



City of Lauderhill

Boards and Committees Manual

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Introduction

This manual was created to provide information on the City of Lauderhill boards and committees and includes information on the responsibilities and makeup of each board, the appointment process of board members and the responsibilities of members once appointed, the responsibilities of staff liaisons, the Sunshine Law and applicable ethics codes, how to conduct meetings, and more.

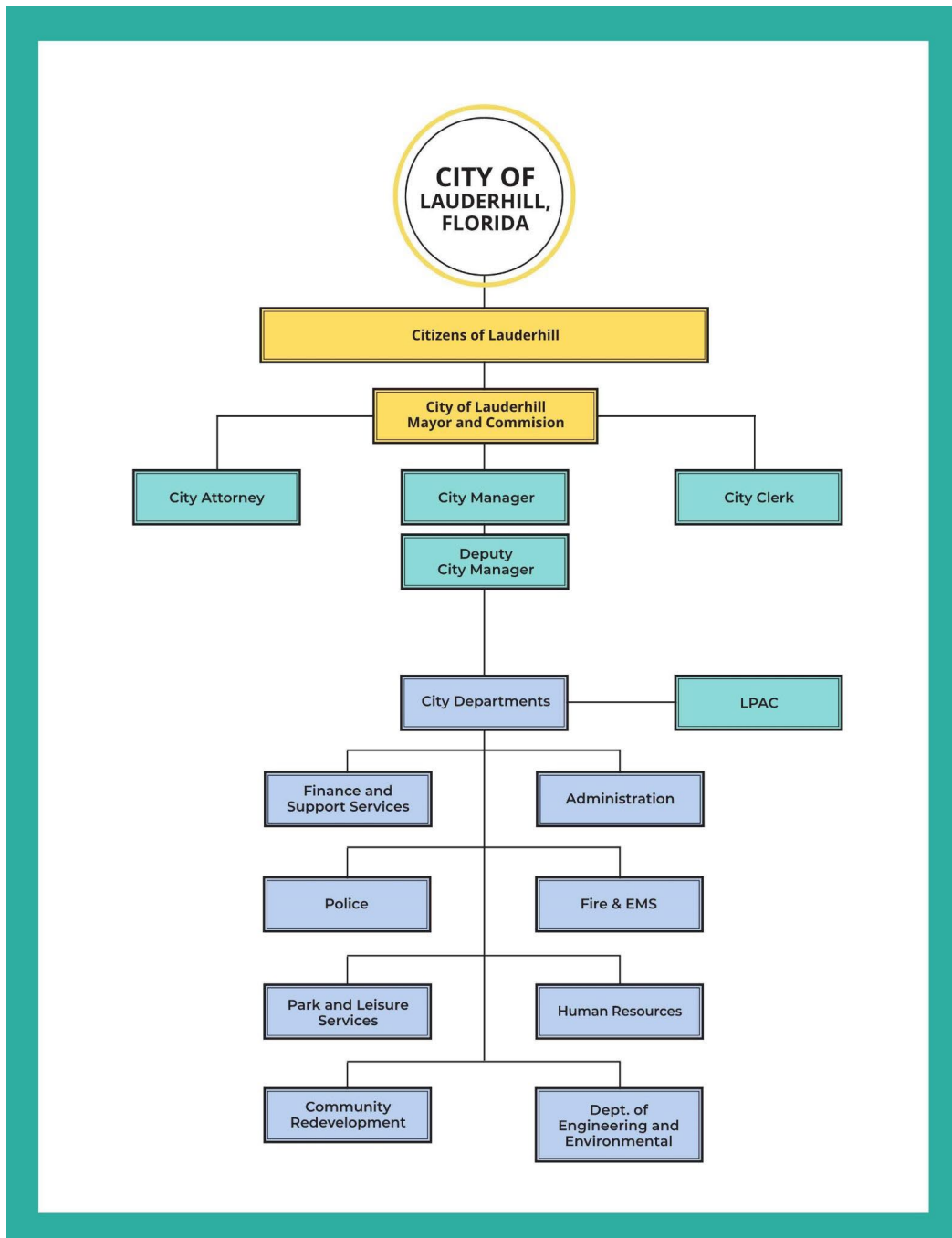
If you have any questions about the information included in this manual, please contact the City Clerk's office at 954-730-3010.

The information contained in this document is intended to provide a summary of applicable laws and policies and give a general direction for board members and staff. Each individual situation may be unique, however, and particular policies or regulations may apply differently depending on the specific circumstances of a situation. If any issue or question arises, please contact the staff liaison and/or the City Clerk's office so they may coordinate with the City Attorney and provide specific advice and guidance as necessary.

All contents are subject to change due to amendments to statutes, Codes, and/or policies.

City Government Structure

The City of Lauderhill has a commission-manager form of government. The commission-manager form is the system of local government that combines the strong political leadership of elected officials, in the form of a commission or other governing body, with the strong managerial experience of an appointed local government manager. The form establishes a representative system where all power is concentrated in the elected commission and where the commission hires a professionally trained manager to oversee the delivery of public services.



General Board Information

The City of Lauderdale Code of Ordinances provide for a number of boards and committees, which will be discussed in detail throughout this manual. Advisory boards are created by the City Commission for the purpose of providing information, advice, and specific action recommendations related to the specific area or subject matter specialty of the board. For most boards, they are established via Ordinance and the specific subject matter, duties, responsibilities, and more, are all outlined in the establishing Ordinance.

The majority of Lauderdale's boards consist of 7 members, with each Commissioner making an appointment, the Commission as a Whole making an appointment, and the board themselves making an appointment. All appointments to the boards are made through Resolution by the City Commission - even for members appointed by the boards themselves, the appointment goes before the Commission for final approval.

Management of all City boards is handled through the City Clerk's office. The City Clerk's office is responsible for overseeing the application and appointment process for all boards, maintaining accurate and up to date board member lists, coordination with staff liaisons and pension board administrators, and maintaining board records with the assistance of appropriate staff liaisons and pension board administrators.

All boards, with the exception of the Pension Boards, are assigned a staff liaison by the City Manager. The staff liaison is the main point of communication between the board and the City Clerk's office, City Administration, and the City Commission.

General Eligibility Requirements

While some boards have more specific requirements on eligibility, which are provided for each individual board, there are some requirements that extend across all boards:

- All members of all boards must be registered to vote. The only exception to this is for members of the Youth Council.
- For boards which do not require members to be residents of Lauderdale, priority of selection is given to residents first, then owners, officers, and employees, and then employees of governmental agencies.

Dual Office holding

Dual Office holding is serving on more than one board at the same time or with overlapping terms.

Code Section 2-2.5(d) states that “no resident shall be allowed to serve simultaneously on more than one (1) board or committee of the city unless otherwise provided by ordinance or resolution.”

This means that board members may only serve on one board unless there is an ordinance or resolution specifically allowing for it.

The only boards that allow for dual service are:

- Art, Culture, and Tourism Board
 - Members are only permitted to serve on **ONE** other board or committee
- Charter Review Board
- Educational Advisory Board
- Local Affordable Housing Advisory Committee
- Planning & Zoning Board
 - Members are only permitted to dual serve on the **Local Affordable Housing Advisory Committee** to fulfill requirement of “a citizen that actively serves on the local planning agency”
- Safe Neighborhood Improvement District (SND) Advisory Boards (Habitat, Isles of Inverrary, Manors of Inverrary, and Windermere/Tree Gardens)
- Young Professional Advisory Board
 - Members are only permitted to serve on **ONE** other board or committee

Term of Office

The length of appointment varies by board and appointment type. Specific details are provided for each individual board.

All members appointed by an individual Commissioner or by the Commission as a Whole serve at the pleasure of the Commissioner, Mayor, or Commission as a Whole that made the appointment. The Commission and individual Commissioners also have the authority, unless otherwise prohibited by law, to remove a board member at any time without cause.

Board members may also be removed for cause. Removal for cause includes (but is not limited to):

- Failure of any member to attend 3 consecutive regular meetings or a total of 4 or more regular meetings during any twelve-month year (unless the Code specifically provides otherwise)
- Failure to remain a law abiding citizen of the city by being convicted of a crime in a court of law
- Failure to comply with applicable provisions of the Code of Ethics
- Causing embarrassment and/or ridicule to the governing body of the city
- Causing harm to or defeating the purpose of the board of which they are a member

When a Commissioner's term ends or they leave office, any appointments they made, which have not otherwise expired, will automatically expire 60 days after their successor takes office unless the new Commissioner approves extending the existing appointment.

Art, Culture, and Tourism (ACT) Board

The Art, Culture, and Tourism Board duties include to arrange for, to provide facilities for, and to encourage the participation by residents of the City of Lauderhill in all art forms, including: arranging of exhibits of all art forms; creation of programs for the exhibition of art, drama, music, reading, lectures and other art and cultural or special events activities; development of training programs and teaching skills in theater, mime, music, dance, drawing, painting, sculptures and other art forms; sponsorship for the arts, cultural events, special events, and tourism; cooperation with other organizations, governmental agencies and committees to facilitate the purpose of this board; to organize, promote and coordinate tourism and tourism programs in City of Lauderhill assist in city sponsored programs as required by Commission or Administration; to arrange, assist, organize and promote the history and culture of the city, and the collection and gathering of archive and historical information, documents and materials relating to the city by working in conjunction with the museum and otherwise as appropriate.

The ACT Board consists of 7 members:

- **5 regular members**, each appointed by individual Commissioners, for a term concurrent with the Commission Seat
- **2 alternate members**, each appointed by the board themselves for a 2-year term

Special Requirements:

- Must be registered electors (registered to vote)
- Members who are knowledgeable in the area of the arts, cultural activities, special events and the promotion of tourism for the City of Lauderhill
- Member shall either be: a resident of the City; an owner, officer, manager or employee of a business which holds a city occupational license; or employee of a governmental agency or any entity located and working in the city
- Members are permitted to serve on **ONE** other board or committee

Meeting Frequency:

ACT Board meetings are held on an as needed basis, but this generally is on the third Wednesday of each month at 5:00 PM at City Hall.

Staff Liaison Information:

Julie Boukhari

954-730-3002

jboukhari@laudershill-fl.gov

Establishing and Related Legislation:

Resolution No. 79-38

Resolution No. 97R-156A

Resolution No. 17R-02-46

Charter Review Board

The Charter Review Board's duties are to advise and recommend potential amendments, revisions or additions to the City of Lauderhill Charter for subject matters or issues that require a referendum vote of the electors of the city in order to effectuate the charter amendment. However, the recommendations of the charter review board do not preclude charter amendments in lieu of, or in addition to, those recommendations or during the interim when no charter review board is currently serving, or as otherwise deemed necessary by the City Commission.

This board is reconvened every ten years from the date of the appointment of the prior board. It is currently sunset and is expected to reconvene November 2026, based on the previous board appointment in November 2016.

The Charter Review Board consists of 8 members:

- **5 regular members**, each appointed by individual Commissioners, for a 2-year term
- **2 regular members**, each appointed by the Commission as a Whole, for a 2-year term
- **1 alternate member**, appointed by the Commission as a Whole, for a 2-year term

Special Requirements:

- Must reside in the City of Lauderhill
- Must be registered electors (registered to vote)
- Florida Legislators, City Commissioners, Constitutional Officers, City Manager, and City Employees are **NOT** allowed to serve on the board
- Members are allowed to serve on other boards

Meeting Frequency:

The Charter Review Board does not currently meet.

Staff Liaison Information:

City Clerk's office

Establishing and Related Legislation:

Ordinance No. 06O-06-135

Ordinance No. 15O-04-116

Ordinance No. 17O-05-123

Civil Service Board

The Civil Service Board shall have jurisdiction to hear all appeals of violations of the employment code and appeals of all other violations when such appeal provision is explicitly written in the rules which have been violated (i.e., collective bargaining contracts). Any decision by the board shall be binding upon the administration and the employee.

The Civil Service Board consists of 5 members:

- **2 regular members**, each elected by the regular employees covered by this division, for a 2-year term
- **2 regular members**, each appointed by the Commission as a Whole, for a 2-year term
- **1 regular member**, selected by the board themselves, for a 1-year term

Special Requirements:

- Must be a citizen of the United States
- Must be a resident of Lauderhill
- Must be a qualified elector (registered to vote)
- May **NOT** serve if the individual:
 - Is employed by the city or is in any way an official (elected or appointed) of the city
 - Is employed by a municipality, county or state government or is an elected or appointed official thereof and/or participates as a member of any civil service system
 - Is or has been acting in a professional capacity on a city political campaign to the extent that within the last twelve (12) months of his or her selection, such individual received total compensation from all sources in excess of one hundred dollars (\$100.00) (exclusive of reimbursement of expenses) for services so rendered
 - Is a candidate for public office (this provision shall apply to appointments only, and shall not apply to members currently serving on the board)

Meeting Frequency:

Civil Service Board meetings are held on an as needed basis.

Staff Liaison Information:

CiCi Krempler

954-730-3097

ekrempler@laudershill-fl.gov

Establishing and Related Legislation:

Ordinance No. 201

Ordinance No. 92-180

Ordinance No. 04O-09-214

Code Enforcement Board

The Code Enforcement Board was established pursuant to Florida Statutes to promote, protect and improve the health, safety and welfare of the citizens. This administrative board has the authority to impose fines to provide an equitable, expeditious, effective and inexpensive method of enforcing any codes and ordinances in force in the City, where a pending or repeated violation continues to exist.

The Code Enforcement Board consists of 13 members:

- **5 regular members**, each appointed by individual Commissioners, for a 3-year term
- **2 regular members**, each appointed by the Commission as a Whole, for a 3-year term
- **5 alternate members**, each appointed by individual Commissioners, for a 1-year term
- **1 alternate member**, appointed by the Commission as a Whole, for a 1-year term

Special Requirements:

- Must be a resident of Lauderhill
- Must be a registered elector (registered to vote)
- Members shall be appointed on the basis of experience or interest in the areas of zoning and building control and shall, whenever possible, include an architect, a businessman, an engineer, a general contractor, a subcontractor and a realtor
- 3 of 6 alternate members to be scheduled to attend each meeting on a rotating basis
- At least 4 or more members required to establish a quorum
- Attendance: any member or alternate who fails to attend two (2) of any three (3) successive meetings without cause and without prior approval of the Chairperson shall be automatically removed from the board and have his/her seat declared vacant
- Board members are required to complete a Form 1/Form 1F upon appointment or end of term
- Code Board Attorney provides training for all members, not City Attorney

Meeting Frequency:

Code Enforcement Board meetings are held on the second and fourth Thursday of each month at 7:00 PM in the Commission Chambers.

Staff Liaison Information:

Josephine Suarez and DuVonne Moore

954-730-3070

jsuarez@lauderdale-fl.gov and dmoore@Lauderhill-fl.gov

Establishing and Related Legislation:

Ordinance No. 82-143

Community and Budget Advisory Board (CBAB)

The CBAB’s duties are to receive and review resident concerns regarding the operations of city government, review the annual fiscal budget of the city and make recommendations, obtain resident input on the annual budgeting process and make recommendations to the City Commission.

The CBAB consists of 11 members:

- **9 regular members**, each appointed by the Commission as a Whole, for a 2-year term
- **2 alternate members**, each appointed by the Commission as a Whole, for a 1-year term

Special Requirements

- Must be a resident of Lauderhill for at least 2 years
- Must be a registered elector (registered to vote)
- 7 of the regular members are to be residents of each geographic zones, 2 regular members and 2 alternates serve ‘at-large’ and may be residents of any geographic zone
- Appointments are all for a term to begin September 1 and end July 31
- At least 5 or more members required to establish a quorum
- Attendance: if any member or alternate fails to attend more than two (2) consecutive meetings the Chair will notify the City Commission for the possible removal and replacement of that member

Meeting Frequency

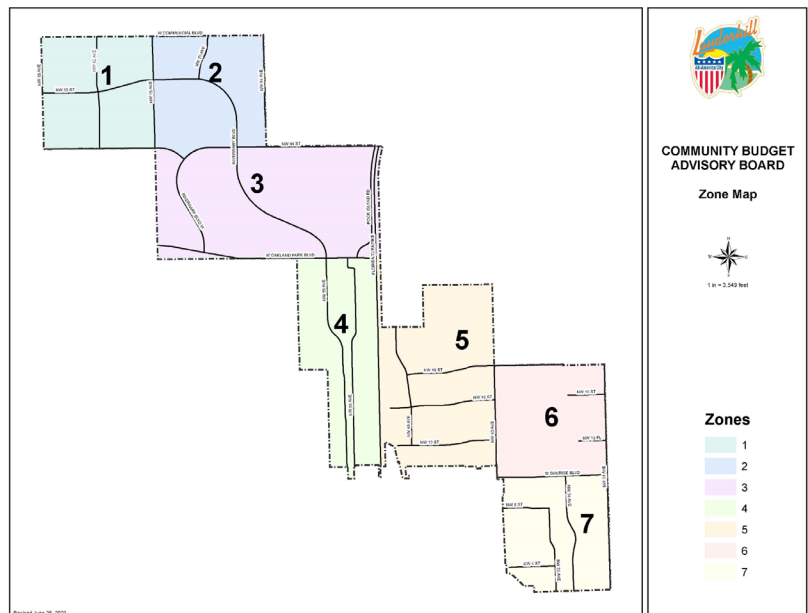
CBAB meetings are held on the third Wednesday of each month at 6:00 PM at City Hall.

Staff Liaison Information:

Cheryl Langley
 954-730-3031
clangley@laudershill-fl.gov

Establishing and Related Legislation

Ordinance No. 180-04-115
 Ordinance No. 230-06-110



Confidential & Managerial (Senior Management) Pension Board

The Confidential & Managerial (Senior Management) Pension Board shall hold the sole and exclusive administration of and responsibility for, the proper and effective operation of the retirement plan and for making the provisions of the Code Chapter 2, Article II, Division 3, Part 4, Senior Management Pension Plan and Trust Fund.

The Confidential & Managerial (Senior Management) Pension Board consists of 5 members:

- **3 regular members**, each elected by employees of the pension plan, for a 4-year term
- **1 regular member**, appointed by the Commission as a Whole, for a 4-year term
- **1 regular member**, appointed by the City Manager, for a 4-year term

Special Requirements

- Must be registered electors (registered to vote)
- Elected members must be members of the pension plan
- Neither City Manager nor any City Commissioner can serve as a member
- Board members are required to complete a Form 1/Form 1F upon appointment or end of term

Meeting Frequency

Confidential & Managerial (Senior Management) Pension Board meetings are held on the first Wednesday of each month at 4:00 PM at City Hall.

Pension Administrator Information

Althea Lodge
954-730-2068
Althea@benefits-usa.org

Establishing and Related Legislation

Ordinance No. 020-09-165

Educational Advisory Board (EAB)

The EAB is responsible for promoting programs and community involvement to enhance all schools situated within the boundaries of the City of Lauderhill; to generate and make policy recommendations regarding school boundaries, year-round schools, the location and construction of new schools, and busing.

The EAB consists of 7 members:

- **5 regular members**, each appointed by individual Commissioners, for a term concurrent with the Commission seat
- **2 alternate members**, each appointed by the board themselves, for a 2-year term

Special Requirements

- Must be a resident of Lauderhill
- Must be a registered elector (registered to vote)
- Membership to be based on experience, interest and commitment to the enhancement of education of the children of Lauderhill
- Members are allowed to serve on other boards

Meeting Frequency

EAB meetings are held on the last Wednesday of each month at 6:30 PM at City Hall.

Staff Liaison Information

Dephine Johnson-O'Meally
954-777-2043
ejohnson-omeally@Lauderhill-fl.gov

Establishing and Related Legislation

Resolution No. 96R-210
Ordinance No. 18O-04-116

Firefighters' Retirement System Board of Trustees

The Firefighters' Retirement System Board of Trustees is responsible for the proper administration of the firefighters pension system and for making effective the provisions.

The Firefighters' Retirement System Board of Trustees consists of 5 members:

- **2 regular members**, each appointed by the Commission as a Whole, for a 2-year term
- **2 regular members**, each elected by the majority of active firefighters who are a member of the plan, for a 2-year term
- **1 regular member**, selected by the board themselves, for a 2-year term

Special Requirements

- Must be registered electors (registered to vote)
- Elected members must be members of the pension plan
- Members appointed by the Commission as a Whole must be legal residents or current employees of the city
- Neither City Manager nor any City Commissioner can serve as a member
- Board members are required to complete a Form 1/Form 1F upon appointment or end of term

Meeting Frequency

Firefighters' Retirement System Board of Trustees meetings are held on the second Tuesday of each month at 4:30 PM at the Fire Department.

Pension Administrator Information

Barbara White
386-336-7573
barbara.pensionoffice@gmail.com

Establishing and Related Legislation

Ordinance No. 77-121

General Employee Pension Board of Trustees

The General Employee Pension Board of Trustees is responsible for the proper administration of the general employee pension system and for making effective the provisions.

The General Employee Pension Board of Trustees consists of 5 members:

- **2 regular members**, each appointed by the Commission as a Whole, for a 2-year term
- **2 regular members**, each elected by all actively employed members of the pension plan, for a 2-year term
- **1 regular member**, appointed by the City Manager, for a 2-year term

Special Requirements

- Must be registered electors (registered to vote)
- Elected members must be current members of the pension plan
- Members appointed by the Commission as a Whole must be legal residents or current employees of the city
- Vacancies are filled for the remainder of an unexpired term
- Board members are required to complete a Form 1/Form 1F upon appointment or end of term

Meeting Frequency

General Employee Pension Board of Trustees meetings are held on the third Tuesday of each month at 4:30 PM at City Hall.

Pension Administrator Information

Doug Falcon

doug@fhatpa.com

Yolanda Shea

yshea@fhatpa.com

954-366-0111 ext. 318

Establishing and Related Legislation

Ordinance No. 77-121

Housing Authority Commission (LHA)

The LHA's mission is to create home ownership opportunities in the City of Lauderhill and to encourage and facilitate investment in the community. The mission is to assist residents in obtaining affordable housing; to promote home ownership; and to be stewards of public funds and trust by maximizing resources and developing partnerships with the public and private sectors.

The LHA consists of 5 members:

- **5 regular members**, each appointed by the Mayor, for a 4-year term

Special Requirements

- Must be a resident of Lauderhill
- Must be a registered elector (registered to vote)
- Members cannot be officer or employees of the city
- 1 member should be a renter in a housing project, a resident of low or very low income receiving rent subsidy through the housing authority
- Board members are required to complete a Form 1/Form 1F upon appointment or end of term

Meeting Frequency

LHA meetings are held on the second Tuesday of each month at 11:00 AM in the Commission Chambers.

Executive Director Information

Mark Johnson
954-578-5366
mrjohnson@lauderhillha.com

Establishing and Related Legislation

Resolution No. 02R-08-139

Local Affordable Housing Advisory Committee (LAHAC)

The LAHAC is primarily responsible for yearly review of earlier plan(s) and completing a Housing Incentive Strategies report related to affordable housing and the administration of state housing assistance programs such as the State Housing Initiative Partnership (SHIP) program. Their report recommends specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value. The recommendations may include the modification or repeal of existing policies, procedures, ordinances, regulations, or plan provisions; the creation of exceptions applicable to affordable housing; or the adoption of new policies, procedures, regulations, ordinances, or plan provisions.

The LAHAC consists of 11 members:

- **11 regular members**, each appointed by the Commission as a Whole, for a 4-year term

Special Requirements

- Must be a registered elector (registered to vote)
- Prefer residents of Lauderhill but may appoint nonresidents if no other applicants
- 1 member must be a current elected official from the city
- Members are allowed to serve on other boards
- Remaining 10 members must be qualified from a minimum of six of the categories provided for in Florida Statute 420.9076:
 - **(a)** A citizen who is actively engaged in the residential home building industry in connection with affordable housing.; **(b)** A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.; **(c)** A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.; **(d)** A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.; **(e)** A citizen who is actively engaged as a for-profit provider of affordable housing.; **(f)** A citizen who is actively engaged as a not-for-profit provider of affordable housing.; **(g)** A citizen who is actively engaged as a real estate professional in connection with affordable housing.; **(h)** A citizen who actively serves on the local planning agency; **(i)** A citizen who resides within the jurisdiction of the local governing body making the appointments.; **(j)** A citizen who represents employers within the jurisdiction.; **(k)** A citizen who represents essential services personnel, as defined in the local housing assistance plan.

Meeting Frequency

LAHAC meetings are held every three months on the third Thursday at 3:30 PM at City Hall.

Staff Liaison Information

Martha Duvall
954-714-2181
mduvall@lauderhill-fl.gov

Establishing and Related Legislation

Ordinance No. 96O-105

Planning & Zoning (P&Z) Board

The P&Z Board acts in an advisory capacity to recommend to the City Commission amendments to the Comprehensive Plan and Land Development Regulations, including amendments relating to boundaries and regulations of zoning districts.

The P&Z Board consists of 7 members:

- **5 regular members**, each appointed by individual Commissioners, for a term concurrent with the Commission seat
- **2 regular members**, each appointed by the Commission as a Whole, for a 2-year term

Special Requirements

- Must be a resident of Lauderhill
- Must be a registered elector (registered to vote)
- Board members are required to complete a Form 1/Form 1F upon appointment or end of term

Meeting Frequency

P&Z board meetings are held on the last Tuesday of each month at 7:00 PM at City Hall.

Staff Liaison Information

Nadine Fearon

954-730-2172

nfearon@Lauderhill-fl.gov

Establishing and Related Legislation

Ordinance No. 1

Police Officers' Retirement Trust Fund Board of Trustees

The Police Officers' Retirement Trust Fund Board of Trustees shall hold the sole and exclusive administration of and responsibility for, the proper and effective operation of the retirement plan and for making the provisions of the Code Chapter 2, Article II, Division 3, Part 3, Police Pension Plan and Trust Fund.

The Police Officers' Retirement Trust Fund Board of Trustees consists of 5 members:

- **2 regular members**, each appointed by the Commission as a Whole, for a 4-year term
- **2 regular members**, each elected by the majority of police officers who are active members of the plan, for a 4-year term
- **1 member**, selected by the board themselves, for a 4-year term

Special Requirements

- Must be registered electors (registered to vote)
- Elected members must be current members of the pension plan
- Members appointed by the Commission as a Whole must be legal residents or current employees of the city
- Vacancies are filled for a full term from the date of appointment
- Board members are required to complete a Form 1/Form 1F upon appointment or end of term

Meeting Frequency

Police Officers' Retirement Trust Fund Board of Trustees meetings are held on the first Wednesday of each month at 10:30 PM at the Police Department.

Pension Administrator Information

Patty Ostrander

954-636-7170

patty@lauderhillpolicepension.org

Establishing and Related Legislation

Ordinance No. 77-121

Public Art Committee

The Public Art Committee is responsible for expanding cultural opportunities for residents and visitors and enhancing the appearance of the City through the selection and integration of artwork in a public environment.

The Public Art Committee consists of 7 members:

- **5 regular members**, each appointed by individual Commissioners, for a term concurrent with the Commission Seat
- **2 alternate members**, each appointed by the board themselves for a 2-year term

Special Requirements

- Must be a resident of Lauderhill or conduct business with the city
- Must be a registered elector (registered to vote)
- Should have a strong commitment to the objectives of the board and be interested or knowledgeable in the field of public art/culture
- Members may not have their own artwork come before the committee during term of service on the board or for one year after
- Board shall meet at least once per year
- Attendance: a member must attend a majority of meetings each year to comply with attendance policy

Meeting Frequency

Public Art Committee meetings are held on as needed basis at 5:30 PM at City Hall.

Staff Liaison Information

Julie Boukhari

954-730-3002

jboukhari@laudershill-fl.gov

Establishing and Related Legislation

Ordinance No. 04O-08-162

Recreation Advisory Board

The Recreation Advisory Board is responsible for researching recreation programs that can be implemented in the City, consulting with civic groups to ascertain what recreational programs they would participate in, and recommending what recreational programs should be maintained/initiated by the City.

The Recreation Advisory Board consists of 5 members:

- **5 regular members**, each appointed by individual Commissioners, for a term concurrent with the Commission Seat
- **2 alternate members**, each appointed by the board themselves for a 2-year term

Special Requirements

- Must be a resident of Lauderhill
- Must be a registered elector (registered to vote)

Meeting Frequency

Recreation Advisory Board meetings are held on the fourth Wednesday of each month at 6:30 PM at various City parks.

Staff Liaison Information

Jennifer De La Torre

954-730-3080

idelatorre@lauderhill-fl.gov

Establishing and Related Legislation

Resolution No. 81-226

Safe Neighborhood Improvement District (SND) Advisory Boards

Includes Habitat SND, Isles of Inverrary SND, Manors of Inverrary SND, and Windermere/Tree Gardens SND.

The SND Advisory Boards are made up of property owners or residents or the respective SND to provide input, advice and recommendations, submit an annual report on activities and proposed budget to accomplish its objectives.

All members of the SND Advisory Boards are appointed by their respective Board of Directors for 2-year terms.

The Habitat, Isles of Inverrary, and Windermere/Tree Gardens SND Advisory Boards each consists of 9 members:

- **7 regular members**
- **2 alternate members**

The Manors of Inverrary SND Advisory Board consists of 7 members:

- **5 regular members**
- **2 alternate members**

Special Requirements

- Must be residents of or owners of property within the district
- Must be a registered elector (registered to vote)
- Members are allowed to serve on other boards

Meeting Frequency

Each SND Advisory Board meets on an as needed basis at City Hall.

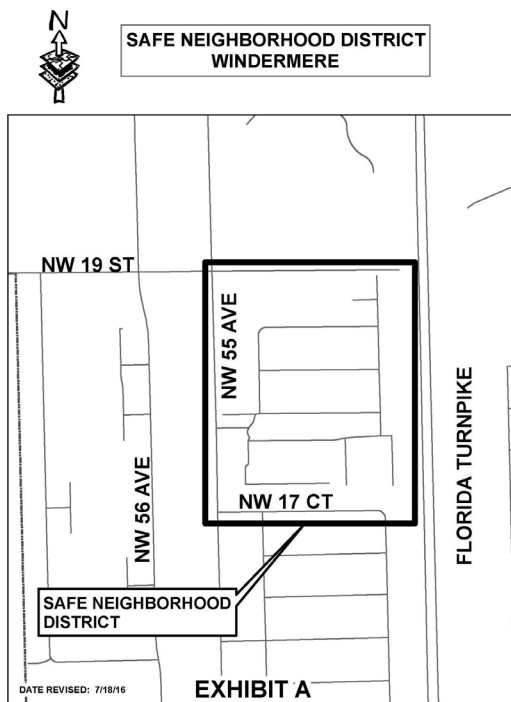
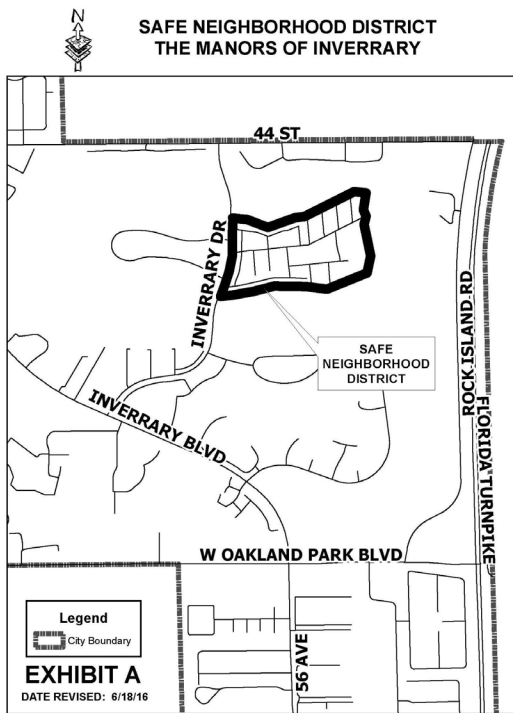
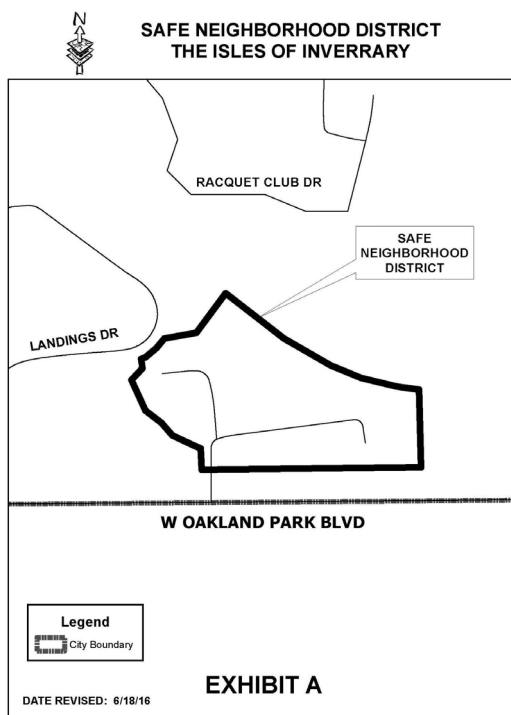
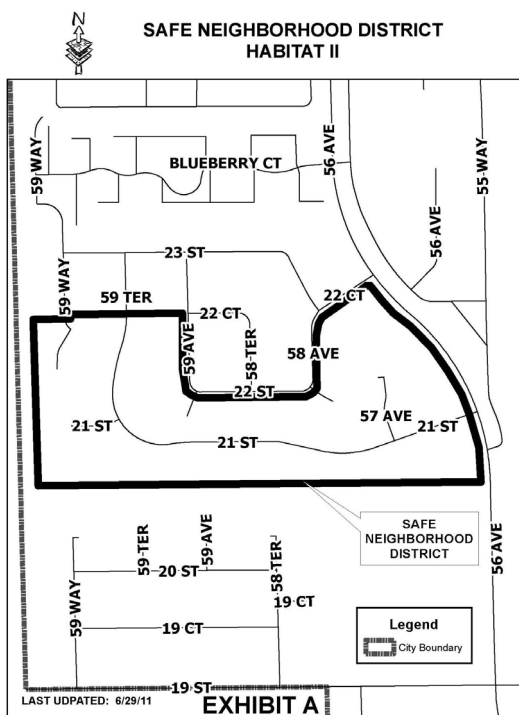
Staff Liaison Information

Julie Boukhari
954-730-3002
jboukhari@lauderdale-fl.gov

Establishing and Related Legislation

Ordinance No. 100-06-132
Ordinance No. 100-06-138
Ordinance No. 110-03-110
Ordinance No. 110-03-112

Safe Neighborhood Improvement District Maps



Young Professional Advisory Board (YPAB)

The YPAB shall provide an opportunity for young professionals to grow leadership skills, gain insight on the operations of city government, to provide insight to the elected officials on current trends, and make recommendations to the City Commission.

The YPAB consists of 9 members:

- **5 regular members**, each appointed by individual Commissioners, for a term concurrent with the Commission Seat
- **1 regular member**, appointed by the Commission as a Whole, for a 2-year term
- **1 regular member**, appointed by the board themselves for a 2-year term
- **2 alternate members**, each appointed by Commission as a Whole for a 2-year term

Special Requirements

- Must be a resident of Lauderhill for at least 2 years
- Must be registered electors (registered to vote)
- Must be between the ages of 22 and 40
- Members are only permitted to serve on **ONE** other board or committee
- Attendance: if any member misses more than 2 unexcused meetings the Chair will notify the City Commission for the possible removal and replacement of that member

Meeting Frequency

YPAB meetings are held on the second Wednesday of each month at 6:45 PM at City Hall.

Staff Liaison Information

Dephine Johnson-O'Meally
 954-777-2043
ejohnson-omeally@Lauderhill-fl.gov

Establishing and Related Legislation

Ordinance No. 210-06-121

Youth Council

The Youth Council provides an avenue for youth to share their ideas about local government operations and local issue resolutions and opportunities with the Commission.

The Youth Council consists of 11 members:

- **10 regular members**, each appointed by individual Commissioners, for a 1-year term
- **1 regular member**, appointed by the board themselves, for a 1-year term

Special Requirements

- Must be a resident of Lauderhill
- Not required to be registered electors (registered to vote)
- Must be no less than 14 years old and currently enrolled in grades 9-12
- Must maintain GPA of at least 2.5 or submit essay to explain why it is below 2.5 and how they will raise it to request consideration
- Member appointment automatically expires upon graduation
- Specific waiver required to be signed by parent/guardian
- Members may earn community service hours for participation
- 6 members constitutes a quorum

Meeting Frequency

Youth Council meetings are held on the second Monday of each month at 6:00 PM at the Sadkin Center.

Staff Liaison Information

Daphne Dyer
954-321-2454
ddyer@lauderhill-fl.gov

Establishing and Related Legislation

Ordinance No. 13O-04-114

Application and Appointment Process

Overview For Applicants

Individuals interested in applying to any board or committee should complete an [online application](#), available on the [City of Lauderhill](#) website, under the [City Clerk's office](#) page, on the [Boards and Committees](#) section. The application is accessible using a computer or mobile device. If an interested individual is unable to complete the application online they should contact the City Clerk's office at 954-730-3010 to request a paper application or to complete the application over the phone.

The [Boards and Committees](#) section of our website also includes up to date information on all vacancies for our boards. Please take a moment to review these vacancies as well as the description of each board to decide which board you may be interested in applying for. You can apply for as many boards as you like but remember - some boards have specific eligibility requirements and may even prohibit or limit you from serving on more than one board.

Once your application has been submitted, you will receive an e-mail from the City Clerk's office confirming that we have received your application and it will go to our staff for review. If there are any questions or clarification needed regarding your application, a member of the City Clerk's office will reach out to you via phone or e-mail.

Upon receipt of your application the City Clerk's office will review your eligibility for any board you applied to - if we find that you are not eligible for the board you applied for we will contact you with an update to tell you why. Oftentimes applicants are not eligible because they are not registered to vote or they applied for a board like the Youth Council that has very specific eligibility criteria. If you are not eligible for one board you may be eligible for another so please feel free to contact the Clerk's office with any questions!

If your application is reviewed and you are eligible for appointment the City Clerk's office will then forward your application to the body responsible for making appointments to that board - this may be an individual Commissioner or the board themselves. Oftentimes, the Commissioners and the board may want to speak with the applicants before moving forward - you may be contacted by the Commissioner's office to set up a meeting or the staff liaison for a board may invite you to a meeting. These are both part of the review process for appointments made by the board themselves or by individual Commissioners.

Appointments made by the Commission as a Whole, and appointments selected by individual Commissioners or the boards themselves, will be placed on a City Commission meeting agenda and any applicants will be invited to attend the meeting when the Commission considers their appointment.

Overview For Staff

Upon receipt of an application, City Clerk's office staff will receive an e-mail and must review the application for eligibility. This includes confirming general board eligibility requirements (is the applicant registered to vote? are they a resident of Lauderhill?) as well as the specific eligibility requirements for the board applied to (ex. do they meet age requirements? which zone are they a resident of?).

If the applicant is **not** eligible for the board they have applied to, staff will mark the application as 'Not Eligible' and send an e-mail to the applicant advising them that they are ineligible and explain why.

If the applicant **is** eligible for the board they have applied to, staff will confirm if there are any vacancies on the board. If **not**, staff will e-mail the applicant advising them that there is no vacancy on the board they applied for. The application will remain on file to be considered for any future vacancies for approximately 1 year, after which time the applicant will need to submit a new application. If **there is a vacancy** for the board to be appointed by an individual Commissioner or the board themselves, staff will send the application and any resume to the Commissioner and/or staff liaison for consideration; if the vacancy is to be appointed by the Commission as a Whole, staff will prepare an item for the next soonest City Commission meeting to be presented and considered by the Commission. Once the Commissioner or board making an appointment selects an individual, staff will also prepare that appointment for the next soonest Commission meeting.

Once an appointment has been placed on the City Commission meeting agenda, staff will contact the applicant with meeting information and agenda so the applicant may attend.

If the Commission approves an appointment at their meeting, staff will: update the board member list and provide to the staff liaison, contact the newly appointed board member to welcome them to the board and provide required documents as necessary, and schedule Sunshine Law training for new board members with the City Attorney's office.

Required Forms and Training

All board members are required to complete certain forms and training.

Sunshine Law and Ethics Training

All board members must complete a Sunshine Law and Ethics Training. The Code Enforcement board, pension boards, LHA, and SND Advisory Boards provide training for their own members; all other boards receive training with the City Attorney. This training should be scheduled by the City Clerk's office after the appointment of new members and is generally held via Zoom. Board members are required to attend a refresher training every two years for the duration of their board service.

All reporting boards have additional ethics requirements but **all boards** are subject to the Sunshine Law.

*Must be completed by members of: **ALL BOARDS***

Oath

All pension board members must sign an oath with the City Clerk's office within 10 days of appointment or election to their board.

Must be completed by members of: Confidential & Managerial Pension Board, Firefighters' Pension Board, General Employee Pension Board, Police Pension Board

Conflict Disclosure Affidavit

All board members (including pension boards, LHA, and SND advisory boards) must return a completed conflict disclosure affidavit to the City Clerk's office. This form is required even for board members that are city employees. The completed form must be signed and notarized.

If you or an immediate family member has a material interest in a business, it is an ethical violation under Florida law to conduct any business with the City of Lauderhill while serving as a board/committee member. A material interest is 5% or more ownership interest. If a business has a current contract with the city, they can continue the remainder of the current term so long as the contract existed prior to a member's appointment to the board. The business cannot renew or extend the contract and the contract may not constitute a continuing or frequently recurring contract, such as being engaged as a vendor on an as needed basis.

The conflict disclosure affidavit was implemented to ensure that the city is in full compliance with the State of Florida's ethics law. On this form you must indicate if you or an immediate family member currently do business with the City and, further, you must indicate any and all business

which you and any immediate family members have a material interest in. This is so that, even if the City does not currently have a contract with a business that you or your immediate family member has a material interest in, we may also be aware of any businesses to avoid engaging with them in the future so as to not create a conflict of interest. There are limited statutory exceptions which must be examined on an individual basis.

*Must be completed by members of: **ALL BOARDS***

Stipend Payment and Related Forms

All board members except those on pension boards, the LHA, and the SND advisory boards are eligible to receive a travel expense stipend from the City of Lauderhill in an amount of \$50.00 per meeting attended. This stipend payment will be processed every 3 months by the staff liaison for the board.

In order for the City to process such payments, eligible board members must complete the following forms:

- **W4**
- **Supplemental Information Form**
- **Direct Deposit Form** (note, this form must be submitted with supporting material of either a voided check or a prefilled direct deposit provided by the board member's bank)

Must be completed by members of: ACT Board, Charter Review Board, Civil Service Board, Code Enforcement Board, CBAB, EAB, LAHAC, P&Z Board, Public Art Committee, Recreation Advisory Board, YPAB, Youth Council

Form 1/Form 1F

The State of Florida requires members of certain boards to complete a Form 1 Statement of Financial Interests. Those individuals required to complete this form must submit a Form 1 within 30 days of their appointment and then annually by July 1 of each year that they are serving.

Members of any board that are required to complete a Form 1 are also required to complete a Form 1F, Final Statement of Financial Interests, ***upon the end of their term or leaving the board.*** The Form 1F must be submitted within 60 days of leaving office.

If you are a member of a board which requires completion of a Form 1/Form 1F and you do not submit your form by the required date you may be subject to fines from the State of Florida.

For any board members required to complete the Form 1/Form 1F, the City Clerk's office will enter your contact information into the Florida Commission on Ethics Electronic Financial Disclosure Management System (EFDMS) and the board member will receive an e-mail with information on accessing the system. All future Form 1 submissions will be submitted through

EFDMS. It is the board member's responsibility to keep an updated e-mail on file with the City Clerk's office so that the EFDMS may be kept up to date.

Must be completed by members of: Code Enforcement Board, Confidential & Managerial Pension Board, Firefighters' Pension Board, General Employee Pension Board, LHA, P&Z Board, Police Pension Board

Youth Council Parental Permission, Medical and Liability Waiver Form

This form must be completed by the parent or legal guardian for all members of the Youth Council.

Must be completed by members of: Youth Council

Board Membership

Attendance Requirements

In order to ensure that a quorum is established and boards may conduct their business, all board members are expected to regularly attend meetings and to inform the staff liaison if they will be absent for any reason. If a board member is regularly absent from board meetings, or if their lack of confirmed attendance contributes to the cancellation of a meeting due to lack of quorum, the staff liaison should communicate to the City Clerk's office so that they may advise the Commission. Board members may be removed for cause if they fail to attend 3 consecutive regular meetings or a total of 4 or more regular meetings during any twelve-month year (commencing April through March of each year). In the case of a board member in violation of this attendance requirement, the City Clerk's office will inform the Commissioner who made the appointment (if the board member was appointed by an individual Commissioner) and will move forward with preparing a Resolution for the next soonest City Commission meeting to remove the individual from the board.

Board Officers

Each board, with exceptions noted specifically in this manual, are to select a Chairperson and Vice-Chairperson. Unless otherwise required, a board should select a Chairperson and Vice-Chairperson on a yearly basis by majority vote of current board members. If a member is removed or resigns, designation of a new Chair and Vice-Chair should not be necessary unless the former member held either position. If the Chair's term ends for any reason, the Vice-Chair will become Chair and a new Vice-Chair should be selected; if the Vice-Chair's term ends for any reason, a new Vice-Chair should be selected.

The Chairperson's main responsibility is to preside over all board meetings - this includes calling the meeting to order and recognizing board members, speakers, and members of the public during discussion of items, as well as acknowledging the motions and actions taken per Robert's Rules of Order.

Another responsibility of the Chairperson is to communicate with the staff liaison regarding the agenda for board meetings – this means if the Chairperson would like an item included on the agenda they would advise the staff liaison but also that the staff liaison will keep the Chairperson informed of items that have been requested for the agenda, either by other board members or items that are recommended for consideration/discussion by City staff.

In the absence of the Chair, the Vice Chair will perform all of the above functions.

Role and Responsibilities of Staff Liaison

All boards, with the exception of the Pension Boards and the LHA, are assigned a staff liaison by the City Manager. Instead of a staff liaison, Pension Boards have a pension administrator who holds many of the same responsibilities as a staff liaison.

The staff liaison is the main administrative support for their board. This support includes a number of responsibilities and coordination between the board members and the City Clerk's office, City Administration, and the City Commission. The staff liaison's responsibilities include:

- Responsibilities with Board Members
 - Notify members of meeting dates and confirm attendance to ensure a quorum
 - Contact new board members with information on meeting schedule
 - Monitor board member attendance and inform the City Clerk's office of any member in violation of or at risk of violating the board attendance requirements
 - Processing stipend payments for eligible board members on a quarterly basis
- Responsibilities for Board Meetings
 - Reserving the meeting room for all board meetings
 - Preparing the public notice for all board meetings and submitting to the City Clerk's office at least 1 week ahead of the meeting date
 - In the event of a meeting cancellation, the staff liaison is responsible for preparing a cancellation notice and submitting to the City Clerk's office as well as notifying board members of the cancellation
 - Preparing the agenda for each meeting and distributing to the board members
 - Coordinating and confirming any guest presenters or speakers, as needed
 - Prepare all meeting materials (sign in sheets, attendance log, vote log, etc.)
 - Attending all board meetings and providing administrative support as needed
 - Recording all meeting actions to include in preparation of minutes
 - Preparing minutes for all board meetings
 - Once approved, minutes from all board meetings must be provided to the City Clerk's office within 1 week of finalization
- Responsibilities for Board Records
 - Retaining a complete file for each meeting to comply with Sunshine Law and the GS1-SL Retention Schedule
 - This includes any audio/video recording of the meeting; sign-in sheet; copy of all meeting materials handed out or displayed during the meeting; all agenda materials
 - These records must be collected and provided to the City Clerk's office within 1 week after each meeting

Public Meetings

Public Notice

Under the Sunshine Law, all board meetings are required to be properly noticed and open to the public. The Sunshine Law requires that we must provide reasonable notice of all meetings. The Broward County Code requires that an agenda is posted at least 48 hours prior to the meeting; the City of Lauderdale Lakes requires the public notice for each board meeting to be prepared by the staff liaison and submitted to the City Clerk's office to be posted no less than 1 week prior to the meeting to ensure adequate access to the public. The public notice must include meeting date, time, location, proposed agenda, and all backup materials.

Agenda

The agenda is a document that includes the order of business for a meeting, including a list of all items to be considered. It is the responsibility of the staff liaison for the board to prepare and distribute the agenda to board members, the City Clerk's office, and the public in a reasonable amount of time, prior to the meeting. Broward County Code requires this to be done no less than 48 hours prior to any public meeting.

Quorum

A quorum is the minimum number of board members that must be present in order for the board to take any action. If a quorum is not established the meeting will usually be canceled. For most boards, a quorum is the majority of members on the board but some boards have their own specific quorum requirement (these specific requirements are detailed elsewhere in this manual).

In order to count towards a quorum and vote on any items, a board member must be physically present at the meeting. There are very limited exceptions to the physical presence requirement. One exception is if a board member has an excused health or medical reason for being unable to attend; in this situation a board member may attend by telecommunication and vote on items, but they will not count toward the establishment of a quorum.

Public Participation

In compliance with state law, the Code requires all boards to provide members of the public with a reasonable opportunity to be heard on each agenda item. Anyone wishing to speak should sign in at the beginning of the meeting, if a sign in sheet is provided, or should raise their hand when the item is being read from the agenda or when the Chairperson opens discussion to the public.

Public input should be limited to 3 minutes, unless there is a consensus of the board to allow additional time. If there is a large number of individuals present as part of a group, one representative should speak on behalf of the group, rather than every individual speaking, or the time limit per person should be reduced.

Robert's Rules of Order

All board meetings are to be conducted in accordance with Robert's Rules of Order, which is a standard of parliamentary procedure governing how official business should be conducted. The core principle of Robert's Rules are to ensure that anyone wishing to participate in discussion on a topic has the opportunity to and that all discussions happen in an orderly, respectful manner, with decorum.

Parliamentary procedure dictates that the Chair (or Vice-Chair) is responsible for presiding over a meeting. This includes: calling the meeting to order; requesting the staff liaison to call roll; announcing the item of business at hand based on the agenda; recognizing speakers and any motions; repeat any motion, second, or amendment and requesting the staff liaison to call roll for a vote, as necessary; and remaining mindful of any time limit on individual speakers or presentations.

A more complete guide on parliamentary procedure is provided in the appendix but some of the most common actions that board members will use include:

- *Make a motion*: all items which require an action to be taken are made through making motion; only one motion can be taken at a time
- *Second the motion*: before discussing the motion, another member must second the motion
- *Make a motion to amend*: to make any changes to the current motion before the board
- *Table the motion*: to postpone a motion temporarily, usually until the next meeting
- *Make a motion to adjourn*: to call and end to the meeting

Minutes

Written minutes must be taken for all board meetings. The staff liaison is responsible for taking and preparing the minutes. Upon completion, minutes should be included as an item at the next soonest meeting and provided to the board for review or correction. The board must approve any minutes as an official act at a meeting.

Once approved by the board, final minutes for all meetings must be provided to the City Clerk's office to retain as a permanent public record.

By law, minutes must include:

- Meeting date
- Location of the meeting
- Time the meeting was called to order
- Names of all board members in attendance
- Brief summary of any meeting activity or discussion
 - Any presentation materials shown or distributed at the meeting should be attached to the minutes as reference
- Documentation of all official actions taken including:
 - All motions/second and the name of the member making the motion/second
 - All votes including the name of the member and how they voted
 - The final result of all votes taken
- Time the meeting was adjourned

Sunshine Law and Ethics Codes

Sunshine Law

Florida's Government-in-the-Sunshine Law, otherwise known as Sunshine Law, applies when two or more members of the same elected or appointed public board meet to discuss or take action on any matter which may foreseeably come before them in their official capacity. This means if two or more members of the same board discuss anything that might possibly come before their board, the Sunshine Law applies. The Sunshine Law is contained in chapters 119 and 286 of the Florida Statutes.

The basic requirements of the Sunshine Law are that all meetings of public boards are open to the public, reasonable notice of the meetings must be given, and minutes of said meetings must be taken and promptly recorded and be open to the public. The preparation and posting of the public notice and minutes for the boards is the responsibility of the staff liaison.

Board members are not prohibited from discussing board related business with any member of staff or a non-board member, but those individuals cannot act as a pass through for information to be shared between board members.

Board members are also allowed to discuss non-board related topics with other board members. However, it is important to understand that even if a matter has not yet come before the board, if there is a possibility that it might, any discussion is subject to the Sunshine Law and must only happen at a properly noticed public meeting.

Under the Sunshine Law, all board meetings are open to the public and may not discriminate on the basis of sex, age, race, creed, color, origin, or economic status. Anyone may attend any board meeting and will be allowed to participate in an orderly manner. As part of being open to the public, this also means that anyone may videotape, record, or photograph any and all proceedings during public meetings so long as their actions are non-disruptive to the proceedings.

For any matter that a board may vote on, the Sunshine Law requires that the vote must be public and no secret ballots may be used. All members of the board are required to vote and a vote must be counted for each member present. Members may not abstain from voting unless there is a conflict of interest which must be verbally disclosed and included as a matter of the record. If a member abstains due to a conflict of interest they are required by the State of Florida to complete a Form 8B within 15 days of the matter coming before the board.

If a board member knowingly violates the Sunshine Law they may be guilty of a second degree misdemeanor which is punishable by a fine of \$500.00 and a jail term not exceeding 60 days. An unintentional violation may still be prosecuted as a non-criminal infraction and can carry a penalty of up to \$500.00.

Code of Ethics

According to the State of Florida Code of Ethics for Public Officers and Employees, members of all boards and committees are considered public officials and must comply with the Code of Ethics. (See Florida statutes, Chapter 112).

The Broward County Code of Ethics generally speaks to elected officials, but all board members are considered covered individuals and state law says ethics codes apply to all boards.

As a board member you are prohibited from:

- Soliciting or accepting gifts
 - This includes accepting anything of value (gift, reward, favor, etc.) based on an understanding that any action you take will be influenced by accepting it
 - Board members that are required to file a Form 1 are prohibited from soliciting any gift from a vendor, political committee, or lobbyist if the gift is for personal benefit
 - Board members that are required to file a Form 1 are prohibited from accepting, directly or indirectly, any gift from a vendor, political committee, or lobbyist with a value in excess of \$100.00
 - Any gift above the \$100.00 threshold must be reported using a Form 9 (Quarterly Gift Disclosure)
- Doing business with one's agency (City of Lauderhill)
 - This includes any business you or an immediate family member has a material interest in (i.e. owns more than 5% interest)
 - For more information see the [Conflict Disclosure Affidavit](#)

Appendices

Appendix A - Checklists

New Board Members Checklist

- Received confirmation of appointment
- Complete required forms (submit to City Clerk's office)
 - Conflict Disclosure Affidavit
 - Form 1
 - W4
 - Supplemental Information Form
 - Direct Deposit Form
 - Youth Council Parental Permission, Medical and Liability Waiver Form
- Complete Sunshine Law and Ethics training
 - Complete oath with City Clerk's office (Pension Boards Only)
- Sworn in
- Staff liaison contacted with meeting information
- Attend meetings!

Staff Liaison Checklist

In General

- Received updated board list with new member
 - Contact new board member with meeting information
- Monitor board member attendance
 - Contact City Clerk's office for any member at risk or in violation of attendance requirements
- Process board stipend payments (every 3 months)

Prepare For Meetings

- Reserve room
- Prepare notice and provide to City Clerk's office (1 week prior)
 - Prepare and provide cancellation notice if necessary
- Confirm board member attendance and quorum
- Prepare agenda
 - Distribute to board members and City Clerk's office (minimum 48 hours prior)
 - Confirm speakers/presenters
- Prepare meeting materials (sign in, attendance log, vote log, etc.)

At Meetings

- Record attendance and all meeting actions for minutes
- Retain copies of all meeting materials including presentations and handouts

After Meetings

- Prepare and distribute minutes to board members and City Clerk's office
- Retain copies of all meeting materials and provide to City Clerk's office within 1 week of meeting
 - Includes audio/video recording of the meeting; sign-in sheet; copy of all meeting materials handed out or displayed during the meeting; all agenda materials

Staff Checklists for Board Appointments

New Application Received:

- Regularly check for terms that will expire soon (or have already expired)
 - Sent automatic e-mail inviting board member to reapply
- Application is received? Review eligibility criteria based on board applied to
 - Are they a registered voter?
 - Are they a Lauderhill resident? How long?
 - How old are they?
 - Do they have a contract or do business with the City?
- If the applicant is **not eligible**:
 - Change application status to 'Not Eligible'
 - E-mail applicant to inform them why they are not eligible
- If the applicant **is eligible**:
 - Change application status to 'Eligible'
 - Confirm if there is a vacancy on the board applied to
 - If there **is no vacancy**, e-mail the applicant to inform them that there is no current vacancy and that their application will be held for 1 year
 - If there **is a vacancy**, who makes the appointment?
 - Commission as a Whole
 - Individual Commissioner
 - Board

Processing Appointments made by an Individual Commissioner:

- E-mail a copy of any application/resume to the Commissioner and their aide, informing them that they have a vacancy on the subject board and that the application has been received and is attached for their review.
 - The Commissioner may wish to meet with the applicant (if so, this is something their aide will coordinate)
- If the Commissioner **approves** the appointment, move forward with placing the appointment on the City Commission meeting agenda
- If the Commissioner **does not** approve the appointment, and no other vacancy exists, e-mail the applicant to inform them that they were not selected but their application may be held on file for 1 year

Processing Appointments made by the Board:

- E-mail a copy of any application/resume to the staff liaison for the board, informing them that there is a vacancy on the subject board and that the application has been received and is attached for their review.
 - The board will consider the application at an upcoming meeting and may wish to invite the applicant (if so, this is something the staff liaison will coordinate)
- If the board **approves** the appointment, move forward with placing the appointment on the City Commission meeting agenda

- If the board **does not** approve the appointment, and no other vacancy exists, e-mail the applicant to inform them that they were not selected but their application may be held on file for 1 year

Processing Appointments made by the Commission as a Whole:

- Prepare the appointment to be placed on the City Commission meeting agenda
- Once the agenda has been published, e-mail the applicant with a copy of the agenda and the meeting information so they may attend

Appointment Approved by Commission

- Update board list
 - Save a copy in Laserfiche
 - E-mail a copy to staff liaison
- Contact appointed board member
 - If board member was **reappointed** confirm they have already completed all required paperwork
 - All Pension Board members must complete a new oath upon reappointment
 - If any paperwork is still required, include the necessary forms in e-mail
 - If board member is a **new appointment** send welcome to the board and:
 - Include required forms (*note: not all forms are required for all boards, only send the required forms*):
 - Conflict Disclosure Affidavit
 - W4
 - Direct Deposit
 - Supplemental Information Form
 - Youth Council Parental Permission Waiver
 - Form 1 Information
 - If the Form 1 is required, ensure their information has been entered into the Commission on Ethics EFDMS and follow up to ensure it is submitted within 30 days
 - Schedule Sunshine Law and Ethics training with City Attorney
 - Schedule appointment for board member to come to City Hall to complete oath (pension boards only)

Removal from Board or Expiration of Term

- If a board member that completes a Form 1 is removed from or resigns from a board (or if their term ends and they do not wish to be reappointed)
 - Update their information in EFDMS as soon as possible so they are sent a Form 1F
 - Follow up to ensure it is submitted within 60 days
- If a board member is in violation of attendance requirements:
 - If appointed by an individual Commissioner, notify them and advise of the pending removal

Appendix B - Forms
Conflict of Interest Affidavit

CITY CONFLICT DISCLOSURE AFFIDAVIT

You are required to disclose all Business Relationships that you and your immediate family members have a material interest in (5% or more). As a city board or committee member, you are considered a public official. If you or an immediate family member has a material interest in the business, it is an ethical violation to conduct any business with the City of Lauderhill while serving as a board/committee member. Any businesses that you/your immediate family members hold material interests in are not permitted to enter into any business transactions with the City of Lauderhill during your term as board/committee member.

If the business has a current contract with the City of Lauderhill, they can continue the remainder of the current term of any contract that existed *prior* to your appointment to the board. The business cannot renew or extend that existing contract.

Business transactions include the receipt of any city funding in the form of any loan, grant, funding, donations, or consideration of any kind from the City of Lauderhill during your term in office. The City of Lauderhill reserves the right, in its sole discretion, to not provide loans, grants, funding or donations to any board or committee member. Further, if any qualifying business transaction is conducted with the city, you may be removed from the board or committee.

Business Relationship shall mean any form of business entity, any principle of any business entity, any contract, any subcontractor, any independent contractor, any agreement, any firm ownership, any association, any joint venture, any partnership, any estate, any trusts, any business trusts, any syndicates, any fiduciaries, and all other business organizations or combinations, or any financial relationships owned or controlled or having a material interest in by you, or any immediate family members. "Immediate family members" means your spouse or your children.

Section 1. Do you or any of your immediate family members conduct business with the City?

Yes No

Section 2. Please list below all specific details regarding any Business Relationships that you or any immediate family members have with any entities. Use additional pages if necessary.

<u>Name and Relationship To</u> <u>Board Member</u>	<u>Name of Business</u>	<u>Details of Business Relationship</u>
_____	_____	_____
_____	_____	_____

Section 3. I have read and understand the Conflict Disclosure Affidavit. I have disclosed all information required by this disclosure. **I will update this disclosure form immediately if relevant circumstances change.** I understand that this disclosure is a public record. I understand that if loans, grants, funding or donations are made based upon any misrepresentations or non-disclosure of information in this Affidavit, then the City has the right to cancel, reverse or terminate any such loan grant, funding, donation or transaction. I further understand that if I, or any of my or my immediate family members' business entities, enter into any business transaction with the City of Lauderhill during my term on the board or committee, that I may be removed from office.

Print your name: _____ Date signed: _____
 Sign your name: _____

STATE OF FLORIDA
COUNTY OF BROWARD

I HEREBY CERTIFY AND ACKNOWLEDGE that on this day in the county and state aforesaid, before me, an officer duly authorized and acting, personally appeared _____, by means of physical presence, who is personally known to me to be the person or who has produced _____ as identification and who signed the foregoing instrument for the uses and purposes mentioned therein.

WITNESS my hand and official seal in the county and state last aforesaid, this ___ day of _____, 202__.

(My Commission Expires - Seal)

NOTARY PUBLIC-STATE OF FLA SIGNATURE

 Name [printed, typed or stamped]

Direct Deposit Form



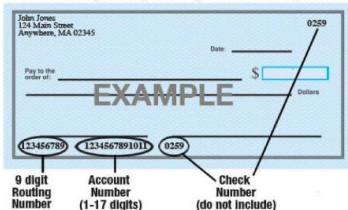
I Hearby authorize the City of Lauderhill to send credit entries, as well as make adjustments and debit entries, as appropriate to the account(s) below:

Employee Name: _____

Address: _____

Phone Number: _____

Attach a voided check or direct deposit form (filled out by bank) for each bank account



Account #1:

Type of Account: Checking Savings (Check One)

Name of Financial Institution: _____

Account #: _____

Routing #: _____

If a second account is needed, please ensure you write an exact amount that will be deposited into the second account, not a percentage.

Account #2:

Type of Account: Checking Savings (Check One)

Name of Financial Institution: _____

Account #: _____

Routing #: _____

Amount: \$ _____

Employee's Signature: _____

Date: _____

Form 1

2023 Form 1 - Statement of Financial Interests

Liabilities	
LIABILITIES (Major debts valued over \$10,000): (If you have nothing to report, write "none" or "n/a")	
Name of Creditor	Address of Creditor

Interests in Specified Businesses
INTERESTS IN SPECIFIED BUSINESSES (Ownership or positions in certain types of businesses): (If you have nothing to report, write "none" or "n/a")
Business Entity # 1

Training
Based on the office or position you hold, the certification of training required under Section 112.3142, F.S., is not applicable to you for this form year.

E-FILING SAMPLE

2023 Form 1 - Statement of Financial Interests

Secondary Sources of Income			
SECONDARY SOURCES OF INCOME (Major customers, clients, and other sources of income to businesses owned by the reporting person) (If you have nothing to report, write "none" or "n/a")			
Name of Business Entity	Name of Major Sources of Business' Income	Address of Source	Principal Business Activity of Source

Real Property
REAL PROPERTY (Land, buildings owned by the reporting person) (If you have nothing to report, write "none" or "n/a")
Location/Description

Intangible Personal Property	
INTANGIBLE PERSONAL PROPERTY (Stocks, bonds, certificates of deposit, etc. over \$10,000) (If you have nothing to report, write "none" or "n/a")	
Type of Intangible	Business Entity to Which the Property Relates

E-FILING SAMPLE

2023 Form 1 - Statement of Financial Interests

General Information

Name: DISCLOSURE FILER
 Address: SAMPLE ADDRESS PID SAMPLE
 County: SAMPLE COUNTY

AGENCY INFORMATION

Organization	Suborganization	Title
SAMPLE	SAMPLE	SAMPLE

Disclosure Period

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2023 .

Primary Sources of Income

PRIMARY SOURCE OF INCOME (Over \$2,500) (Major sources of income to the reporting person)
 (If you have nothing to report, write "none" or "n/a")

Name of Source of Income	Source's Address	Description of the Source's Principal Business Activity

2023 Form 1 - Statement of Financial Interests

Signature of Filer
<p>Digitally signed:</p> <p>Filed with COE:</p>

E-FILING SAMPLE

Oath of Office - Pension Board

MAYOR
Ken Thurston

VICE MAYOR
Lawrence "Jabbow" Martin

COMMISSIONERS
Melissa P. Dunn
Denise D. Grant
Sara "Ray" Martin

CITY OF LAUDERHILL



CITY MANAGER
Desorae Giles-Smith, CM
Kennie Hobbs, Jr., DCM

CITY ATTORNEY
Angel Petti Rosenberg, Esq.

CITY CLERK
Andrea M. Anderson

CITY CLERK

STATE OF FLORIDA
COUNTY OF BROWARD

Before me, an office authorized to administer oaths, personally appeared **MEMBER NAME** to me will ~~known~~, who, being sworn, says that **he** is a member of the **Lauderhill Pension Board elected by the Employees** to administer the **LAUDERHILL PENSION BOARD**, and that **he** will diligently and honestly administer the affairs of the said Board, and that **he** will not knowingly violate or willingly permit to be violated any of the provision of the law applicable to the system.

MEMBER NAME
Signature of Board Member

Sworn to and subscribed before me this _____ day of _____, 20____, in the City of Lauderhill, Broward County, Florida.

Andrea M. Anderson
City Clerk

APPOINTMENT: Resolution No. 24R-01-01
EXPIRES: FEBRUARY 2028

5581 W. Oakland Park Blvd., Lauderhill, FL 33313

Supplemental Information Form



EMPLOYEE NAME (PLEASE PRINT): _____

DATE OF BIRTH: _____

DATE ELECTED: _____

SOCIAL SECURITY NUMBER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DEPARTMENT: (To be completed by staff) _____

DIVISION: (To be completed by staff) _____

MEETING RATE (\$25 OR \$50): (To be completed by staff) _____

SIGNATURE OF EMPLOYEE: _____

DATE: _____

W-4

Form W-4 Department of the Treasury Internal Revenue Service	Employee's Withholding Certificate Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.	OMB No. 1545-0074 <div style="font-size: 2em; font-weight: bold;">2023</div>	
Step 1:	(a) First name and middle initial	Last name	(b) Social security number
Enter Personal Information	Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		
Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.			
Step 2:	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.		
Multiple Jobs or Spouse Works	Do only one of the following. (a) Reserved for future use. (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate <input type="checkbox"/>		
	TIP: If you have self-employment income, see page 2.		
Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)			
Step 3:	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 \$ _____ Multiply the number of other dependents by \$500 \$ _____ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here		3 \$
Step 4 (optional):	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income		4(a) \$
Other Adjustments	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here		4(b) \$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period . .		4(c) \$
Step 5:	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
Sign Here	_____ Employee's signature (This form is not valid unless you sign it.)		_____ Date
Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)

General Instructions

Section references are to the Internal Revenue Code.

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2023 if you meet both of the following conditions: you had no federal income tax liability in 2022 and you expect to have no federal income tax liability in 2023. You had no federal income tax liability in 2022 if (1) your total tax on line 24 on your 2022 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2023 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2024.

Your privacy. If you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c).

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay income and self-employment taxes through withholding from your wages, you should enter the self-employment income on Step 4(a). Then compute your self-employment tax, divide that tax by the number of pay periods remaining in the year, and include that resulting amount per pay period on Step 4(c). You can also add half of the annual amount of self-employment tax to Step 4(b) as a deduction. To calculate self-employment tax, you generally multiply the self-employment income by 14.13% (this rate is a quick way to figure your self-employment tax and equals the sum of the 12.4% social security tax and the 2.9% Medicare tax multiplied by 0.9235). See Pub. 505 for more information, especially if the sum of self-employment income multiplied by 0.9235 and wages exceeds \$160,200 for a given individual.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

If you (and your spouse) have a total of only two jobs, you may check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2023 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b)—Multiple Jobs Worksheet (Keep for your records.)



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables.

- 1 **Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip** to line 3 1 \$ _____

- 2 **Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
 - a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a 2a \$ _____
 - b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b 2b \$ _____
 - c Add the amounts from lines 2a and 2b and enter the result on line 2c 2c \$ _____

- 3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. 3 _____

- 4 **Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) 4 \$ _____

Step 4(b)—Deductions Worksheet (Keep for your records.)



- 1 Enter an estimate of your 2023 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income 1 \$ _____

- 2 Enter: $\left\{ \begin{array}{l} \bullet \$27,700 \text{ if you're married filing jointly or a qualifying surviving spouse} \\ \bullet \$20,800 \text{ if you're head of household} \\ \bullet \$13,850 \text{ if you're single or married filing separately} \end{array} \right\}$ 2 \$ _____

- 3 If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-" 3 \$ _____

- 4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information 4 \$ _____

- 5 **Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 5 \$ _____

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Surviving Spouse

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$0	\$850	\$850	\$1,000	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,870
\$10,000 - 19,999	0	930	1,850	2,000	2,200	2,220	2,220	2,220	2,220	2,220	3,200	4,070
\$20,000 - 29,999	850	1,850	2,920	3,120	3,320	3,340	3,340	3,340	3,340	4,320	5,320	6,190
\$30,000 - 39,999	850	2,000	3,120	3,320	3,520	3,540	3,540	3,540	4,520	5,520	6,520	7,390
\$40,000 - 49,999	1,000	2,200	3,320	3,520	3,720	3,740	3,740	4,720	5,720	6,720	7,720	8,590
\$50,000 - 59,999	1,020	2,220	3,340	3,540	3,740	3,760	4,750	5,750	6,750	7,750	8,750	9,610
\$60,000 - 69,999	1,020	2,220	3,340	3,540	3,740	4,750	5,750	6,750	7,750	8,750	9,750	10,610
\$70,000 - 79,999	1,020	2,220	3,340	3,540	4,720	5,750	6,750	7,750	8,750	9,750	10,750	11,610
\$80,000 - 99,999	1,020	2,220	4,170	5,370	6,570	7,600	8,600	9,600	10,600	11,600	12,600	13,460
\$100,000 - 149,999	1,870	4,070	6,190	7,390	8,590	9,610	10,610	11,660	12,860	14,060	15,260	16,330
\$150,000 - 239,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,580	16,780	17,850
\$240,000 - 259,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,580	16,780	17,850
\$260,000 - 279,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,580	16,780	18,140
\$280,000 - 299,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,870	17,870	19,740
\$300,000 - 319,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,470	15,470	17,470	19,470	21,340
\$320,000 - 364,999	2,040	4,440	6,760	8,550	10,750	12,770	14,770	16,770	18,770	20,770	22,770	24,640
\$365,000 - 524,999	2,970	6,470	9,890	12,390	14,890	17,220	19,520	21,820	24,120	26,420	28,720	30,880
\$525,000 and over	3,140	6,840	10,460	13,160	15,860	18,390	20,890	23,390	25,890	28,390	30,890	33,250

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$310	\$890	\$1,020	\$1,020	\$1,020	\$1,860	\$1,870	\$1,870	\$1,870	\$1,870	\$2,030	\$2,040
\$10,000 - 19,999	890	1,630	1,750	1,750	2,600	3,600	3,600	3,600	3,600	3,760	3,960	3,970
\$20,000 - 29,999	1,020	1,750	1,880	2,720	3,720	4,720	4,730	4,730	4,890	5,090	5,290	5,300
\$30,000 - 39,999	1,020	1,750	2,720	3,720	4,720	5,720	5,730	5,890	6,090	6,290	6,490	6,500
\$40,000 - 59,999	1,710	3,450	4,570	5,570	6,570	7,700	7,910	8,110	8,310	8,510	8,710	8,720
\$60,000 - 79,999	1,870	3,600	4,730	5,860	7,060	8,260	8,460	8,660	8,860	9,060	9,260	9,280
\$80,000 - 99,999	1,870	3,730	5,060	6,260	7,460	8,660	8,860	9,060	9,260	9,460	10,430	11,240
\$100,000 - 124,999	2,040	3,970	5,300	6,500	7,700	8,900	9,110	9,610	10,610	11,610	12,610	13,430
\$125,000 - 149,999	2,040	3,970	5,300	6,500	7,700	9,610	10,610	11,610	12,610	13,610	14,900	16,020
\$150,000 - 174,999	2,040	3,970	5,610	7,610	9,610	11,610	12,610	13,750	15,050	16,350	17,650	18,770
\$175,000 - 199,999	2,720	5,450	7,580	9,580	11,580	13,870	15,180	16,480	17,780	19,080	20,380	21,490
\$200,000 - 249,999	2,900	5,930	8,360	10,660	12,960	15,260	16,570	17,870	19,170	20,470	21,770	22,880
\$250,000 - 399,999	2,970	6,010	8,440	10,740	13,040	15,340	16,640	17,940	19,240	20,540	21,840	22,960
\$400,000 - 449,999	2,970	6,010	8,440	10,740	13,040	15,340	16,640	17,940	19,240	20,540	21,840	22,960
\$450,000 and over	3,140	6,380	9,010	11,510	14,010	16,510	18,010	19,510	21,010	22,510	24,010	25,330

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$620	\$860	\$1,020	\$1,020	\$1,020	\$1,020	\$1,650	\$1,870	\$1,870	\$1,890	\$2,040
\$10,000 - 19,999	620	1,630	2,060	2,220	2,220	2,220	2,850	3,850	4,070	4,090	4,290	4,440
\$20,000 - 29,999	860	2,060	2,490	2,650	2,650	3,280	4,280	5,280	5,520	5,720	5,920	6,070
\$30,000 - 39,999	1,020	2,220	2,650	2,810	3,440	4,440	5,440	6,460	6,880	7,080	7,280	7,430
\$40,000 - 59,999	1,020	2,220	3,130	4,290	5,290	6,290	7,480	8,680	9,100	9,300	9,500	9,650
\$60,000 - 79,999	1,500	3,700	5,130	6,290	7,480	8,680	9,880	11,080	11,500	11,700	11,900	12,050
\$80,000 - 99,999	1,870	4,070	5,690	7,050	8,250	9,450	10,650	11,850	12,260	12,460	12,870	13,820
\$100,000 - 124,999	2,040	4,440	6,070	7,430	8,630	9,830	11,030	12,230	13,190	14,190	15,190	16,150
\$125,000 - 149,999	2,040	4,440	6,070	7,430	8,630	9,980	11,980	13,980	15,190	16,190	17,270	18,530
\$150,000 - 174,999	2,040	4,440	6,070	7,980	9,980	11,980	13,980	15,980	17,420	18,720	20,020	21,280
\$175,000 - 199,999	2,190	5,390	7,820	9,980	11,980	14,060	16,360	18,660	20,170	21,470	22,770	24,030
\$200,000 - 249,999	2,720	6,190	8,920	11,380	13,680	15,980	18,280	20,580	22,090	23,390	24,690	25,950
\$250,000 - 449,999	2,970	6,470	9,200	11,660	13,960	16,260	18,560	20,860	22,380	23,680	24,980	26,230
\$450,000 and over	3,140	6,840	9,770	12,430	14,930	17,430	19,930	22,430	24,150	25,650	27,150	28,600

Youth Council Parental Permission, Medical and Liability Waiver Form



**CITY OF LAUDERHILL
YOUTH COUNCIL PARENTAL PERMISSION,
MEDICAL AND LIABILITY WAIVER FORM**

Member Name: _____
(Please Print)
 Home Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone: (H) _____ (W) _____ (Cell/Other) _____
 School Enrolled: _____ Student E-Mail: _____
 Gender: _____ Date of Birth: _____
 Emergency Contact: _____ Relationship: _____
 Telephone: (H) _____ (W) _____ (Cell/Other) _____

Emergency Medical Consent and Authorization for Treatment

In the event of an injury/illness that requires medical treatment, your child's medical insurance will be the primary insurance.

Insurance Company

Name: _____

Policy

Number: _____ Telephone: _____

I hereby give permission to the staff to secure proper treatment for my child in the event of illness/injury, if I cannot be reached. I give permission to the physician selected by the staff to hospitalize my child and to authorize the necessary treatment, including anesthesia and surgery.

Liability Waiver and Photograph/Media Consent

I hereby declare that I am the legal parent/guardian of the above named participant and give my consent for his/her participation in the City of Lauderhill Youth Council. In consideration of my child being permitted to participate, I hereby release, waive, indemnify and hold harmless the City of Lauderhill, their agents, employees or volunteers from any and all liability for all injury, loss, damage and/or claim of damages to the person or property of my child during his/her participation with the City of Lauderhill's Youth Council, or its agents. I understand that my child is participating at his/her own risk. I hereby agree to allow my child to be photographed and/or videotaped during his/her participation in activities. I further authorize the use of such photos and/or videos for any promotional and/or documentary purposes without compensation.

Parent/Guardian Name (Please Print): _____

Signature: _____ Date: _____

(Revised 4/10/13)

Appendix C - Robert's Rules of Order References

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. *Robert's Rules* will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of *Robert's Rules*, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using *Robert's Rules* is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion,** *stand and address the chair.*
- **If you approve the motion as is,** *vote for it.*
- **If you disapprove the motion,** *vote against it.*
- **If you approve the idea of the motion but want to change it,** *amend it or submit a substitute for it.*
- **If you want advice or information to help you make your decision,** *move to refer the motion to an appropriate quorum or committee with instructions to report back.*
- **If you feel they can handle it better than the assembly,** *move to refer the motion to a quorum or committee with power to act.*
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered,** *move to lay the motion on the table.*
- **If you want time to think the motion over,** *move that consideration be deferred to a certain time.*
- **If you think that further discussion is unnecessary,** *move the previous question.*
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee,** *move the motion be recalled.*
- **If you think that the assembly should give further consideration to a matter already voted upon,** *move that it be reconsidered.*
- **If you do not agree with a decision rendered by the chair,** *appeal the decision to the assembly.*
- **If you think that a matter introduced is not germane to the matter at hand,** *a point of order may be raised.*
- **If you think that too much time is being consumed by speakers,** *you can move a time limit on such speeches.*
- **If a motion has several parts, and you wish to vote differently on these parts,** *move to divide the motion.*

PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temperature, etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

*Not amendable

PARLIAMENTARY PROCEDURE AT A GLANCE

		Debatable	Amendable	Can Be Reconsidered	Requires 2/3 Vote
Privileged Motions	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	Yes	Yes	No
	Call for Order of Day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objection to Consideration of a Question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Read Papers	No	No	Yes	No
	Suspend the Rules	No	No	No	Yes
	Withdraw a Motion	No	No	Yes	No
Subsidiary Motions	Lay on the Table	No	No	Yes	No
	The Previous Question (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes	No
	Refer to Committee	Yes	Yes	Yes	No
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes	No
Main Motion	Main or Procedural Motion	Yes	Yes	Yes	No

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

PLEASE NOTE: many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...," state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion) . . ., is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that. . ."

Another member seconds the motion.

The Chair repeats the motion and says, "Is there any discussion?"

To improve the motion, a member rises, receives recognition and says, "I move to amend the motion by . . ."

Another member seconds the amendment.

The Chair repeats the amendment and says, "Is there any discussion on the amendment?"

To improve the amendment, a member rises, receives recognition, and says, "I move to amend the amendment by . . ."

Another member seconds the amendment.

The Chair repeats the amendment to the amendment and says, "Is there any discussion on the amendment to the amendment?"

- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.

