

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: County Administration	CODE NUMBER: AC-2-26
TITLE: Hispanic Affairs Advisory Board	ADOPTED: 12-13-11
	AMENDED:
	ORIGINATING DEPARTMENT: County Administration

POLICY/PROCEDURE:

SECTION I: History

The Board of County Commissioners (BOCC) established the Hispanic Affairs Advisory Board (HAABd) in 1991 (Lee County Ordinances 91-31 and 98-01). The HAABd was created to advise the BOCC on issues of importance to the Hispanic 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 HAABd is to assist, advise and make recommendations to the Board of County Commissioners and County Administration on:

- Issues important to the Hispanic community within Lee County;
- Issues of equality and equity within Lee County, the Board of County Commissioner's workforce, and Lee County purchasing and contracting practices.

The HAABd also serves as a conduit to the Hispanic community for important and relevant Lee County programs, policies, services, contracts and operations.

SECTION III: Governing Rules

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

SECTION IV: Membership and Officers

The HAABd will consist of 13 citizen members 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, seven (7) of the members will be appointed for two (2) year terms, and six (6) 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. Each appointment and/or reappointment thereafter will be for a period of four (4) years.

A County Commissioner and/or a member of the County Administration as designated by the County Manager, may be appointed as liaisons to the HAABd, but neither will be a voting member.

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 HAABd 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 Group to serve a term of one year commencing at the first regularly scheduled meeting in January. A Chair or Vice-Chair may be eligible for re-election for a second one year term. Terms of office may not exceed a two-year term for the Chair or Vice-Chair. The Chair will preside over the meeting. In the absence of the Chair, the Vice-Chair will preside over meetings.

Members of the HAABd will serve without compensation. Members of the Group 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 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

A majority of the seated membership constitutes a quorum.

County Administration will provide staff support as needed by the HAABd, 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 HAABd 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 the County Administrative Staff will act as the officio secretary of the HAABd and will keep minutes of each committee meeting that include:

1. A record of the members in attendance, including whether a member was excused by the Chair.

2. A copy of the agenda and all information submitted to the HAABd for review.

3. A brief overview of the issues presented to the HAABd, the discussions and comments on those issues and the final recommendations adopted by the Group.

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

SECTION VII: Goals and Objectives of the Committee

In January of each year, the HAABd 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 1st.

Each year thereafter the HAABd must submit an annual report to the County Manager no later than February 1st, 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 HAABd.

The report should conclude indicating whether there is a need for the HAABd 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 of each calendar year.

The BOCC will consider whether to sunset or to continue the HAABd following the presentation during a regularly scheduled BOCC meeting.