



AGENDA CHARTER REVIEW COMMITTEE MEETING

6:00 PM - Monday, October 24, 2022
Commission Chambers

	Page
1. CALL TO ORDER	
2. PLEDGE OF ALLEGIANCE	
3. ROLL CALL	
4. ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA	
5. APPROVAL OF THE PREVIOUS MEETING MINUTES	
5.1. Approval of minutes	2 - 3
09 19 2022 CHARTER REVIEW COMMITTEE MEETING	
6. PRESENTATIONS	
6.1. Town Manager – Qualifications, duties and responsibilities	4 - 12
City Manager Samples	
6.2. Charter Amendments / Charter Review Board	13 - 16
Charter Amendment Samples	
6.3. Next Steps for the Charter Review Board	
7. OLD BUSINESS	
8. NEW BUSINESS	
9. ANNOUNCEMENTS	
10. ADJOURNMENT	



MINUTES CHARTER REVIEW COMMITTEE MEETING

6:00 PM - Monday, September 19, 2022
Commission Chambers

The CHARTER REVIEW COMMITTEE MEETING of the Town of Pembroke Park was called to order on Monday, September 19, 2022, at 6:00 PM, in the Commission Chambers, with the following members present:

PRESENT: Evelyn Cunningham; Vice Chair Gary Schrader; Lucy Weber; and Paulette Walker

EXCUSED: Chairperson Bianca Buchanan

CALL TO ORDER

Meeting called to order at 6:11 PM in the Commission Chambers

PLEDGE OF ALLEGIANCE

ROLL CALL

ADDITIONS, DELETIONS OR WITHDRAWALS TO THE AGENDA

APPROVAL OF MINUTES

08 29 2022 Charter Review Board meetings

[08 29 2022 CHARTER REVIEW COMMITTEE MEETING](#)

OLD BUSINESS

NONE

NEW BUSINESS

Discussion and possible action regarding when a commission seat is considered vacant and how that seat may be filled.

ATTORNEY BRIAN SHERMAN SPOKE ON RECORD

THE BOARD PREFERRED THE NORTH LAUDERDALE MODEL ON VACANCIES.

THE BOARD PREFERRED A FORFEITURE OF OFFICE PROVISION.

THEY PREFERRED AN ATTENDANCE REQUIREMENT IF POSSIBLE.

THEY WISHED TO PERMIT THE COMMISSION TO APPOINT SOMEONE TO FILL A VACANCY WITHIN 60 OR 90 DAYS.

THE BOARD ALSO DISCUSSED WHEN THAT SEAT WOULD BE UP FOR THE NEXT ELECTION IF THERE IS AN ELECTION WITHIN 180 DAYS.

OTHERWISE, IF THE COMMISSION CANNOT AGREE TO APPOINT SOMEONE WITHIN 60 OR 90 DAYS, THEN A SPECIAL ELECTION MUST BE HELD WITHIN A TIME PERIOD TO BE DETERMINED.

Discussion and possible action regarding whether certain Town officials should be considered charter officers who report directly to the Town Commission.

THE BOARD PREFERRED THAT THE FOLLOWING TOWN OFFICERS REPORT TO THE TOWN MANAGER; TOWN ATTORNEY; TOWN AUDITOR; TOWN CLERK.

THEY WERE ALSO IN FAVOR OF A NON-INTERFERENCE REQUIREMENT WHERE THE COMMISSION MUST ADDRESS ANY ISSUES THROUGH THE TOWN MANAGER AND NOT DIRECTLY TO STAFF.

NEXT MEETING

Charter Review Committee meeting on October 24, 2022 at 6:00 PM

ADJOURNMENT

WITH NO FURTHER BUSINESS TO DISCUSS MEETING WAS ADJOURNED AT 7:33 pm, ALL IN FAVOR

Section 4.01. - City manager.

There shall be a city manager who shall be the chief administrative officer of the city, who shall serve at the will and pleasure of the city commission. The City Commission shall, by ordinance, resolution, and/or employment contract, establish a job description for the office of city manager and shall provide standards for the work schedule and terms and conditions of employment of the city manager, which shall be consistent with the city manager's duties and responsibilities under the city charter and with the city manager's exempt status as a full-time, salaried, executive employee under the federal Fair Labor Standards Act.

- (1) *Appointment and removal.* The city manager shall be appointed or removed by motion or resolution adopted by a majority of the full commission.
- (2) *Qualifications.* The city manager shall have a combination of a Bachelor's degree in Public Administration, Business Administration, or other related fields from an accredited college or university and three (3) years' public administration experience; or ten (10) years' experience in public administration, with at least three (3) years' experience in a city manager or assistant city manager position, which is credentialed by the International City Management Association. For purposes of this section "other related field" shall mean the type of degree possessed by any department head who reports to the city manager, including, but not limited to a degree in engineering or public finance.
- (3) *Acting city manager.* By letter filed with the commission the Manager shall designate, subject to approval of the commission, a qualified city administrative officer to exercise the powers and perform the duties of manager during his/her temporary absence or disability. During such absence or disability, the commission may revoke such designation at any time and appoint another officer of the city to serve until the manager shall return or their disability shall cease.
- (4) *Powers and duties.* The city manager shall be the chief administrative officer of the city. The manager shall be responsible to the commission for the administration of all city affairs placed in his or her charge by or under this charter. The manager shall have the following powers and duties:
 - (A) See that all laws, provisions of this charter and acts of the commission subject to enforcement by the manager or by officers subject to the manager's direction and supervision, are faithfully executed.
 - (B) The city manager shall exercise the administrative powers of the city through such departments, divisions, and agencies as the commission may, by ordinance or resolution, from time to time, establish. The head of each department, division or agency, except as otherwise provided by law or by this charter, shall be responsible to the Manager for the operation thereof, and shall perform such duties and have such powers as may be prescribed. Two or more departments and/or divisions and/or agencies may be headed by the same individual.
 - (C) To recommend all department heads and designated assistant department heads, subject to confirmation by the city commission and to recommend removal at will, subject to confirmation by the city commission; except as otherwise herein provided, to employ and remove all other employees of the city, basing such recommendation and removals upon merit and fitness to perform the duties of the position. The terms "department heads" and "designated assistant department heads", as used in this paragraph (C), also applies to those persons who are not employees of the city but perform the functions or duties of a department head or designated assistant department head of the city. The term "confirmation", as used in this paragraph (C), requires examination and approval by majority vote of the city commission.

- (D) To attend all meetings of the city commission with right to take part in the discussion but without having a vote responsible to see that minutes are kept of the proceedings.
- (E) To prepare and submit the annual budget and capital improvement program to the commission after inviting and considering individual commissioner input and public input.
- (F) To submit to the commission and make available to the public within thirty (30) days after the close of each fiscal year, a complete report on the finances and administrative activities of the city for the preceding fiscal year.
- (G) To make such other reports as the commission may require concerning the operations of city departments, offices and agencies subject to the manager's direction and supervision.
- (H) To make such recommendations to the commission concerning the affairs of the city as he or she deems desirable.
- (I) To supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget and advise the commission on the advantages or disadvantages of contract and bid proposals. No purchase shall be made, contract let or obligation incurred for any item or service which exceeds the current budget appropriation without a supplemental appropriation by the commission. The city manager shall issue such rules governing purchasing procedures within the administrative organization as the commission shall approve.
- (J) To perform such other duties as are specified in this charter or may be required by the commission.
- (K) The city manager has full control over administrative services. The commission and its members shall deal with administrative services solely through the city manager.
- (L) No member of the city commission shall dictate the appointment of any person to office or employment by the city manager, or in any manner interfere with the city manager or prevent the manager from exercising his/her own judgment in the appointment of officers and employees in the administrative service.
- (M) The city manager shall develop job descriptions, pay and benefit plans, personnel policies, and any other matters necessary to exercise control and direction over the city's organization and operations, with such job descriptions, pay and benefit plans, and personnel policies being subject to approval by majority vote of the city commission.

(Ord. No. 06-7-1, § 1, 7-17-06 (approved by the electors on 11-7-06); Ord. No. 16-5-1, § 2, Part B, 5-24-16 (approved by electors on 11-8-16); Ord. No. 20-4-7, 11-3-20 (approved by electors on 11-3-20))

Section 7.01. - Amendments.

The commission and/or the electors of the city may propose amendments to this charter in accordance with F.S. § 166.031.

Section 7.02. - Charter Review Board.

For the purpose of assuring the regular review and update of this Charter, commencing in December 2015 and every fourth year thereafter, the city commission shall appoint a Charter Review Board consisting of ten (10) members, who are qualified to serve on an advisory board pursuant to applicable provisions of this charter and the city code. The mayor and commissioners shall each select two (2) members. The members of the board shall review the city charter, as set forth in

the scope of work determined by the city commission in the resolution appointing such members. The board shall submit to the city commission within six (6) months of their appointment such alterations, revisions, and amendments, if any, to the charter, as in its judgment are desirable. The city commission, in its sole and exclusive discretion, may permit the board an extension of six (6) months' time if the commission determines that the scope of work will require additional time.

The city commission shall have the sole and exclusive discretion to determine which recommendations, if any, for alterations, revisions or amendments made by the board shall be presented to the electors of the City of Cooper City for consideration.

The city commission may appoint a Charter Review Board as set forth above at any time it determines that there is a need to make such an appointment.

Upon completion of the Charter Review Board's report, the board shall be dismissed by the city commission by resolution.

(Ordinance No. 92-6-4, § 1, 6-23-92 (approved by electors on 11-3-92); Ord. No. 12-5-1, § 2, Part G, 5-22-12 (approved by the electors on 11-6-12))

SECTION 4.01 CITY MANAGER.

(1) There shall be a City Manager or entity (the "City Manager") who shall be the Chief Administrative Officer of the City. The City Manager shall be responsible to the Commission for the administration of all City affairs placed in his charge by or under this Charter.

(2) *Qualifications.* The City Manager shall have a baccalaureate degree and three (3) years experience as a City Manager or Assistant City Manager.

(Adopted by electorate, 11-7-06)

SECTION 4.02 CITY MANAGER – APPOINTMENT; REMOVAL; COMPENSATION.

(a) *Appointment.* The Commission shall appoint a City Manager. Said appointment shall be by a four-fifths (4/5ths) vote of Commission members.

(b) *Removal.* The Commission may remove the City Manager by a four-fifths (4/5ths) vote of all Commission members. Upon demand by the Manager, a public hearing may be held prior to a final vote on the removal of the City Manager. At least ten (10) days prior to such public hearing the Commission shall present the City Manager with a written statement of the reasons for such dismissal. The decision of the Commission at any such public hearing shall be final and conclusive and no appeal shall lie therefrom.

(1) At any such hearing the discharged City Manager shall have the right to be represented by his/her counsel and shall have the right to subpoena and introduce such witnesses in his/her behalf as he/she may require.

(2) In the event the City Manager should be reinstated by the City Commission at any such public hearing, the Commission shall pay the City Manager the necessary costs and expenses reasonably incurred in offering his/her defense to the charges preferred.

(c) Compensation and benefits of the City Manager shall be fixed by the City Commission.

(d) The City Manager shall furnish a surety bond to be approved by the Commission, and in such amount as the Commission may fix. Said bond to be conditioned on the faithful performance of his/her duties. The premium of the bond shall be paid by the City.

(Adopted by electorate, 11-7-06)

SECTION 4.03 ACTING CITY MANAGER.

By letter filed with the Commission, the Manager shall designate a qualified City Administrative Officer to exercise his powers and perform the duties of Manager during his/her temporary absence or disability. During such absence or disability, the Commission may remove the designated acting City Manager by an affirmative vote of at least four (4) members of the City Commission and appoint another officer of the City, by a four-fifths (4/5ths) vote, to serve until the Manager returns or his/her disability ceases.

(Adopted by electorate, 11-7-06)

SECTION 4.04 POWERS AND DUTIES OF CITY MANAGER.

The powers and duties of the City Manager shall be:

(a) To see that the laws and ordinances are enforced.

(b) To advise and assist all departments that may be created by the Commission.

(c) To attend all meetings of the Commission with the right to take part in the discussion but having no vote.

(d) To recommend to the Commission for adoption such measures as he/she may deem necessary or expedient.

(e) Direct and supervise the administration of all departments of the municipal government and be responsible for the maintenance of sound personnel policies and administrative practices and submit quarterly reports pertaining to this subsection to the City Commission in writing.

(f) Approve or disapprove purchases for each department, division or office and where any bill or voucher differs from the original purchase order in any manner then the payment of such voucher or purchase order shall not be made unless previously approved by the City Manager.

(g) Establish working, personnel, and vacation schedules and appropriate records and reports.

(h) Approve or prescribe in written form the internal organization of each department and timely provide a copy of this information to each Commissioner.

(i) Assign and transfer administrative functions, powers and duties among and within departments in writing and timely provide a copy of this information to each Commissioner.

(j) Delegate to department heads such duties as the City Manager may deem necessary for efficient administration.

(k) The City Manager shall have the authority to appoint and discharge all Department Heads, Personnel, and Employees of the City, other than those who, by the terms and provisions of this Charter, are appointed by the City Commission, or who are appointed pursuant to any ordinance, or resolution adopted by the City Commission governing appointment and discharge of City personnel and employees and timely provide a copy of this information to each Commissioner.

(l) To perform such other duties as may be required by ordinance or resolution of the Commission.

(Adopted by electorate, 11-7-06; Amendment adopted by electorate, 11-6-12)

ARTICLE IV. - [CITY MANAGER] AND ADMINISTRATIVE

Footnotes:

--- (2) ---

Editor's note— Prior to amendment by Ord. No. 80-7-380, Art. IV consisted of §§ 4.1—4.3, relative to the mayor, derived unchanged from the 1975 Charter. The editor has changed the title of Art. IV to reflect the manager/council form of government.

Sec. 4.1 - City manager.

There shall be a City Manager who shall be the chief administrative officer of the City, who shall serve at the will and pleasure of the City Council.

(Ord. No. 80-7-380, § 1, 7-3-80)

Sec. 4.2 - Appointment, removal, compensation and residency.

- (a) *Appointment.* The City Council shall appoint a City Manager not later than ninety (90) days from the filing of this Charter. Such appointment shall be by an affirmative vote of four (4) members of the City Council.
- (b) *Removal.* The City Council may remove the City Manager by resolution adopted by an affirmative vote of four (4) members of the City Council. Such a resolution must state the reasons for removal. A copy of this resolution shall be delivered to the City Manager within forty-eight (48) hours after its adoption. Delivery shall mean personal delivery or deposit of such notice into the United States Mail, by registered mail. Within five (5) days after the copy of the resolution has been delivered to the City Manager, he or she may file with the Council a written request for a public hearing. Failure to file such a request in the time frame outlined above shall automatically waive the right of the City Manager to an appeal hearing. If a hearing is requested, it shall be held at a special Council meeting not later than fifteen (15) days after the request is filed. The decision of the Council at any such public hearing shall be final and conclusive and no appeal shall lie therefrom. Reinstatement of the City Manager by the City Council shall be solely upon an affirmative vote of four (4) members of the Council. In the event the City Manager should be reinstated by the City Council, the City shall reimburse the City Manager for back pay due, if any.
- (c) *Compensation.* The City Manager shall receive such salary as may be fixed by the City Council for the first year.
- (d) *Residency.* The City Manager need not be a resident of the City or State at the time of his or her appointment, but must become domiciled in the County of Broward not later than six (6) months from the date he or she is hired, unless otherwise authorized by an affirmative vote of a

minimum of three (3) members of Council.

(Ord. No. 80-7-380, § 1, 7-3-80; Ord. No. 89-11-738, § 2, 11-9-89; Ord. No. 06-05-1166, § 5, 5-31-06)

Editor's note— Ord. No. 06-05-1166 adopted May 31, 2006 was approved at the November 2006 referendum election.

Editor's note— The amendment to § 4.2(d) promulgated by Ord. No. 89-11-738, § 2 was approved at the March, 1990 election.

Sec. 4.3 - Qualifications.

The City Manager shall have the minimum qualifications of a combination of a bachelor's degree in public administration, business administration or other related fields from an accredited college or university, and three (3) years' public administration experience; or ten (10) years' experience in a City Manager or Assistant City Manager position, which is certified by the International City Manager Association.

(Ord. No. 80-7-380, § 1, 7-3-80)

Sec. 4.4 - Acting city manager.

By letter filed with the City Council, the City Manager shall designate a qualified city administrative officer to exercise the powers to perform the duties of the City Manager during his or her temporary absence or disability.

(Ord. No. 80-7-380, § 1, 7-3-80; Ord. No. 06-05-1166, § 5, 5-31-06)

Editor's note— Ord. No. 06-05-1166 adopted May 31, 2006 was approved at the November 2006 referendum election.

Sec. 4.5 - Powers and duties of the city manager.

The powers and duties of the City Manager shall be:

- (a) To see that all laws, provisions of this Charter, ordinances and acts of the Council subject to enforcement by the City Manager or by officers subject to his or her discretion and supervision are faithfully executed with all reasonable diligence.
- (b) The City Manager shall exercise the administrative powers of the City through such departments as the Council may, by ordinance or resolution, from time to time establish. The head of each department shall be responsible to the City Manager for the operation thereof, and shall perform such duties and have such powers as may be prescribed by the City Manager.
- (c) The City Manager or his or her designee shall have the authority to appoint, discipline and

discharge all department heads, officers, personnel and employees of the City, other than those who, by the terms and provisions of the Charter, are appointed by the City Council, any ordinance, civil service regulation, or resolution adopted by the City Council governing appointment and discharge of City personnel and employees.

- (d) To attend all meetings of the Council with the right to take part in the discussion, but having no vote.
- (e) To recommend to the Council for adoption such measures as he or she may deem necessary or expedient.
- (f) The City Manager shall supervise the purchases by all departments and approve or disapprove such purchases. The City Manager may issue such rules governing purchasing procedures as he or she deems necessary and as complies with law.
- (g) Delegate to department heads and officers such of his or her duties and powers as he or she may deem necessary for efficient administration.
- (h) To develop such administrative policies and regulations in order to efficiently administer the City.
- (i) Perform such other duties as are specified in this Charter or may be required by the City Council.
- (j) Sign contracts on behalf of the City pursuant to the provisions of the appropriate ordinances and/or resolutions.
- (k) To have such powers as may be necessary in the event of disaster emergency which would facilitate the operation of the City consistent with general law and statute.

(Ord. No. 80-7-380, § 1, 7-3-80; Ord. No. 06-05-1166, § 5, 5-31-06)

Editor's note— Ord. No. 06-05-1166 adopted May 31, 2006 was approved at the November 2006 referendum election.

Sec. 4.6 - Active participation in political campaign.

The City Manager of the City of North Lauderdale shall take no active part in the campaign or candidacy of any person who is a candidate for the office of City Councilman [member] or in any recall election upon penalty of immediate suspension from office or dismissal from employment.

(Ord. No. 80-7-380, § 1, 7-3-80)

Sec. 4.7 - Vacancy of city manager position.

If the City Manager's position shall become vacant due to removal from office, resignation or death, the City Commission shall appoint by a majority vote an Acting City Manager. Such appointment shall not be authorized for more than ninety (90) days. The City Commission shall use its best efforts to hire a qualified individual to become the City Manager within ninety (90) days [after] said position became vacant. If after the ninety (90) day period a qualified City Manager is not hired, the City Commission, by a simple majority vote, may extend the term of the Acting City Manager for an additional ninety (90) day period and continue the search for a replacement City Manager. Subsequent ninety (90) day periods may be added, subject to City Commission approval, until a suitable City Manager is hired.

(Ord. No. 80-7-380, § 1, 7-3-80; Ord. No. 12-05-1268, § 2, 5-8-12)

Editor's note— Ord. No. 12-05-1268 adopted May 8, 2012 was approved at the November 6, 2012 referendum election.

Sec. 9.9 - Amendments to charter; review.

- (a) The Charter shall be amended in accordance with the provisions of F.S. ch. 166.
- (b) In January, 2025, and every eight (8) years thereafter, the Council shall appoint a Charter Review Commission to be composed of five (5) electors of the City which electors shall hold no other office, appointment, or employment with the City, provided, however, that members of purely advisory boards of the City shall be eligible for appointment to the Charter Review Commission. The Charter Review Commission shall review the Municipal Charter, and within one (1) year after such appointment, recommend to the City Council such revisions and amendments as the Commission determines to be desirable. Upon submission to the City Council of any revisions or amendments proposed by the Charter Review Commission, the City Council shall submit to public hearing, not later than sixty (60) days subsequent to the receipt by them of such proposed revisions or amendments.

(Ord. No. 82-2-459, § 1, 2-2-82; Ord. No. 95-12-897, § 2, 12-12-95; Ord. No. 18-05-1371, § 2, 5-29-18)

Editor's note— Ord. No. 18-05-1371 adopted May 29, 2018 was approved at the November 6, 2018 referendum election

Section 7.01. - Amendments.

The commission and/or the electors of the city may propose amendments to this charter in accordance with F.S. § 166.031.

Section 7.02. - Charter Review Board.

For the purpose of assuring the regular review and update of this Charter, commencing in December 2015 and every fourth year thereafter, the city commission shall appoint a Charter Review Board consisting of ten (10) members, who are qualified to serve on an advisory board pursuant to applicable provisions of this charter and the city code. The mayor and commissioners shall each select two (2) members. The members of the board shall review the city charter, as set forth in the scope of work determined by the city commission in the resolution appointing such members. The board shall submit to the city commission within six (6) months of their appointment such alterations, revisions, and amendments, if any, to the charter, as in its judgment are desirable. The city commission, in its sole and exclusive discretion, may permit the board an extension of six (6) months' time if the commission determines that the scope of work will require additional time.

The city commission shall have the sole and exclusive discretion to determine which recommendations, if any, for alterations, revisions or amendments made by the board shall be presented to the electors of the City of Cooper City for consideration.

The city commission may appoint a Charter Review Board as set forth above at any time it determines that there is a need to make such an appointment.

Upon completion of the Charter Review Board's report, the board shall be dismissed by the city commission by resolution.

(Ordinance No. 92-6-4, § 1, 6-23-92 (approved by electors on 11-3-92); Ord. No. 12-5-1, § 2, Part G, 5-22-12 (approved by the electors on 11-6-12))

ARTICLE VII

CHARTER REVIEW BOARD

SECTION 7.01 CREATION OF BOARD; MEMBERSHIP.

There is hereby created and established in the City of Pembroke Pines, Florida, an impartial and independent advisory board to be known as the Pembroke Pines Charter Review Board. The Charter Review Board shall consist of eleven (11) members appointed by the City Commission beginning in May, 2016, and every 6 years thereafter. The City Commission shall have the authority, if it deems necessary, to appoint the members to the Charter Review Board at other times by a majority vote of the entire City Commission. The Mayor shall appoint three (3) individuals and each City Commissioner shall appoint two (2) individuals to serve as a member of the Charter Review Board in May, 2016 and every six years thereafter.

(Adopted by electorate, 3-13-84; Amendment adopted by electorate, 11-6-84; Amendment adopted by electorate, 3-10-92; Amendments adopted by electorate, 11-7-06; Amendment adopted by electorate, 11-6-12)

SECTION 7.02 QUALIFICATIONS AND TERM FOR THE CHARTER REVIEW BOARD.

Each member of the Board shall be a qualified elector of the City of Pembroke Pines and shall have resided within the City of Pembroke Pines, Florida, for a period of not less than one hundred eighty (180) days prior to his appointment and shall serve for a term of one (1) year from the date of the first meeting of the Board. Any vacancy occurring on the Board shall be filled:

(a) *By the City Commission.* The person appointed shall be a qualified elector, shall have resided in the City of Pembroke Pines not less than one hundred eighty (180) days prior to his appointment and shall serve only the unexpired term of the Charter Review Board member whose position became vacant.

(Adopted by electorate, 3-13-84; Amendment adopted by electorate, 11-8-88; Amendment adopted by electorate, 3-13-90; Amendment adopted by electorate, 3-10-92; Amendments adopted by electorate, 11-7-06; Amendment adopted by electorate, 11-6-12)

SECTION 7.03 EXPENSE FUND.

The City Commission shall provide sufficient funds in the annual budget and each successive annual budget for reasonable and necessary expenses to be incurred by the Board in the performance of its duties. The City Commission shall provide additional funds in the annual budget and each successive annual budget for reasonable and necessary expenses to be incurred in the event the Board is required to submit a revised Charter of Charter Amendments. The City Manager shall provide such administrative staff and clerical personnel as may be necessary to assist the Board in the proper performance of its duties and functions.

(Adopted by electorate, 3-13-84; Amendments adopted by electorate, 11-7-06)

SECTION 7.04 ORGANIZATION.

The members shall within thirty (30) days after their appointment meet and elect a chairman and such other officers as may be deemed necessary, who shall serve at the pleasure of the Board. All meetings of the Board shall be open to the public. No action shall be taken by the Board to recommend an amendment to the City Charter except by a majority vote of the entire membership. The rules of procedures adopted by the Board shall be filed with the City Clerk.

(Adopted by electorate, 3-13-84; Amendment adopted by electorate, 3-10-92; Amendments adopted by electorate, 11-7-06)

SECTION 7.05 FORFEITURE OF MEMBERSHIP OFFICE.

A Charter Review Board Member shall forfeit the office if said person, (1) lacks any qualification for the office prescribed by this Charter or other applicable law or, (2) is convicted of a felony while in office, or (3) fails to attend four consecutive regular meetings of the Charter Review Board, unless such absences are each excused by motion setting forth the reason for the absence duly entered upon the minutes.

(Adopted by electorate, 3-13-84; Amendment adopted by electorate, 3-11-86; Amendment adopted by electorate, 3-10-92; Amendments adopted by electorate, 11-7-06)

SECTION 7.06 DUTIES AND FUNCTIONS.

(a) The Pembroke Pines Charter Review Board is hereby authorized to review and to study the Charter of government for the City of Pembroke Pines, and to recommend changes to the City Charter to the City Commission.

(b) It shall take an affirmative vote by a supermajority of the membership of the Charter Review Board to present recommendations to the City Commission for review.

(Adopted by electorate, 3-13-84; Amendment adopted by electorate, 3-10-92; Amendments adopted by electorate, 11-7-06; Amendments adopted by electorate 11-6-12)

Sec. 9.9 - Amendments to charter; review.

- (a) The Charter shall be amended in accordance with the provisions of F.S. ch. 166.
- (b) In January, 2025, and every eight (8) years thereafter, the Council shall appoint a Charter Review Commission to be composed of five (5) electors of the City which electors shall hold no other office, appointment, or employment with the City, provided, however, that members of purely advisory boards of the City shall be eligible for appointment to the Charter Review Commission. The Charter Review Commission shall review the Municipal Charter, and within one (1) year after such appointment, recommend to the City Council such revisions and amendments as the Commission determines to be desirable. Upon submission to the City Council of any revisions or amendments proposed by the Charter Review Commission, the City Council shall submit to public hearing, not later than sixty (60) days subsequent to the receipt by them of such proposed revisions or amendments.

(Ord. No. 82-2-459, § 1, 2-2-82; Ord. No. 95-12-897, § 2, 12-12-95; Ord. No. 18-05-1371, § 2, 5-29-18)

Editor's note— Ord. No. 18-05-1371 adopted May 29, 2018 was approved at the November 6, 2018 referendum election