

MEETING DATE
May 22, 2017
Subject: Amendment to Lakes Advisory Board's Bylaws



AGENDA REPORT

AGENDA
Section: Decisions
Item #: 4

Department/Office: City Manager

Requested Action or Motion: Move to approve the amended Lakes Advisory Board Bylaws.

Summary Explanation & Background:

As a regular attendant at Board and Commission meetings over the last several months, it was noticed that certain boards were experiencing issues with the agenda format and content. This led to some level of confusion and caused the meetings to run less efficiently than optimal. Based upon this circumstance, an evaluation of the all board and commission bylaws was conducted. Based upon this evaluation, it was determined that the agenda format and content within the bylaws was inconsistent with the agenda format currently being used within all boards. For this reason staff and the boards went through a review of the bylaws and constitutions to ensure they were consistent and updated.

Unfortunately, the agenda format does not lend itself to typical items contained within the LAB agenda. In order to provide for a consistent meeting format, The Lakes Advisory Board is requested to amend the bylaws of the board to Change the sequence and list of items on the meeting agenda to be similar to other city boards and to make it more functional for board and public use. This will also assist in the transition to the new agenda software to provide consistency for the staff preparing the agendas.

The existing Bylaws read as follows:

**ARTICLE VII
PROCEDURE**

SECTION A. Meeting Format and Order of Business

The order of business at regular meetings shall be as follows:

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Reading or Disposition of Minutes of Previous Meeting
- E. Public Period/Hearings
- F. General Business

- G. Decisions
- H. Recommendations
- I. Staff Presentations or work sessions
- J. Old Business/Any Other Business the Board Deems Advisable
- K. Adjournment

“Any other Business the Board Deems Advisable” shall be time period open to discussion and announcements by members of the Board, City staff, and the Boards Legal Counsel.

The recommended changes to the Meeting Format and Order of Business are as follows:

ARTICLE VII PROCEDURE

SECTION A. Meeting Format and Order of Business

The order new of business at regular meetings shall be as follows:

- I. Call to Order/Roll Call
- II. Pledge of Allegiance
- III. Reading or Disposition of Minutes of Previous Meeting
- IV. New Business
- V. Old Business
- VI. Any Other Business the Board Deems Advisable*
- VII. Adjournment

* “Any other Business the Board Deems Advisable” shall be time period open to discussion and announcements by members of the Board

Under this format, the items of regular business that reoccur on the agenda such as staff reports, Winter Parks lakes report, follow up items, etc., would appear under old business.

SECTION B. Rules of Procedure

The Board recommended removing the requirement for following Roberts Rules of Order and substituted general parliamentary procedures to eliminate any confusion and ensure that the formality of Roberts Rules would not be required.

The LAB Constitution is structured differently than the other boards with fewer requirements. Since the LAB acted on their rules early on in the process they did not address constitutional issues such as time limitations on the City Council for filling vacancies; the requirement for two (2) hearings on certain items prior to forwarding them to the City Council; and fees to cover administrative costs for the function of the Board. They also did not address the specificity of the time of their meetings within their bylaws.

Fiscal Impact:	
Exhibits: LAB Bylaws Amendment 3-10-17 PR (002) (DOC)	Contact Person: Mark Reggentin, Assistant City Manager
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