

POLICY NUMBER

APM-4-80

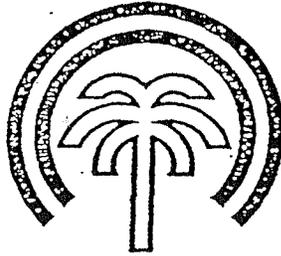
October 23, 1980

ISSUED BY:

CITY MANAGER

SIGNATURE

City of Miami



ADMINISTRATIVE POLICY

REVISIONS

REVISED
SECTION

DATE OF
REVISION

SUBJECT: CITY STAFF LIAISON TO CITY BOARDS AND COMMITTEES

PURPOSE: To clarify the role of the City Staff Liaison to City Boards and Committees

THE POLICY WILL BE AS FOLLOWS:

It shall be the policy of the City Manager that employees designated as staff liaisons to City Boards & Committees, provide the following administrative support services.

I. RESPONSIBILITIES

- A. The City Manager shall designate a City of Miami employee to serve as staff liaison for purposes of providing administrative support to each Board or Committee. Such support services shall include attendance to all meetings of the Board/Committee, furnishing of secretarial support, and general administrative support services.
- B. The staff liaison will be responsible for maintaining an updated list of membership of Board/Committee and notifying the City Manager in accordance with this policy, of (1) term expiration dates of members, (2) unexpected vacancies on Boards and Committees.

II. NOTIFICATION OF EXPIRATION OF TERMS OR VACANCIES

- A. The designated staff liaison will notify the City Manager, through the appropriate Department Director, by memorandum of (1) term expiration dates of members of City Boards and Committees 2 months prior to such termination dates and (2) any unexpected vacancies that occur after notification has been received from Board/Committee member.



-
- B. The memorandum to the City Manager should contain the following information and should be prepared in accordance with applicable sections in APM-3-77 (Agenda Preparation Procedures).
1. Name of the Board/Committee
 2. Present members of the Board/Committee with their corresponding ethnic breakdown (ex. LM, BF, AF)
 3. Names of members whose terms will expire with expiration dates or, in the event of an unexpected vacancy, the name(s) of member(s) affected only after there has been written notification of such.
 4. List of any prerequisites required of the person filling the vacancy.
 5. Name of governing body required to make such appointments (i.e. City Commission, S.E.A., etc.)
 6. In the case of those Boards/Committees that require members to be recommended by professional or neighborhood organizations, the City staff liaison shall be responsible for coordinating with such organization(s) and obtaining this information for submission to the City Manager prior to the 2-month deadline. At the same time, background information of such nominees shall be furnished to the City Manager on the Personal Information Form and Resume Form. (See Attachments 1 & 2)
 7. Legislation should accompany the memorandum appointing members to the Board/Committee.
- C. The City Manager will inform members of the City Commission of the expiration dates or vacancy of Board/Committee members, and will schedule appointment(s) for a future City Commission meeting.
- D. When nominees to Boards/Committees are solely dependent upon recommendation of the City Commission, the City Commission will be responsible for obtaining background information of their nominees and furnishing this



information to the Office of the City Manager. Such background information will be transmitted on the Personal Information Form and Resume Form (see Attachments 1 & 2) that has been approved by the City Commission.

III. STATIONERY FOR CITY BOARDS/COMMITTEES

All correspondence from City Boards/Committees shall be printed on either City stationery from the Department in which the staff liaison works or on plain paper. All correspondence should be kept on file by the staff liaison.

IV. MINUTES OF BOARD/COMMITTEE MEETINGS

The staff liaison will be responsible for preparing minutes of the Board/Committee meetings and furnishing them to the Office of the City Manager.

V. FINANCIAL SUPPORT TO BOARDS/COMMITTEES

In addition to furnishing the City Board or Committee with support services, the liaison Department will be responsible for normal expenses required to maintain a smooth running operation. Such expenses include supplies for stationery and supplies. In instances where the Board or Committee is staging an event that has either not been provided for in the Departmental Budget or will result in a cost greater than \$200, the Department should defer such request to the City Manager for approval and identification of possible alternative funding sources.

CITY OF MIAMI

Personal Information Form for Nominees to Advisory or Administrative Boards

Position and Board for which you have been nominated _____ (Position)

(Board)

Instructions: Please complete and sign this form and return it along with a brief resume.

1. Name: _____ (First) (Middle) (Last)

2. Address of Permanent Residence: _____ (Street and Number)

(City)

(State)

(Zipcode)

3. Address of Business: _____ (Street and Number) (City) (State)

4. Home Phone Number: _____ 5. Business Phone Number: _____

6. Occupation: _____

Please indicate "Yes" or "No" to the following questions by checking the appropriate box, also please elaborate on your answers where requested.

7. Are you a United States Citizen? Yes No [] []

8. Are you presently indebted to the City of Miami for and real or personal property tax, license fee or property lien? Yes No [] [] If yes, please give details below:

9. Do you presently own property in the City of Miami other than your home and/or place of business? Yes No [] []

10. If question #9 above is answered "Yes," is all of this property in conformance with City Ordinances? Yes No [] [] If "No," please give details below:

11. The City of Miami routinely makes a police check of the background of individuals nominated for positions on advisory or administrative boards and committees. The City Commission and the City staff make every effort to ensure that these checks and their results are maintained in confidence. Do you have any objections to such a check being conducted. (See Ordinance #8622, amending Sec. 2-104 of City Code.) Yes No [] []

12. Please indicate in the space below any areas in which you might find yourself in a position of conflict of interest should you be appointed to the Board for which you have been nominated.

Understand that the statements contained herein will be a material consideration in the selection of an individual to serve in position for which I have been nominated.

(Date)

(Signature)

CITY OF MIAMI
BOARDS AND COMMITTEES
RESUME

Name _____

Address _____

Home Phone No. _____

Birth Date _____

Business _____

Address _____

Business Phone No. _____

EDUCATION

ORGANIZATIONS OR COMMUNITY ACTIVITIES

Any additional information you would like to include that would be pertinent to your appointment to the Board or Committee for which you were nominated.

Board or Committee for which you were nominated: _____
