



2024 MEMBER HANDBOOK

CENTRAL COUNTY COMMUNITY ADVISORY BOARD



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TAB 1

BYLAWS

Preamble

The Central County Community Advisory Board ("Board") is established pursuant to Resolution 2012-512 and Section 1-233 of the Broward County Code of Ordinance. The Board's general purpose is to serve in an advisory capacity to the Broward County Board of County Commissioners ("Commission") relative to unincorporated Central County Community issues.

The Board shall be administered through the Resilient Environment Department, Building Code Division, to carry out the purposes and functions set forth in these Bylaws. Official records of the Board are on file with the Building Code Division and are open to public inspection upon request to the Director of the Urban Planning Division.

Article 1. Functions, Powers, and Duties

It shall be the functions of the Board to:

- A. Act as liaison between the Broward County Board of County Commissioners (Commission) and residents of the Central County Community.
- B. Hold meetings to receive comment from residents with regard to matters which affect the health, safety, and welfare of the residents of the Central County Community and to formulate ideas from the comments received.
- C. Prepare and submit recommendations for consideration to the Commission regarding the nature and quality of services, projects, and program for residents of the Central County Community.
- D. Perform other related activities as may from time to time be requested by the Commission.

The Board shall not operate in a regulatory or authoritative capacity. The Board shall have no power or authority to commit the Commission to any policies or to incur any financial obligation or to create any liability on the part of the County. No actions or recommendations of the Board shall be binding upon the Commission until approved or adopted by the Commission.

Article 2. Membership

- A. The Board shall consist of eight (8) members who shall be appointed by the Board of County Commissioners ("Commission"). There shall be two (2) members from each of the

neighborhoods of Boulevard Gardens, Franklin Park, Roosevelt Gardens, and Washington Park, consisting of the current president of the recognized neighborhood association and one (1) resident from each neighborhood, appointed by the Commission from a list of neighborhood residents wishing to serve on the Board. The Office of Intergovernmental Affairs, or its successor agency, shall maintain a list of neighborhood residents wishing to serve on the Board for each neighborhood.

- B. All members of the Board shall reside in the applicable community. A member serving on the Board in the capacity as president of the recognized neighborhood association shall serve for the duration of his or her term as president, unless removed from the Board by the Commission. In the event a neighborhood association president is unable or unwilling to serve on the Board, or is removed from the Board by the Commission, the vice-president of the neighborhood association shall serve on the Board. If neither is willing or able to serve on the Board, or both are removed from the Board by the Commission, the Commission shall appoint a resident from the applicable community from the list of neighborhood residents wishing to serve on the Board. Board members shall serve subject to the provisions of Section 1-233 of the Broward County Code of Ordinances.
- C. Any member of the Board may be removed from the Board without cause by a majority vote of the Commission. The Board may recommend to the Commission removal of a member of the Board. The Board must give the board member reasonable notice and an opportunity to be heard before making its recommendation. The Commission may consider removal of a member of the Board upon its own initiative.
- D. No member of the Board shall receive compensation for performance of Board duties.

Article 3. Term

- A. The appointed members of the Board shall serve pursuant to Section 1-233, Broward County Code of Ordinances (BCCO), as may be amended from time to time. In addition to the conditions identified in the BCCO, a member serving on the Board in the capacity as president of the recognized neighborhood association shall serve for the duration of their term as president.
- B. Any Board appointee who fails to meet the requirements of his or her appointment is automatically disqualified, and his or her appointment shall immediately cease and be deemed vacant.

Article 4. Meetings

- A. The Board shall establish a time and place for holding meetings and shall adopt such rules of organization, regulation, and procedures governing the conduct of its meetings not inconsistent with the Broward County Administrative Code. The Board shall hold quarterly meetings but may hold additional meetings as necessary to conduct its business.
- B. All meetings of the Board shall be open to the public in accord with the requirements of Section 286.011, Florida Statutes, as may be amended from time to time, and notice of Board meetings shall be advertised as provided by law. The Board shall prepare minutes of its meetings which shall be approved at the next meeting of the Board.
- C. A majority of appointed members of the Board shall constitute a quorum.
- D. A majority of those members present and voting at any meeting shall be sufficient to enable the taking of any action.

Article 5. Organization

A. Election of Officers

The Board shall annually elect a Chair and Vice-Chair (all of whom shall be members of the Board). The Chair and Vice-Chair shall serve for a term of one (1) year, not to exceed two (2) consecutive terms. Elections shall be by open nomination and roll call vote. If no member volunteers to serve as the Chair or Vice-Chair, the current Chair may appoint members to those positions. The Chair may not appoint a member to a position in which that member has already served.

B. Vacancy of Officers

If a vacancy should occur in one of the Officers' positions, the Board shall elect a Board member to fill such vacancy at a regular or special meeting as soon as reasonably possible.

C. Duties of Officers

1) The Chair shall:

- a. Preside at all meetings of the Board.
- b. Be an ex-officio member of all committees of the Board.
- c. Appoint all ad hoc committees, the terms of which may not exceed the term of the Chair.
- d. Appoint the Chair of each standing committee.
- e. Perform all the duties usually pertaining to the office of Chair.

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- 2) The Vice-Chair shall:
 - a. Preside at all meetings of the Board in the absence of the Chair.
 - b. Perform all such duties usually pertaining to the office of Vice-Chair.
 - c. Assume the office and duties of the Chair, if the office becomes vacant, until the Board fills such vacancy through an election as set forth in Article 5.

D. Committees

- 1) The Board may establish subcommittees. The Chair may establish ad hoc committees provided that the Board shall confirm such ad hoc committees established by the Chair. Such ad hoc committees shall not be established for a period exceeding the unexpired term of the Chair.
- 2) The Board may also designate persons not on the Board to serve on committees. The committees shall have such authority as the Board shall direct, subject to applicable Florida Laws.

Article 6. Meetings

A. Regular Meetings

- 1) The Board shall generally hold meetings at least quarterly for the transaction of business according to a schedule arranged by the Board. Officers shall be elected annually at the meeting held in January.
- 2) The Chair, through appropriate administrative staff, shall give written notice of regular meetings of the Board to each member at least seven (7) days before each meeting. If possible, said notice is to be accompanied by an agenda specifying the subject(s) of the meeting; if not possible, the Chair shall distribute the agenda at the meeting.
- 3) Regular meetings may include workshop meetings.
- 4) Meetings may only be cancelled or rescheduled by the Chair or by a majority vote of the Board members present at a regularly scheduled meeting. However, in the event that the Board's administrative support staff is notified between regularly scheduled meetings that a quorum will not be available for the next regularly scheduled meeting, such meeting may be cancelled or rescheduled by the Chair. The Chair, through appropriate administrative staff, shall notify all Board members of such cancellation or rescheduling with as much notice as possible.

B. Public Input

At the Chair's discretion, public input will be permitted and limited to three (3) minutes per person, however the time limit may be adjusted at the Chair's discretion based on the number

of speakers with related topics and time availability. The Chair may require that anyone wishing to speak before the Board must complete a public input card. The Board is not required to address speakers' comments.

C. Special Meetings

The Board shall convene in special meetings when called by the Chair, the Vice-Chair in the absence of the Chair, or upon request of a majority of the members of the Board. Special meetings may include workshop meetings. The Chair, through appropriate administrative staff, shall give seven (7) days notice to all members of the Board. If possible, said notice is to be accompanied by an agenda specifying the subject(s) of the meeting; if not possible, the Chair shall distribute the agenda at the meeting. The minutes of the meeting shall show the manner and method by which notice of the meeting was given to each member or shall show a waiver of notice.

D. Emergency Meetings

- 1) Emergency meetings of the Board may be called as follows:
 - a. By the Chair;
 - b. In the absence of the Chair, by the Vice-Chair; or
 - c. By motion of the Board.

- 2) Twenty-four (24) hours' notice of an emergency meeting shall be given to each member of the Board by delivering same via phone, facsimile, or electronic mail. If possible, said notice is to be accompanied by an agenda specifying the subject(s) of the emergency meeting; if not possible, the Chair shall distribute the agenda at the meeting. The Board may discuss only those subjects appearing on the emergency meeting agenda at the meeting. The Chair, Vice-Chair, or Board shall determine the date, time and location of the emergency meeting as appropriate. If after reasonable diligence, it is impossible to give notice to each member, or because of the nature of the emergency it is impossible to let twenty-four (24) hours lapse before the meeting, such failure shall not affect the legality of the meeting if a quorum is in attendance. The minutes of each meeting shall show the manner and method by which notice of the emergency meeting was given to each member or shall show a waiver of notice.

E. Place of Meetings

- 1) Upon the giving of due public notice, regular or special meetings of the Board may be held at any appropriate place in Broward County.

- 2) For the purpose of this section, due public notice shall consist of the manner in which the County generally provides such notice to the public for its regular meetings.

F. Order of Business

The order of business for meetings shall be as determined by the Board.

G. Minutes

- 1) Summary minutes of each meeting of the Board shall be accurately taken, preserved and provided to members before the next regular meeting.
- 2) The Board shall review the draft minutes of each meeting, correct if necessary, and approve the minutes at the next regular meeting, provided that the Board may take this action at an intervening meeting if the Board desires. After approval, the minutes shall be kept as a public record in a file maintained in the Urban Planning Division's administrative offices.
- 3) Unless otherwise shown by the minutes, it shall be presumed that the voice vote of each member present supported any action taken by the Board.

H. Notices

All notices shall be in writing and shall set forth the time, date and place of any meeting. The notice, if mailed, shall be deemed to have been delivered when deposited in the United States mail, postage prepaid, addressed to the member as his or her address appears in the records of the Board. A notice may also be delivered in person, by facsimile or by electronic mail.

Article 7. Voting and Quorum

- A. Each appointed member shall have one (1) vote which may only be exercised by the member.
- B. The presence of a majority of the appointed members of the Board shall constitute a quorum. Vacant member positions shall not be counted for purposes of determining the existence of a quorum. Any majority of those members present and voting at any meeting shall be sufficient to enable the taking of any action. This provision shall not conflict with Section 1-233 of the Broward County Code of Ordinances.
- C. Once a quorum is established, a Board meeting may start without regard to the absence of any other Board members. Any appointed Board member may attend the Board meeting and may vote by audio interactive telephone conference; however, no one attending the meeting by audio interactive telephone conference may be counted to establish a quorum.
- D. Proxy voting by any appointed Board member shall be prohibited at meetings of the Board and its subcommittees. The term "proxy" shall include either a person who substitutes or attempts to vote for an absent Board member, or any document, statement, or other written manifestation by which a Board member attempts to register a vote without actual, physical presence at a Board meeting.

Article 8. Committee Attendance

Attendance and ongoing participation of the Board members are critical to the Board's success. The attendance of Board members shall be regulated pursuant to Section 1-233, Broward County Code of Ordinances, as amended from time to time.

To ensure that members of the Board do not have to choose between attending meetings or observing religious holidays, any member may request that meetings not be scheduled on religious holidays, and the Chair must honor those requests.

Article 9. Conflict of Interest

Members of the Board shall comply with all County ordinances and Florida Statutes relating to "conflicts of interest."

Article 10. Compensation of Members

No members of the Board shall receive compensation for performance of Board duties.

Article 11. Amendments

Any Board member may propose amendments to these Bylaws, and an amendment shall become effective upon affirmative vote of a majority of all members serving on the Board.

Article 12. Applicability

Nothing in these Bylaws may be constructed or applied in a manner to contravene applicable local, state, or federal funding source laws, regulations, and policies.

APPROVED AND ADOPTED by the Central County Community Advisory Board on the 30th day of January, 2012.

TAB 2

SUNSHINE LAWS

286.011 Public meetings and records; public inspection; criminal and civil penalties.

- 1) All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of all such meetings.
- 2) The minutes of a meeting of any such board or commission of any such state agency or authority shall be promptly recorded, and such records shall be open to public inspection. The circuit courts of this state shall have jurisdiction to issue injunctions to enforce the purposes of this section upon application by any citizen of this state.
- 3)
 - (a) Any public officer who violates any provision of this section is guilty of a noncriminal infraction, punishable by fine not exceeding \$500.
 - (b) Any person who is a member of a board or commission or of any state agency or authority of any county, municipal corporation, or political subdivision who knowingly violates the provisions of this section by attending a meeting not held in accordance with the provisions hereof is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.
 - (c) Conduct which occurs outside the state which would constitute a knowing violation of this section is a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.
- 4) Whenever an action has been filed against any board or commission of any state agency or authority or any agency or authority of any county, municipal corporation, or political subdivision to enforce the provisions of this section or to invalidate the actions of any such board, commission, agency, or authority, which action was taken in violation of this section, and the court determines that the defendant or defendants to such action acted in violation of this section, the court shall assess a reasonable attorney's fee against such agency, and may assess a reasonable attorney's fee against the individual filing such an action if the court finds it was filed in bad faith or was frivolous. Any fees so assessed may be assessed against the individual member or members of such board or commission; provided, that in any case where the board or commission seeks the advice of its attorney and such advice is followed, no such fees shall be assessed against the individual member or members of the board or commission. However, this subsection shall not apply to a state attorney or his or her duly authorized assistants or any

officer charged with enforcing the provisions of this section.

- 5) Whenever any board or commission of any state agency or authority or any agency or authority of any county, municipal corporation, or political subdivision appeals any court order which has found said board, commission, agency, or authority to have violated this section, and such order is affirmed, the court shall assess a reasonable attorney's fee for the appeal against such board, commission, agency, or authority. Any fees so assessed may be assessed against the individual member or members of such board or commission; provided, that in any case where the board or commission seeks the advice of its attorney and such advice is followed, no such fees shall be assessed against the individual member or members of the board or commission.
- 6) All persons subject to subsection (1) are prohibited from holding meetings at any facility or location which discriminates on the basis of sex, age, race, creed, color, origin, or economic status or which operates in such a manner as to unreasonably restrict public access to such a facility.
- 7) Whenever any member of any board or commission of any state agency or authority or any agency or authority of any county, municipal corporation, or political subdivision is charged with a violation of this section and is subsequently acquitted, the board or commission is authorized to reimburse said member for any portion of his or her reasonable attorney's fees.
- 8) Notwithstanding the provisions of subsection (1), any board or commission of any state agency or authority or any agency or authority of any county, municipal corporation, or political subdivision, and the chief administrative or executive officer of the governmental entity, may meet in private with the entity's attorney to discuss pending litigation to which the entity is presently a party before a court or administrative agency, provided that the following conditions are met:
 - (a) The entity's attorney shall advise the entity at a public meeting that he or she desires advice concerning the litigation.
 - (b) The subject matter of the meeting shall be confined to settlement negotiations or strategy sessions related to litigation expenditures.
 - (c) The entire session shall be recorded by a certified court reporter. The reporter shall record the times of commencement and termination of the session, all discussion and proceedings, the names of all persons present at any time, and the names of all persons speaking. No portion of the session shall be off the record. The court reporter's notes shall be fully transcribed and filed with the entity's clerk within a reasonable time after the meeting.
 - (d) The entity shall give reasonable public notice of the time and date of the attorney-client session and the names of persons who will be attending the session. The session shall commence at an open meeting at which the persons chairing the meeting shall announce the commencement and estimated length of the attorney-client session and the names of the persons attending. At the conclusion of the attorney-client session, the meeting shall be reopened, and the person chairing the meeting shall announce the termination of the session.
 - (e) The transcript shall be made part of the public record upon conclusion of the litigation.

History.—s. 1, ch. 67-356; s. 159, ch. 71-136; s. 1, ch. 78-365; s. 6, ch. 85-301; s. 33, ch. 91-224; s. 1, ch. 93-232; s. 210, ch. 95-148; s. 1, ch. 95-353; s. 2, ch. 2012-25.

Source: Online Sunshine

www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0200-0299/0286/0286.html

TAB 3

LOBBYING RESTRICTIONS

Sec. 26-70. - Prohibition on lobbying by appointed board members.

(a) The prohibitions stated in this section shall apply to all persons appointed to advisory boards (including those characterized as boards, committees, commissions, councils, and task forces) established by Broward County ordinance or resolution and to all persons appointed by the Board of County Commissioners (the "Board") to agencies, development and redevelopment authorities, and regulatory and adjustment boards established pursuant to federal or state law, the Broward County Charter, or interlocal agreements (collectively "appointed boards"), except where any such prohibition would be inconsistent with the Broward County Charter, general or special law, or the enabling enactments of such appointed boards.

(b) No member of an appointed board shall, during his or her term of appointment and for a period of two (2) years after such term of appointment, lobby any employee of the County division(s) or department(s) that provide(s) support services to the appointed board.

(c) Any member of an appointed board who lobbies in violation of this section shall be disqualified as a member of the appointed board and his or her appointment shall immediately cease, subject to the timely filing of an appeal as referenced below.

(d) Additionally, the County Administrator shall provide for a procedure applicable to any member of an appointed board who is charged with a violation of the provisions of this section. The procedure shall provide for the following:

(1) Upon determining that a violation has occurred, the Office of the County Administrator shall notify the member of the offense, and a fine of One Hundred Dollars (\$100) shall be assessed for each occurrence.

(2) The member shall pay the fine within twenty (20) days after receipt of the notice of payment due, unless a timely appeal is made to the Board as provided below.

(3) Any member of an appointed board may appeal the alleged violation and assessed fine and may request and shall be entitled to a hearing before the Board, which shall have the authority to determine whether a violation has occurred and, if it determines that a violation has occurred, to waive the fine in whole or in part for good cause shown. To be entitled to such appeal, the member must, within twenty (20) days after receipt of the notice of payment due, deliver a letter requesting a hearing to the Office of the County Administrator.

(e) For purposes of this section:

(1) "Department" means those departments of county government listed in Section 2.5 of the Broward County Administrative Code, as same may be amended.

(2) "Division" means those divisions and offices under the control of any Department, as listed in Section 2.11 of the Broward County Administrative Code, as same may be amended.

(3) "Lobby," "Lobbies," or "Lobbying" means a communication, by any means, between a lobbyist and a Division or Department employee regarding any item that will foreseeably be decided by a final decision-making authority, which communication seeks to influence, convince, or persuade the employee to support or oppose the item. Lobbying does not include communications:

a. Made on the record at a duly-noticed public meeting or hearing; or

b. From an attorney to an attorney representing Broward County regarding a pending or imminent judicial or adversarial administrative proceeding against Broward County.

(4) "Final Decision-Making Authority" and "Lobbyist" shall have the meanings stated in Sections 26-72.5(d) and (g), respectively, of the Broward County Code of Ordinances.

(Ord. No. 2010-21, § 1, 8-10-10; Ord. No. 2015-35, § 1, 9-10-15)

Source: Municode, <http://bit.ly/1SKyFif>

TAB 4

GIFT RESTRICTIONS

Sec. 26-70.1. - Acceptance of gifts by appointed board members.

(a) Applicability; construction.

(1) This Section shall apply to all members of "appointed boards" as that term is defined in Section 26-70(a), except where such application would be inconsistent with the Broward County Charter, general or special law, or the enabling enactments of such appointed boards. All references in Section 26-70.1 to "advisory board or other board member" shall be construed to apply to members of "appointed boards."

(2) This Section shall be supplemental to other code provisions that govern the conduct of Broward County advisory board or other board members; provided, however, that this Section shall prevail in the event of any conflict with such other code provisions in effect prior to the effective date of this Section.

(b) Restrictions on Acceptance of Gifts.

(1) The term "gift" as used herein shall be defined as set forth in Chapter 112, Part III, Florida Statutes, as amended.

(2) No advisory board or other board member shall accept a gift, directly or indirectly, regardless of value, from any lobbyist registered with the County, or from any principal or employer of any registered lobbyist, or from a vendor or contractor of Broward County ("prohibited donors").

(3) No advisory board or other board member shall accept a gift with a value in excess of \$50 per occurrence from sources other than prohibited donors, when such gift is given to the advisory board or other board member in his or her official capacity.

(4) The above restrictions and limitations do not apply to gifts given to advisory board and other board members in their personal (non-official) capacity, or to gifts given to advisory board or other board members by the County, the advisory board, or other board (as defined in (a)(1) above) on which the member serves. Such gifts are subject to applicable reporting requirements under Florida law.

(c) Investigation of Violations.

(1) The Office of Intergovernmental Affairs and Professional Standards shall have the authority to investigate alleged violations of this Section.

(2) If, upon the completion of an investigation by the Office of Intergovernmental Affairs and Professional Standards, the County Administrator determines that an advisory board or other board member has violated any provisions of this Section, the County Administrator shall issue a proposed order notifying the member of such determination and imposing a proposed sanction as provided below.

(3) An advisory board or other board member who wishes to challenge the County Administrator's determination of a violation or the proposed sanction must request a hearing by written notice to the County Administrator within twenty (20) calendar days after receipt of the County Administrator's proposed order. If the proposed order is sent by certified mail, it is deemed to have been received three (3) calendar days after the proposed order was mailed by the County Administrator. If the proposed order is hand-delivered, it is deemed received on the date the proposed order is hand-delivered directly to the advisory board or other board member or is provided to the business office or residence of the advisory board or other board member.

(4) If the advisory board or other board member does not timely request a hearing pursuant to paragraph (3) above, the County Administrator's proposed order shall become final.

(5) If the advisory board or other board member requests a hearing pursuant to section (3) above, the County Administrator shall set a hearing before a Hearing Officer on a date not later than forty-five (45) calendar days after the date on which the County Administrator receives the request for hearing.

(d) Hearing Procedures.

(1) These procedures govern hearings before Hearing Officers as provided in this Section. Each party is entitled:

- a. To be accompanied, represented, and advised by counsel;
- b. To offer the testimony of witnesses and examine opposing witnesses on relevant matters; and
- c. To present relevant documentary evidence.

(2) The Office of the County Administrator shall bear the burden of establishing, by a preponderance of the evidence, that there has been a violation of this Section.

(3) Subpoenas.

- a. The Hearing Officer shall have the power to issue subpoenas to compel the attendance of witnesses at a hearing, upon the written request of any party or upon the Hearing Officer's own initiative.
- b. A subpoena may be served by any person authorized by law to serve process. Service shall be made as provided by law.
- c. Any person subject to a subpoena may, before compliance with the subpoena is required, petition the Hearing Officer to quash the subpoena.
- d. A party may seek enforcement of a subpoena issued by a Hearing Officer under the authority of this Section by filing a petition for enforcement of such subpoena in a court of competent jurisdiction.

(4) Evidence.

- a. In any hearing before a Hearing Officer, irrelevant, immaterial, or unduly repetitious evidence shall be excluded. All other evidence of a type commonly relied upon by reasonably prudent persons, in the conduct of their affairs, shall be admissible, whether or not such evidence would be admissible in a trial in the courts of Florida. Any part of the evidence may be received in written form, and all testimony of parties and witnesses shall be made under oath. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but it shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
- b. The Hearing Officer shall ensure that a full record of the hearing is preserved, which record shall be public and open to inspection and transcription or copying by any person.

(5) Within thirty (30) calendar days after completion of the hearing, the Hearing Officer shall issue a final order determining whether a violation of this Section has occurred. The final order shall contain detailed findings of fact and conclusions of law. If a violation has occurred, the final order shall specify the sanction imposed, which may vary from the County Administrator's proposed sanction.

(6) Obligation to Pay Hearing Officer's Fee. The non-prevailing party shall be responsible for paying the Hearing Officer's fee in full.

(7) Once a hearing is scheduled, failure to appear before the Hearing Officer may, at the discretion of the Hearing Officer, result in dismissal of the hearing with prejudice, in which case the proposed order of the County Administrator shall become the final order.

(8) Orders and final orders issued by the Hearing Officer or the County Administrator, pursuant to this Section, are subject to judicial review as provided by applicable law.

(e) Sanctions. A monetary fine of up to \$500 may be assessed for any violation of this Section. In determining the amount of the fine, the gravity of the violation, whether it was intentional, and whether it is a repeat offense shall be considered. No fine shall be imposed upon an affirmative express finding that the violation was unintentional and de minimis.

(f) Disqualification. Any advisory board or other board member who is found to have violated the provisions of this Section in a final order of the County Administrator or a Hearing Officer shall be disqualified from serving as a member of the advisory board or other board on which he or she serves and his or her appointment shall immediately terminate.

(Ord. No. 2011-13, § 1, 6-28-11; Ord. No. 2015-35, § 1, 9-10-15)

TAB 5

RESOLUTION NO. 2012-512

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BROWARD COUNTY, FLORIDA, AMENDING THE BROWARD COUNTY ADMINISTRATIVE CODE ("CODE") BY AMENDING CHAPTER 12, "ORGANIZATION, COUNCILS, BOARDS, AND COMMITTEES," PART XXIV, ESTABLISHING AN UNINCORPORATED COUNTY COMMUNITY ADVISORY BOARD; PROVIDING FOR MEMBERSHIP TERMS, MEETINGS, AND ORGANIZATION; PROVIDING FOR DUTIES AND FUNCTIONS; PROVIDING FOR SEVERABILITY, INCLUSION IN THE CODE, AND AN EFFECTIVE DATE.

WHEREAS, the residents of the central County unincorporated community, consisting of Boulevard Gardens, Franklin Park, Roosevelt Gardens, and Washington Park utilize several neighborhood councils and homeowners' and civic associations to relay concerns to the Broward County Board or County Commissioners; and

WHEREAS, the residents do not have a unified forum to express their interests and concerns to the Board of County Commissioners; and

WHEREAS, the residents would like to obtain regular input on matters of concern regarding the nature of services, projects, and programs offered by Broward County; and

WHEREAS, the residents have expressed an interest in the creation of an advisory board to represent the unincorporated community as a whole and serve as liaison between the Board of County Commissioners and the residents of the unincorporated community; and

WHEREAS, the Board of County Commissioners recognizes the value of an advisory board to work with staff on behalf of the central County unincorporated community to distill the issues and develop recommendations for Commission consideration; NOW, THEREFORE,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF BROWARD COUNTY, FLORIDA:

Section 1. Chapter 12 of the Broward County Administrative Code, "Organization, Councils, Boards, and Committees," is hereby amended to create Part XXIV to be entitled "Central County Community Advisory Board," and to read as follows:

[UNDERLINING OMITTED]

PART XXIV. CENTRAL COUNTY COMMUNITY ADVISORY BOARD

Sec. 12.240. Creation.

There is hereby created and established an advisory board to be known as the Central County Community Advisory Board ("Board").

Sec. 12.241. Membership.

- a. The Board shall consist of eight (8) members who shall be appointed by the Board of County Commissioners ("Commission"). There shall be two (2) members from each of the neighborhoods of Boulevard Gardens, Franklin Park, Roosevelt Gardens, and Washington Park, consisting of the current president of the recognized neighborhood association and one (1) resident from each neighborhood, appointed by the Commission from a list of neighborhood residents wishing to serve on the Board. The Office of Intergovernmental Affairs and Professional Standards, or its successor agency, shall maintain a list of neighborhood residents wishing to serve on the Board for each neighborhood.
- b. All members of the Board shall reside in the applicable community. A member serving on the Board in the capacity as president of the recognized neighborhood association shall serve for the duration of their term as president. In the event a neighborhood association president is unable or unwilling to serve on the Board, the vice-president of the neighborhood association shall serve on the Board. If neither is willing or able to serve on the Board, the Commission shall appoint a resident from the applicable community from the list of neighborhood residents wishing to serve on the Board. Members shall serve subject to the provisions of Section 1-233 of the Broward County Administrative Code, as may be amended from time to time.
- c. No member of the Board shall receive compensation for performance of Board duties.

Sec. 12.242. Duties and responsibilities.

The Board shall have the following duties and responsibilities:

- a. To act as liaison between the Commission and residents of the unincorporated central County community.
- b. To hold meetings to receive comment from residents with regard to matters which affect the health, safety, and welfare of the residents of the unincorporated central County community and to formulate ideas from the comments received.
- c. To prepare and submit recommendations for consideration to the Commission regarding the nature and quality of services, projects, and programs for residents of the central County unincorporated community.

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- d. To perform other related activities as may from time to time be requested by the Commission.

Sec. 12.243. Meetings, organization, and quorum.

- a. The Board shall establish a time and place for holding meetings and shall adopt such rules of organization, regulation, and procedures governing the conduct of its meetings not inconsistent with the Broward County Administrative Code. The Board shall hold quarterly meetings but may hold additional meetings as necessary to conduct its business.
- b. The Board shall elect a Chair and such other officers as are deemed necessary for the purposes of managing its activities and bringing direction and leadership to the Board. The Chair and other officers shall serve for one (1) year and until a successor is chosen.
- c. A majority of the appointed members of the Board shall constitute a quorum. A majority of those members present and voting at any meeting shall be sufficient to enable the taking of any action.
- d. All meetings of the Board shall be open to the public in accord with the requirements of Section 286.011, Florida Statutes, as may be amended from time to time, and notice of Board meetings shall be advertised as provided by law. The Board shall prepare minutes of its meetings which shall be approved at the next meeting of the Board.
- e. The Environmental Protection and Growth Management Department, or successor agency, shall provide staff support to the Board.

Section 2. SEVERABILITY.

If any portion of this Resolution is determined by any Court to be invalid, the invalid portion shall be stricken, and such striking shall not affect the validity of the remainder of this Resolution. If any Court determines that this Resolution, or any portion hereof, cannot be legally applied to any individual(s), group(s), entity(ies), property(ies), or circumstance(s), such determination shall not affect the applicability hereof to any other individual, group, entity, property or circumstance.

Section 3. INCLUSION IN CODE.

It is the intention of the Board of County Commissioners that the provisions of this Resolution shall become and be made a part of the Broward County Administrative Code; and that the sections of this Resolution may be renumbered or re-lettered and the word "ordinance" may be changed to "section," "article," or such other appropriate word or phrase in order to accomplish such intention.

Section 4. EFFECTIVE DATE.

This Resolution shall become effective upon adoption. Adopted this 11th day of September, 2012. Item 1
– 2PM

TAB 6

RESOLUTION NO. 2012-691

12.240. Creation.

There is hereby created and established an advisory board to be known as the Central County Community Advisory Board ("CCCAB").

(2012-512, 9-11-12; 2022-691, § 6, 12-12-22)

12.241. Membership.

- a. The CCCAB shall consist of eight (8) members who shall be appointed by the Board of County Commissioners ("Board"). There shall be two (2) members from each of the neighborhoods of Boulevard Gardens, Franklin Park, Roosevelt Gardens, and Washington Park, consisting of the current president of the recognized neighborhood association and one (1) resident from each neighborhood, appointed by the Board from a list of neighborhood residents wishing to serve on the CCCAB. The County Administrator or the County Administrator's designee shall maintain a list of neighborhood residents wishing to serve on the CCCAB for each neighborhood.
- b. All members of the CCCAB shall reside in the applicable community. A member serving on the CCCAB in the capacity as president of the recognized neighborhood association shall serve for the duration of their term as president, unless removed from the CCCAB by the Board. If a neighborhood association president is unable or unwilling to serve on the CCCAB, or is removed from the CCCAB by the Board, the vice-president of the neighborhood association shall serve on the CCCAB. If neither is willing or able to serve on the CCCAB, or both are removed from the CCCAB by the Board, the Board shall appoint a resident from the applicable community from the list of neighborhood residents wishing to serve on the CCCAB. CCCAB members shall serve subject to the provisions of Section 1-233 of the Broward County Code of Ordinances.
- c. Any member of the CCCAB may be removed from the CCCAB without cause by a majority vote of the Board. The CCCAB may recommend to the Board removal of a member of the CCCAB. The CCCAB must give the member reasonable notice and an opportunity to be heard before making its recommendation. The Board may consider removal of a member of the CCCAB upon its own initiative.
- d. No member of the CCCAB shall receive compensation for performance of CCCAB duties.

(2012-512, 9-11-12; 2012-793, 12-11-12; 2013-542, 6-11-13; 2018-038, 2-6-18; 2022-691, § 6, 12-12-22)

12.242. Duties and Responsibilities.

The CCCAB shall have the following duties and responsibilities:

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- a. To act as liaison between the Board and residents of the unincorporated central County community.
 - b. To hold meetings to receive comment from residents with regard to matters which affect the health, safety, and welfare of the residents of the unincorporated central County community and to formulate ideas from the comments received.
 - c. To prepare and submit recommendations for consideration to the Board regarding the nature and quality of services, projects, and programs for residents of the unincorporated central County community.
 - d. To perform other related activities as may from time to time be requested by the Board.

(2012-512, 9-11-12; 2022-691, § 6, 12-12-22)

12.243. Meetings, Organization, and Quorum.

- a. The CCCAB shall establish a time and place for holding meetings and shall adopt such rules of organization, regulation, and procedures governing the conduct of its meetings not inconsistent with the Broward County Administrative Code. The CCCAB shall hold quarterly meetings but may hold additional meetings as necessary to conduct its business.
- b. The CCCAB shall elect a Chair and such other officers as are deemed necessary for the purposes of managing its activities and bringing direction and leadership to the CCCAB. The Chair and other officers shall serve for one (1) year and until a successor is chosen.
- c. A majority of the appointed members of the CCCAB shall constitute a quorum. Provided a quorum is maintained, a majority of the members present and voting at any meeting shall be sufficient to enable the taking of any action.
- d. All meetings of the CCCAB shall be open to the public in accordance with the requirements of Section 286.011, Florida Statutes, as may be amended from time to time, and notice of CCCAB meetings shall be advertised as provided by law. The CCCAB shall prepare minutes of its meetings, which shall be approved at the next meeting of the CCCAB.
- e. The Resilient Environment Department, or successor agency, shall provide staff support to the CCCAB.

(2012-512, 9-11-12; 2012-793, 12-11-12; 2013-542, 6-11-13; 2022-128, 4-5-22; 2022-691, § 6, 12-12-22)

12.244. Reserved.

¹Editor's note(s)—Prior to the reenactment of Part. XXIV by Administrative Code Resolution No. 2012-512, § 1, adopted Sept. 11, 2012, Broward County Ordinance No. 2005-02, § 7, adopted Jan. 11, 2005, repealed Part XXIV in its entirety. The former Part XXIV, §§ 12.240—12.243, pertained to Broward County Construction Services Advisory Committee and derived from Administrative Code Resolution No. 2003-374, adopted May 13, 2003.

Source: 11/01/12 #12-049 CentralCountyCommunityAdvisoryBoard(2)-R01.doc

TAB 8

CENTRAL COUNTY MAP



