

**RESOLUTION NO. 23-02**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPOINTING MEMBERS OF THE CHARTER REVIEW COMMITTEE; ADOPTING A DEFINITE AND SPECIFIC CHARGE; ADOPTING CERTAIN PROVISIONS GOVERNING THE COMMITTEE; ESTABLISHING CITY STAFF ADMINISTRATIVE SUPPORT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Article XVIII, Section 81, City Charter, provides for the appointment of a Charter Review Committee every eight years to review the City Charter and propose any amendments or revisions, which may be advisable for placement on the regular election ballot;

**WHEREAS**, said Section also provides that the City Commission shall appoint a Charter Review Committee membership consisting of at least nine (9) and no more than fifteen (15) electors of the City;

**WHEREAS**, on January 9, 2023, the City Commission elected to create a Charter Review Committee membership consisting of thirteen (13) electors of the City who are to serve for the pendency of the Charter Review Committee existence as set forth in the Charter unless such member is absent from two (2) consecutive regularly scheduled Charter Review Committee meetings (subject to excused absence rules set forth by the chair of the Committee);

**WHEREAS**, the City Commission now desires to appoint the particular members of the Charter Review Committee and provide for certain associated operations and provisions to the Committee.

NOW THEREFORE, be it resolved by the City Commission of the City of Atlantic Beach, Florida:

**SECTION 1.**        **Appointments.** The Council hereby appoints those thirteen (13) individuals to the Charter Review Committee as listed in the schedule attached hereto as **Exhibit 1.**

**SECTION 2.**        **Adopting a Definite and Specific Charge.**

The City Commission hereby adopts and approves the following definite and specific charge for the Charter Review Committee:

The Charter Review Committee is tasked with conducting a comprehensive review of the City's Charter and, in doing so, adhering to all aspects of the City Charter Article XVIII, Section 81 – Periodic Review. The purpose of the Committee is to evaluate the Charter and to present recommended changes to the City Commission. The Committee is authorized and empowered to conduct a comprehensive review of any phase of City Government. The Committee will be as self-sufficient as possible, performing its own research and dictating its own schedule, with aid, guidance and insight provided by City staff including but not limited to the City

Manager, City Clerk, City Attorney or their designees. Each member shall carefully review the Charter before the first Committee meeting.

**SECTION 3. Adopting Certain Provisions Governing The Committee.**

The City Commission hereby adopts and approves the following provisions and terms for the Charter Review Committee:

Election of Committee Officers and Associated Duties.

The Charter Review Committee shall elect a chair and vice chair from among its membership as required by the Charter, and it shall further elect a secretary from among its membership who shall be responsible for preparing the following: (1) the agenda; (2) minutes of each meeting (and their prompt recordation with the City), and (3) a final report of all proposed recommendations. Further meetings of the Charter Review Committee shall be held upon the call of the chair or a majority of the members of the Charter Review Committee, as authorized by the Charter. The Charter Review Committee may elect other officers it deems advisable from among its regular members for the proper governance of its meetings and charge.

The Committee quorum is seven (7) members. The Committee shall take no official action unless a quorum is present at a meeting. Any official acts by the Committee shall require a majority vote of the members present, however, as required by the Charter, no Charter amendment or revision shall be submitted to the electorate for adoption (and therefor to the City Commission for its review and consideration) unless favorably voted upon by a majority of the entire membership of the Charter Review Committee.

The chair shall preside at all meetings of the Committee. In the temporary absence or disability of the chair, all duties of the chair shall be performed by the vice chair.

In all cases involving points of parliamentary law, "Robert's Rules of Order" shall be the book of reference, and its rules, so far as they are applicable and not in conflict with the provisions of the City's Charter, Code, or other City ordinances, shall be the rules of this Committee.

Removal or Resignation of a Committee Member.

Any member who fails to attend two (2) consecutive regularly scheduled meetings, subject to excused absence rules as decided by the chair of the Committee, shall be declared to have vacated their Committee seat, which shall be evidenced by the Committee chair notifying the City Clerk of such vacancy in writing. A member may choose to resign from the Committee at any time by giving written notice to the City Clerk. At such time, the City Commission may fill such vacancy in its discretion.

Compliance with Laws.

The Committee and each member shall comply with all applicable federal, state and local

laws including, but not limited to, the Florida Government in the Sunshine Law, Florida Code of Ethics for Public Officers and Employees, Florida Public Records Law, and related provisions of the City's Charter, Code of Ordinances and applicable resolutions, as may be amended from time to time.

**SECTION 4. Coordination with City Staff and City Commission.**

Working collectively, the Committee shall coordinate with City staff on any needs within its scope and mission.

Staff may be assigned by the City Manager, City Clerk or City Attorney, as necessary, to provide aid, guidance and insight into City government operations or functions.

Notice of meetings shall be the responsibility of City staff.

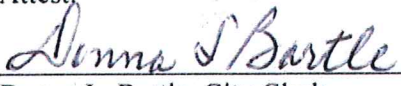
The Committee shall provide a report of its activities to the City Commission periodically at a frequency established by the Committee or upon request from any City Commission Member.

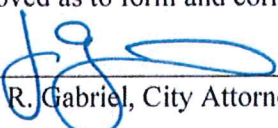
If required, City staff will be responsible for the collection and expenditure of any City funds in accordance with purchasing guidelines.

**SECTION 5. Effective Date.** This Resolution shall take effect immediately upon its passage and adoption.

**PASSED AND ADOPTED** by the City of Atlantic Beach, Florida, this 23rd day of January, 2023.

  
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Curtis Ford, Mayor

Attest:  
  
\_\_\_\_\_  
Donna L. Bartle, City Clerk

Approved as to form and correctness:  
  
\_\_\_\_\_  
Jason R. Gabriel, City Attorney

**EXHIBIT 1**

**CHARTER REVIEW COMMITTEE MEMBER LIST**

DAWN SCOTT  
MITCHELL REEVES  
ELLEN GOLOMBEK  
CHARLES DRYSDALE  
BRUCE ANDREWS  
KIRK HANSEN  
JENNIFER LAGNER  
WILLIAM GULLIFORD  
KELLY ELMORE  
DONALD YOUNG  
DEBBIE BUCKLAND  
STEVE SWANN  
SUZANNE SHAUGHNESSY