

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

<b>CATEGORY:</b> County Administration	<b>CODE NUMBER:</b> AC-2-25
<b>TITLE:</b> Black Affairs Advisory Board	<b>ADOPTED:</b> 12-13-11
	<b>AMENDED:</b>
	<b>ORIGINATING DEPARTMENT:</b>  County Administration

**PURPOSE/SCOPE:**

To establish a framework for the operation of this advisory board to the Board of County Commissioners of Lee County, Florida.

**POLICY/PROCEDURE:**

**SECTION I: History.**

The Board of County Commissioners (BOCC) established the Black Affairs Advisory Board (BAABd) in 1991 (Lee County Ordinance 91-30). The BAABd was created to advise the BOCC on issues of importance to the African-American, African-Caribbean, and Haitian communities within Lee County, and to serve as a conduit of information from the BOCC to these communities.

**SECTION II: Purpose.**

The purpose of the BAABd is to assist, advise, and make recommendations to the Board of County Commissioners and County Administration on:

- Issues of importance to the African-American, African-Caribbean, and Haitian communities within Lee County; and
- Issues of equality and equity within Lee County, the Board of County Commissioner's workforce, and Lee County purchasing and contracting practices.

The BAABd also serves as a conduit to these communities for important and relevant Lee County programs, policies, services, contracts and operations.

**SECTION III: Governing Rules.**

The BAABd is a standing board. All meetings of the BAABd will be governed by Roberts Rules of Order and Administrative Code 2-3.

**SECTION IV: Membership and Officers.**

The BAABd will consist of 9 citizen members (9 alternate members may also be appointed) who reside in Lee County. Each Commissioner's appointee must be approved by a majority of the BOCC. Vacancies will be filled by appointment for the unexpired term.

Upon adoption of this administrative code, five (5) of the members will be appointed for two (2) year terms, and four (4) of the members will be appointed for four (4) year terms, to be determined by luck of the draw as conducted by Lee County's Department of Public Resources. Likewise, five (5) of the alternate members will be appointed for two (2) year terms, and four (4) of the alternate members will be appointed for four (4) year terms. Each appointment and/or reappointment thereafter (whether for a regular or alternate member) will be for a period of four (4) years.

A County Commissioner and/or a member of County Administration as designated by the County Manager, may be designated as liaisons to the BAABd, but neither will be a voting member. The liaisons will coordinate and provide BAABd information and activities to the BOCC.

The un-excused absence of any member for two or more meetings per calendar year may be construed as a voluntary resignation. The Chairman (or designated staff) of the BAABd will notify the appointing Commissioner and Public Resources in writing of the absences and request the reaffirmation of the appointment or the appointment of a new member.

A Chair and Vice-Chair will be elected by a majority vote of the board to serve a term of one year commencing at the first regularly scheduled meeting in January. A Chair and Vice-Chair may be eligible for re-election for a second term year, but the terms of office may not exceed a two-year term. The Chair will preside over the meeting. In the absence of the Chair, the Vice-Chair will preside over meetings.

Members of the BAABd will serve without compensation. Members of the board are subject to Florida Statutes, Chapter 112, Part III, The Code of Ethics for Public Officers and Employees. Members may be required to complete and/or file Form 1 Disclosure of Financial Interest, Form 2 Client Disclosure, and Form 8 Memorandum of Voting Conflict, as well as other forms required by Florida Statutes, Chapter 112, Part III, other governing statute(s), or other Administrative Code(s).

**SECTION V: Meetings/Quorum**

Five (5) or more members of the BAABd will constitute a quorum. County Administration will provide staff support as needed by the BAABd, including the keeping of minutes and attendance records.

All meetings will be subject to Florida Statutes section 286.011, "Government in the Sunshine". Accordingly, all meetings of the BAABd are open to the public, and must be held at a location where there is reasonable public access. Notice must be provided for each meeting by posting a notice in the County Administration Building Lobby at 2115 Second Street, Fort Myers, Florida, or by posting notice on the Lee County Website.

#### **SECTION VI: Minutes/Public Records**

A member of County Administrative Staff will act as the ex-officio secretary of the BAABd and will keep minutes of each committee meeting that include:

1. A record of the members in attendance, including whether any member was excused by the Chair.
2. A copy of the agenda and all information submitted to the BAABd for review.
3. A brief overview of the issues presented to the BAABd, the discussions and comments on those issue and the final recommendations adopted by the board.

County Administration will be the repository of all public records pertaining to the business of the BAABd.

#### **SECTION VII: Goals and Objectives of the Committee:**

In January of each year, the BAABd will prepare and adopt goals, objectives, and milestones to be achieved during that calendar year. They will be summarized in a document to be submitted to the County Manager no later than February 1<sup>st</sup>.

Each year thereafter the BAABd must submit an annual report to the County Manager no later than February 1<sup>st</sup>, including:

- A summary of the accomplishments made during the year,
- An indication of the progress toward achieving long term goals.
- Recommended changes to the purpose and/or function of the BAABd.

The report should finalize indicating whether there is a need for the BAABd to continue to exist.

#### **SECTION VIII: Annual Report and Sunset.**

Once approved by the County Manager, the annual report will be submitted to the BOCC no later than March 1st each calendar year.

The BOCC will consider whether to sunset or continue the BAABd in March following the presentation during a regularly scheduled Board meeting.