

CITY OF  
NORTH PORT  
ADVISORY  
BOARD  
TRAINING



Presented by:

# Agenda



- Knowing your Advisory Boards powers and duties as outlined in the City Code
- Fundamental principles
- Board member responsibilities
- Do's & don'ts
- Meeting procedures



# Knowing Your Advisory Board

# municode



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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](#)

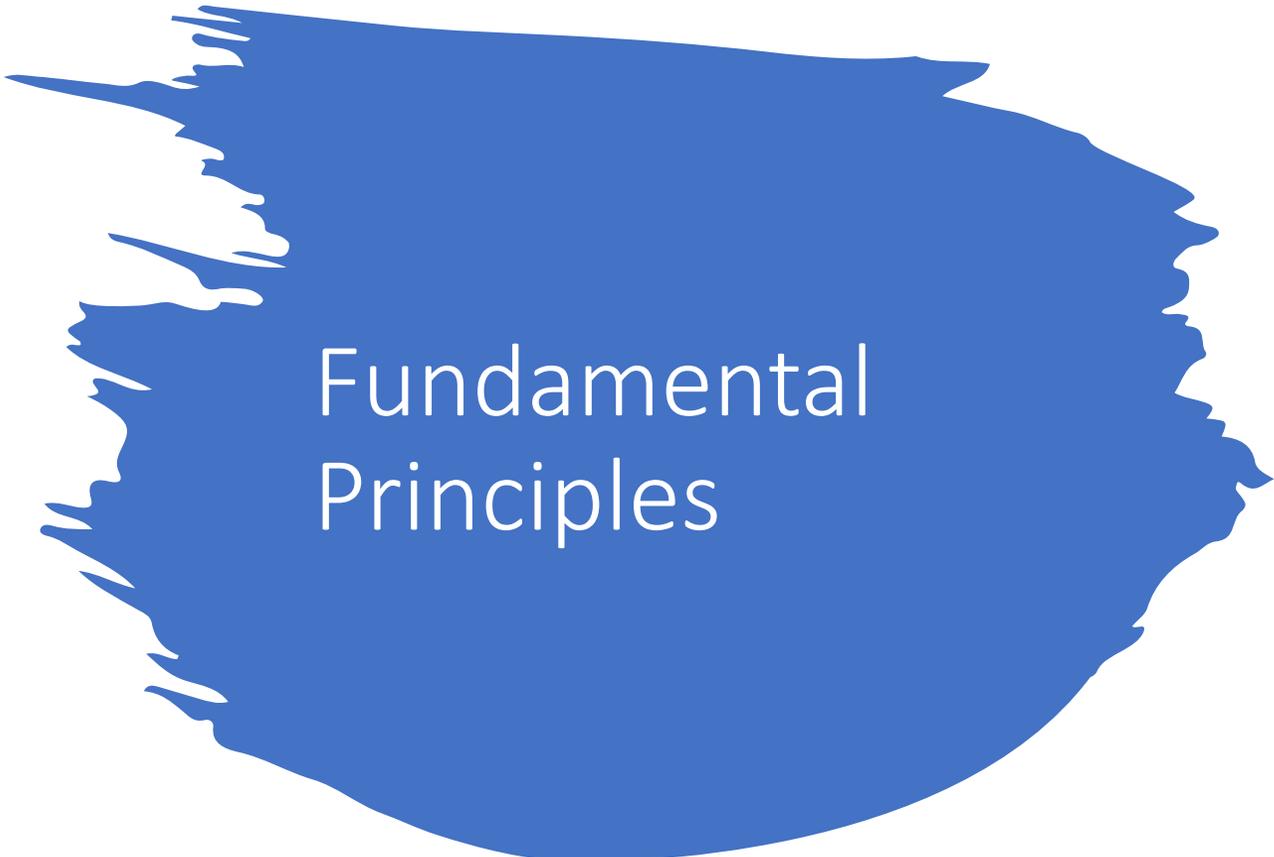
Environmental Advisory Board: [Article IX EAB](#)

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**



# Fundamental Principles

- A majority of all the board members constitutes and a quorum is required to conduct business.
- Business is conducted in accordance with the published agenda.
- Board must deal with one subject at a time.
- Only one member may speak at a time – after being recognized by the Chair

## It is your responsibility to:

- Understand Policy and Procedure regarding quorum requirements, public comment, annual training requirements, and the Florida Sunshine Law
- Regularly attend scheduled meetings
- Disclose conflicts of interest
- Understand your Board's roles and the authority it has been given
- Be prepared for each meeting and to review all agenda backup material
- Be knowledgeable of meeting procedures and etiquette

# The Do's

- Attend all of the monthly scheduled advisory board meetings. Each member must be aware of the time, energy, and commitment that is involved in being part of a board or committee
- Notify the City Clerk's office when you cannot attend a meeting
- Follow the Order of Procedure provided for each meeting, addressing one item of business at a time
- Vote on all motions unless a potential conflict of interest exists
- Ask to be recognized by the Chair prior to speaking
- Address the Chair when speaking
- Address the topic or idea, not the individual
- Avoid "side" conversations
- All members should contribute to the problem-solving process by working in the spirit of compromise and negotiation in order to reach consensus whenever possible, keeping up to date on information relating to Board or committee interest areas
- Ensure the advisory board's annual report is prepared and submitted to the City Clerk's office in accordance with report guidelines
- Convey a positive and professional image of the City

# And...the Don'ts:

- **Do Not Reply All** to emails sent to all board members.
- Communicate with fellow board members via phone calls, text messages or in person regarding city business
- Do not monopolize the meeting and/or discussion
- Act on the behalf of the board without approval by majority vote of the board members present.
- Wait until the meeting to review the previous meeting minutes being approved.

# 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 will call the meeting adjourned and state the time

QUESTIONS???

