

**CONSTITUTION
LAKES ADVISORY BOARD
OF THE CITY OF MAITLAND, FLORIDA**

**ARTICLE I
ESTABLISHMENT OF THE LAKES ADVISORY BOARD**

The Lakes Advisory Board of the City of Maitland, Florida, is hereby authorized by action of the City Council of Maitland and shall perform all advisory functions appropriate of said Board as designated in the Constitution and bylaws governing this Board and as authorized by the City Council of Maitland.

**ARTICLE II
PURPOSE, GENERAL FUNCTIONS, POWERS AND DUTIES**

SECTION A. Mission Statement.

The Lakes Advisory Board shall serve to advise the City Council on all aspects of the water bodies within the City of Maitland and on the interaction of these water bodies with those outside the City. The term “water bodies” as used herein includes the watershed of each water body in the City. Such advice can include physical, legal, or aesthetic considerations.

SECTION B. General Functions, Powers and Duties.

1. The Board shall provide recommendations regarding the Conservation Element of the Comprehensive Development Plan and the Stormwater/Lakes Management Plan.
2. The Board shall review and monitor proposed projects of all applicable regional, County and local committees and Boards and communicate regularly to City Council activities or projects impacting the City of Maitland.
3. The Board shall review specific stormwater or lakes issues as referred by the City Council to ensure consistency with overall environmental policies and sound planning and engineering.
4. The Board shall provide recommendations for capital expenditures to implement the Stormwater/Lakes Management Plan in the Capital Improvements Program and applicable budget categories.
5. The Board shall identify process to encourage to the greatest extent possible community participation in the stormwater and lakes management decision making process through regular communications and information dissemination on key issues.

**ARTICLE III
MEMBERSHIP AND OFFICERS**

SECTION A. Membership.

The Board shall consist of seven (7) members to be appointed by and serve at the pleasure of the City Council. Members of the Board shall be residents of the City of Maitland. No person shall

be appointed with private or personal interests likely to conflict with the general public interest.

SECTION B. Terms of Members.

Board members shall each serve on the Board for a term of three (3) years. A member may be reappointed by the City Council for one successive term. Board members that have served their two terms in office must wait 3 months before being considered to the same Board for appointment. If a member is appointed to fill a vacancy, pursuant to III.C. below, that appointment shall not be considered a full term unless the appointment period is for eighteen months or greater.

SECTION C. Filling Vacancies.

Vacancies shall be filled by appointment of the City Council for the remainder of the unexpired term of office.

In a situation where the City Council believes that there are no suitable candidates to fill a vacant committee position, it may choose to appoint a recent committee member who has vacated the committee due to term limits, less than three (3) months prior to his/her reappointment. This appointment shall run for one 3-year term.

SECTION D. Removal from Office.

Members of the Board may be removed form office by the affirmative vote of three (3) of the members of the City Council for cause upon written charges and after public hearing, if requested by the member.

If any member is absent from three consecutive regular meetings, or from fifty (50%) percent of the scheduled meetings in any continuous six-month period and that member has not resigned, that member is assumed to have resigned from the Board. That member shall be notified within thirty (30) days by the City Clerk that the member's office is vacant and City Council shall promptly fill such vacancy. The member shall have the right to reapply.

SECTION E. Officers and Committees.

The Board shall annually elect a Chairperson and Vice-Chairperson at the first regular meeting of the new year, and may create and fill other offices and committees as needed.

SECTION F. Executive Secretary and Administrative Assistance.

The City Manager shall designate a Department who shall act as Executive Secretary which shall provide clerical and administrative support to the Board as may be reasonably required by the Board for the proper performance of its duties.

SECTION G. Funding and Compensation.

Members of the Board shall receive no salaries or fees, but may receive necessary travel, per diem, and other expenses while on official business for the City. The City Council shall make available to the Board such appropriations as it may see fit for expenses necessary in the conduct of the Board work through the City Budget allocation process and appropriate City administrative procedures.

SECTION H. Ethics and Statutory Reference.

Members shall be bound by State Statutes regarding Government in the Sunshine and Conflict of Interest.

**ARTICLE IV
PROCEDURES, MEETING AND QUORUM**

SECTION A. Adoption of Rules.

The Board shall adopt rules necessary to the conduct of its affairs and in keeping with the provisions of this Constitution.

SECTION B. Meetings.

The Board shall hold meetings as necessary, on a day to be established by the Board, and may hold such additional regular meetings as may be designated by the Board. In addition, the Board may hold such special meetings as may be called by the Chairperson or by the request of three (3) members. Each member of the Board shall be entitled to at least two (2) days notice of any special meeting of the Commission. All meetings shall be open to the public.

SECTION C. Minutes and Records.

The Board shall keep minutes of its proceedings, showing the vote of each member. If a member is absent, the minutes shall reflect this fact. The Board shall also reflect in its minutes all official actions, which minutes shall be a public record and be filed in the office of the City Clerk.

SECTION D. Quorum and Votes.

The Board shall not transact any business at any regular or special meeting unless a quorum of four (4) members is present, and every action taken and every decision rendered by the Board shall be approved by at least three (3) members. If any matter coming before the Board shall inure the special private gain of a member of the Board (as defined in Chapter 112.3143, Florida Statutes), said member shall declare his conflict of interest with the pending request. After a conflict of interest has been declared, the declarant shall file a Memorandum of Voting Conflict form within fifteen (15) days with the City Clerk disclosing the nature of the interest in conflict. Said form will be attached to the made part of the Board minutes. If no conflict of interest as

defined above has been declared, then the member is required to vote on each issue before the Board.

SECTION E. Recommendations to City Council.

The Chairperson shall take special care to convey in writing any formal recommendation of the Board to City Council.

**ARTICLE V
APPEALS**

Any person or persons, or any board, taxpayer, department, or bureau of the City jointly or severely aggrieved by any decision of the Board may petition the City Council for review of the decision. The petition must be filed with the City Clerk within thirty (30) days of the determination of the Board.

**ARTICLE VI
TERMINATION**

SECTION A. Formal Termination.

The City Council may, by majority vote, cause the Board to cease operations at any time as it may deem appropriate.

Approved by Maitland City Council on May 22nd , 2017.

By: _____
Mayor A. Dale McDonald

Attest: _____
Maria Waldrop, City Clerk

Revised May 2017