any member from monopolizing the meeting and/or discussion
- Assist the advisory board in staying on track and focused

- Sign official documents that require the signature of the chair, for example, meeting minutes
- Ensure the advisory board's annual report is prepared and submitted to the City Clerk's office in accordance with report guidelines

## DON'TS....

- Communication with the advisory board members on the same board outside of the publicly noticed meeting
- Emails: **Do Not Reply All**, no communication is allowed amongst each other via email
- Phone calls, text messages and in person communication with any of the advisory board members is prohibited

# The Vice Chair:

## DO'S....

- Attend all meetings for the advisory board
- The vice chair of the advisory board shall act in the place of the chair during their absence at meetings.
- Should the chair leave office, the vice chair shall assume the duties of chair until the advisory board elects a new chair

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# Meeting Procedures

Call to Order:

- The Chair will call the meeting to order and state the date and time

Roll Call:

The Chair will ask for Roll Call for any members present, absent or excused

Pledge of Allegiance:

- The Chair will lead the Pledge of Allegiance or ask someone from the board to lead the Pledge of Allegiance and will ask for everyone to stand

Public Comment:

The Chair will ask the Recording Secretary or Board Liaison if there are any public comments submitted. The Chair will advise the public speaker on having 3 minutes to address the Board. Public comments will be in the beginning of the agenda and before adjourning the meeting

Unfinished, New Business and Updates:

- The Chair will introduce each item and open the floor for discussion and ask for any feedback or recommendations from the board to be addressed or presented to the City Manager for Commission approval. The Chair will then ask for a motion to approve the recommendations from the board

Future Agenda Items:

- The Chair will request a list of any suggested agenda items to be placed on the next board meeting agenda.

Adjournment:

- The Chair/Vice Chair (if unavailable) will call the meeting adjourned and state the time



# Knowing Your Advisory Board





Municipal Code Corporation P.O. Box 2235 Tallahassee, FL 32316  
info@municode.com 800.262.2633 www.municode.com

Each advisory board has specific requirements, qualification and powers and duties which can be found within the Code of the City of North Port or the Unified Land Development Code. Both are available online with Municode at the below links.

Charter Review Advisory Board: [Article II CRAB](#)

Art Advisory Board: [Article III AAB](#)

Community Economic Development Advisory Board: [Article VI CEDAB](#)

Parks & Recreation Advisory Board: [Article VII PRAB](#)

Public Utility Advisory Board: [Article VIII PUAB](#)

Environmental Advisory Board: [Article IX EAB](#)

Historic and Cultural Advisory Board: [Article X HCAB](#)

Zoning Board of Appeals: [Sec 1-28 ZBA](#)

Planning and Zoning Advisory Board: [Sec 1-29 PZAB](#)

Veterans Park Advisory Committee: Resolution **2021-R-17**

QUESTIONS???

