



William S. Harvey Deltona Scholarship Advisory Board By-Laws

Article I. Purpose:

Section 1. The William S. Harvey Deltona Scholarship Advisory Board was created by the approval and adoption of Agenda Item 9-L and became effective November 5, 2007 by the City Commission. The Board/Committee shall provide information, recommendations and suggestions regarding reviewing scholarship applications and recommending award recipients to the City Commission and the Staff Liaison will present the recommendations to the City Commission on a quarterly basis or as needed. The Advisory Board/Committee shall not have the authority or take any action that will commit the expenditure of public funds, the use of City equipment or personnel and shall not make monetary or other commitments on behalf of the Advisory Board/Committee, the City Commission, or the City of Deltona.

Article II. Staff Liaison:

Section 1. The Advisory Board/Committee Liaison shall serve as the Staff Liaison to the Advisory Board/Committee. In the event the Staff Liaison is unavailable, the appointed designee will assume their responsibilities for the period of their absence.

Section 2. The Advisory Board/Committee Liaison shall provide a summary of the discussion(s) and recommendation(s) of the Board/Committee to the City Commission on a quarterly basis. The schedule of which City Commission Meeting the Boards/Committees will present their quarterly report at is provided by the City Clerk's Office.

Article III. Membership:

Section 1. The Advisory Board/Committee shall consist of seven (7) members. The Mayor and each Commissioner shall each appoint or re-appoint one (1) member to the Advisory Board/Committee during the first regularly scheduled Commission meeting in May of every other year beginning in 2015. Each member shall serve a 24 month term and may be re-appointed for additional terms.

Section 2. All applicants to be considered for appointment to the Advisory Board/Committee shall complete a City of Deltona Citizen Board/Committee application form, which will be kept on file by the City Clerk.

Section 3. Each member of the Advisory Board/Committee shall reside within the City limits of the City of Deltona and shall serve his or her term without compensation.

Section 4. Any vacancy occurring during the term of an Advisory Board/Committee member shall be filled or replaced by appointment by their respective appointing member of the City Commission for the remainder of the vacancy term.

Article IV. Attendance:

Section 1. Members' office may be declared vacant by reason of death, resignation, mental or physical incapacity, absenteeism as prescribed hereafter, or for conduct bringing discredit to the City of Deltona or the Advisory Board/Committee.

Section 2. So that the Advisory Board/Committee may responsibly carry out its duties, all members should make every effort to attend all meetings. If a member has three (3) unexcused absences, the Advisory Board/Committee shall terminate the individual's membership and the Staff Liaison shall advise the appointing Commissioner of the vacancy. The Staff Liaison will also advise the City Clerk of the vacancy. The City Clerk will advertise the opening and place the appointment of a new member on a Regular City Commission Meeting Agenda.

Section 3. Absences may be excused by notifying the Staff Liaison of the circumstances prior to the meeting.

Article V. Officers and Duties:

Section 1. The members of the Advisory Board/Committee shall elect a Chairperson and a Vice-Chairperson at their first meeting each to serve for a period of one (1) year. If a Chairperson and a Vice-Chairperson position become vacant for any reason, a replacement shall be elected by a majority of the full Advisory Board/Committee at their next regularly scheduled Advisory Board/Committee meeting.

Section 2. The Chairperson shall perform the duties ordinarily performed by a Chairperson. All requests and communications shall be channeled through the Staff Liaison. Any and all correspondence by any Board/Committee member shall be directed to the Staff Liaison only and the Staff Liaison will forward the information to the City Commission or staff as necessary. Under no circumstances should a Board/Committee member be directly discussing Board/Committee business with staff or the City Commission. Members of the Advisory Board/Committee may not at any time represent themselves or mislead anyone that they are an employee of the City of Deltona.

Section 3. The Vice-Chairperson shall preside at any meeting in the absence of the Chairperson. If both the Chairperson and Vice-Chairperson are absent, the remaining members, if a quorum is present, shall elect a temporary presiding officer.

Section 4. The Chairperson, Vice-Chairperson or the temporary officer shall ensure that all members of the Advisory Board/Committee are aware of all applicable rules, laws, regulations, policies and procedures.

Article VI. Quorum:

Section 1. In order to have an Advisory Board/Committee meeting, a quorum must be present. The majority of the members must be present to constitute a quorum. A quorum consists of half the Board, Committee or Sub-Committee members, plus one.

Section 2. There must be an affirmative vote of a majority of voting members present in order for any action to be taken by the Advisory Board/Committee.

Article VII. Meetings:

Section 1. Meetings of the Advisory Board/Committee will be held as needed and directed by the City Commission, generally once per month. Meetings will be held at a location to be determined by the Staff Liaison.

Section 2. All meetings of the Advisory Board/Committee or any two (2) members thereof, are declared to be public meetings open to the public at all times, and may not be held unless due notice to the City and the public is given as required by Florida's Government-in-the-Sunshine Laws.

Article VIII. Order of Business:

Section 1. At all regular Advisory Board/Committee meetings, the following shall be the general order of business:

- 1) Call to order by the Chairperson
- 2) Roll call
- 3) Approval of minutes
- 4) Public Comments
- 5) Old business
- 6) New business
- 7) Member comments
- 8) Adjournment

Section 2. In order to provide an opportunity for discussion of business before the Advisory Board/Committee prior to a motion, it shall be the duty of the Chairperson to state the matter of business to the Advisory Board/Committee and to provide a period of discussion of the facts relevant to the topic prior to entertaining a motion. After a motion is made and seconded, the Chairperson shall allow additional discussion by the Advisory Board/Committee members. Any member may call for a vote if additional discussion becomes repetitive or irrelevant to the motion.

Article IX. Minutes:

Section 1. The Staff Liaison or the appointed designee shall be responsible for preparing written minutes of all meetings and notices of such meetings in accordance with the Advisory Board/Committee Meeting Agenda Procedure as approved by the City Clerk. The "Draft" minutes, which should be marked "Draft", of each meeting shall be open for public inspection two (2)

weeks following the meeting date on the City's Website. The "Approved" minutes which will replace the "Draft" minutes shall be properly recorded and open for public inspection the day following the date the minutes were approved by the Advisory Board/Committee, with the original signed minutes kept in the City Clerk's Office. The Staff Liaison or the appointed designee will be responsible for all public notifications.

Section 2. All communications by or on behalf of the board or any board member(s) shall be made either in public at a board meeting, through communications to the Staff Liaison, or through items placed in the minutes of the board. Neither the board, nor any board member(s), shall purport to speak on behalf of the board or as an official board member through any other means of communication. This restriction shall not prevent any board member from expressing his or her individual ideas or opinions relating to any matter, so long as such expression of ideas or opinions are expressed as that *individuals'* ideas or opinions, and not as the ideas or opinions of the board, or the ideas or opinions of such individual *as a board member*.

Article X. Voting:

Section 1. Any member of the Advisory Board/Committee having a personal or financial interest in any matter shall disclose such interest to the Advisory Board/Committee and shall complete and file with the City Clerk such Memorandum of Voting Conflict as required by law. No member present shall abstain from voting on any matter except as provided by Florida Statutes.

Article XI. By-Laws:

Section 1. The City Commission has final approval of all By-Laws or By-Law changes as recommended by the Staff Liaison, the appointed designee or the Advisory Board/Committee.

Section 2. Motions to amend or add to the By-Laws shall be made in writing to the Staff Liaison. Voting on such motions shall be considered at the next regular meeting of the Advisory Board/Committee.

Article XII. Sub-Committees:

Section 1. Each Sub-Committee would need to go before the City Commission for approval and justification.

Section 2. The Advisory Board/Committee shall select Sub-Committee Chairpersons from among its members to serve as Chairperson of each Sub-Committee, where applicable. The Sub-Committee Chairperson shall select volunteers, from among residents of the City, to serve on each Sub-Committee.

Section 3. All individuals considered for appointment to a Sub-Committee shall complete a City of Deltona Citizen Board/Committee application form, which will be kept on file by the City Clerk.

Section 4. Each Sub-Committee member's term shall expire two (2) years after the member is appointed or re-appointed.

Section 5. Each member of the Sub-Committee shall reside within the City limits of the City of Deltona. Every effort will be made to include representation from each Commission district on the Sub-Committee where possible.

Section 6. Each member shall serve his or her term without compensation.

Section 7. The Chairperson of each Sub-Committee shall ensure that all members of the Sub-Committee are aware of all applicable rules, laws, regulations, policies and procedures.

Article XIII. Dual Office Holding:

Section 1. It is the policy of the City of Deltona that no citizen may, simultaneously, serve on more than one City Board, Committee or Sub-Committee. This policy does not apply to citizens serving on Sub-Committees, or Committees and Boards of a temporary nature, and does not apply to citizens serving on Sub-Committees of the actual board or committee on which such citizen serves.

Section 2. This policy limiting the number of Boards/Committees on which a citizen may serve shall apply prospectively only, and shall not affect the current term being served by citizens on any Board and/or Commission within the City of Deltona. (Commission Policy/Procedure: CC06-001)

Article XIV. Sunset Provision:

Section 1. The Advisory Board/Committee and Sub-Committees shall be sunset upon determination by the Deltona City Commission that the Advisory Board/Committee has served its purpose and is no longer needed for recommendations on related matters.