

## RESOLUTION 2019-013

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HOWEY-IN-THE-HILLS FLORIDA, ESTABLISH A CHARTER REVIEW COMMITTEE TO REVIEW, RECOMMEND, AND SUBMIT PROPOSED AMENDMENTS AND/OR REVISIONS TO THE TOWN CHARTER; PROVIDING FOR COMPOSITION OF THE CHARTER REVIEW COMMITTEE; ASSIGNING ITS DUTIES AND DURATION; PROVIDING FOR PUBLIC MEETINGS AND FOR A METHOD OF PROVIDING LEGAL AND STAFF SUPPORT FOR THE COMMITTEE; PROVIDING FOR A SEVERABILITY, CODIFICATION AND EFFECTIVE DATE.

**WHEREAS**, the Town Council of the Town of Howey-in-the-Hills, Florida is committed in adhering to and strictly abiding by the Town Charter, as amended by Ordinance No. 2004-331 and 2004-332 adopted August 9, 2004; and,

**WHEREAS**, the Town Council recognized the necessity of amending sections of the Town Charter from time to time to take into account the changes in technology, financial inflation, changes in the law, and other factors which may facilitate the need for amendments; and,

**WHEREAS**, in order to address the aforementioned concerns and to help ensure that proper amendments to the Town Charter are made, the Town Council has determined that an advisory committee, consisting of active, concerned residents is desirable; and,

**WHEREAS**, it is desirable for such advisory committee to make a study of such portions of the Town Charter as shall be brought to its attention by the Council, the Town Attorney, or the Town Clerk, as being ambiguous, unclear, or not in the best interest of the Town, and to make recommendations for revisions of or amendments to the Charter as may appear necessary to assure the people of the Town of Howey-in the-Hills that the Charter will be responsive to their interests and for the purpose of determining the advisability of amending any part or all of said Charter in accordance with the provisions of controlling legal authority; and

**WHEREAS**, the Town Council shall provide by ordinance or resolution for such standing and ad hoc committees as they deem necessary, fixing the number of members that shall compose each respective committee, and prescribing their responsibilities and duties."

**NOW, THEREFORE, BE IT RESOLED BY THE TOWN COUNCIL OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA, AS FOLLOWS:**

**Section 1.** The above recitals are true and correct and are incorporated herein by reference.

**Section 2.** The Town Council hereby creates a Charter Review Committee. The Charter Review committee shall consist of 7 (7) members and two (2) additional non-

voting members. All member of the committee and will be appointed by the Town Council.

**Section 3.** Charter Review Committee Members shall be subject to the financial disclosure requirements of section 112.3145, Florida Statutes.

**Section 4.** The Charter Review Committee shall review and study the existing Town charter and possible amendments or revisions thereto and make written recommendations to the Town Council as to suggested amendments or revisions to all or part of the Town Charter. The Charter Review Committee shall function as a recommending body to the Town Council.

**Section 5.** The written findings and recommendations of the Charter Review Committee shall be submitted to the Town Council within one hundred and eighty (180) days, with the right to extend if necessary, from the date of the Committee's initial meeting for consideration by the Commission. The Committee's responsibility shall be deemed completed upon submission of the recommendations.

**Section 6.** The Town Council upon receipt of the findings and recommendations of the charter Review committee shall review same and determine whether the existing Charter should be amended or revised, in whole or in part. The Town Council may cause to be prepared such ordinance or ordinances as it may deem advisable to amend or review the existing Town Charter in the manner as provided by Chapter 166.031 of the Florida Statues. To the maximum extent practicable, the Committee shall conform the proposals of the Committee to such subjects and matters as may be brought to the attention of the Committee by the Town Council, Town Attorney, or Town Clerk.

**Section 7.** The Mayor may from time to time exercise his authority to make expenditures for the Charter Review Committee in the performance of its duties as provided in this Resolution.

**Section 8.** At the first meeting of the Committee the Committee shall select a Chairperson and a Vice Chairperson of the Committee. The Chairperson shall preside over subsequent committee meetings, and the Vice Chairperson shall assume the duties of the Chairperson in the absence of the Chairperson. Any vacancy created by the incapacity, resignation, or otherwise of a committee member shall be filled at the next regular meeting of the Town Council. All appointments to the Charter Review Committee shall be recorded by the Town Clerk.

**Section 9.** All meeting of the Charter Review Committee shall be noticed and open to the public. The public shall be encouraged to submit verbal and written comments to the Committee. The Committee shall provide written minutes to the Town Clerk, which shall be promptly recorded and such records shall be open to public inspection. A majority of the Committee shall constitute a quorum.

**Section 10.** The Town Attorney and Town Clerk are hereby directed to support the Charter Review Committee in its organization and in considering, formulating, and making findings and recommendations.

**Section 11.** This Resolution shall become effective immediately upon its passage and adoption. Upon consideration and acceptance of the findings and recommendations of the Charter Review Committee by the Town Council, the Committee shall be deemed disbanded and the Committee's existence shall terminate.

PASSED AND RESOLVED this 19<sup>th</sup> day of November, 2019, by the Town Council of the Town of Howey-in-the-Hills, Florida.

TOWN COUNCIL  
TOWN OF HOWEY-IN-THE-HILLS, FL

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Martha MacFarlane, Mayor

ATTEST:

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Dairian Burke  
Town Clerk