

## **Public Relations Advisory Committee**

**Resolution 09-39** Repealed Res. 03-21 Public Relations Advisory Committee

**Resolution 03-21** Repealed Res. 91-44 Public Relations Advisory Committee

**Resolution 91-44** Established the Public Relations Advisory Committee

## RESOLUTION 09-39

**A RESOLUTION ESTABLISHING THE PUBLIC RELATIONS ADVISORY ACTION COMMITTEE; PROVIDING FOR MEMBERSHIP; PROVIDING FOR TERMS OF OFFICE; PROVIDING FOR ORGANIZATIONAL STRUCTURE; PROVIDING FOR DUTIES; PROVIDING FOR REPORTING RESPONSIBILITY; PROVIDING FOR RECORD KEEPING; PROVIDING FOR THE INCORPORATION OF CITY ORDINANCES OR RESOLUTIONS AS AMENDATORY HERETO; PROVIDING THAT THERE IS NO PROPERTY RIGHT IN SUCH OFFICE; PROVIDING FOR A REVIEW BY THE CITY COMMISSION TO CONTINUE THE COMMITTEE'S EXISTENCE; REPEALING RESOLUTION 2003-21 AND INCONSISTENT RESOLUTIONS AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.**

**WHEREAS**, the City Commission desires to amend and restate the resolution establishing the Public Relations Advisory Action Committee pursuant to suggestions from the Committee; now therefore

**BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DUNEDIN, FLORIDA, IN SESSION DULY AND REGULARLY ASSEMBLED:**

### SPECIAL PROVISIONS

Section 1. Committee Established. That the City Commission of the City of Dunedin, Florida, hereby establishes a citizens committee to assist the City Commission as is hereinafter set forth. This citizens committee shall be named the Public Relations Advisory Action Committee. The Committee, once established, shall continue in existence until further resolution of the City Commission.

Section 2. Committee Duties. The Committee shall be advisory to the City Commission, the City Manager and his/her Staff, Departments of the City and to the General Public. The primary duties of the Committee shall be to make recommendation as to specific issues and areas of concern which warrant special efforts to provide information to the public; make recommendations on specific methods for enhancing the effectiveness of official communications between City government, the citizens of Dunedin and the general public; make recommendations to improve the City website and other forms of communication as to scope and effectiveness; review official City documents and publications for public distribution; make recommendations on their effectiveness in terms of content, format and distribution; monitor the effectiveness of programs and services provided on the city government access cable channel and make recommendations on the types of programs that may be produced, and on promotion of the channel; and to undertake special projects related to public relations as the City Commission may from time to time direct. The Committee may initiate such efforts and investigations as deemed appropriate including, but not limited to, surveys and public feedback forums in order to be properly informed and to provide the greatest degree of assistance to the City Commission, the City Manager, and his/her staff, Departments of the City and to the General Public.

Section 3. Membership; Terms. The Committee shall consist of seven (7) members, who serve for terms of three (3) years. All members of the Committee shall be residents of the City of Dunedin and shall be appointed pursuant to Resolution 91-44 as it now exists

or as it may hereafter be amended. No person shall be eligible for appointment who currently serves on two or more City boards or committees unless such person resigns from a board or committee prior to or coincident to commencing service to the Committee. The initial appointments shall be four (4) members for three (3) years and three (3) members for two (2) years. All subsequent appointments shall be for three (3) year terms. The City Commission may in its discretion from time to time, name ex officio members to the Committee as it deems appropriate from time to time. Ex officio members may participate in all meetings but shall not vote.

## **GENERAL PROVISIONS**

**Section 1. Organization: Quorum.** The members of the Committee shall select from their own membership a Chairman, Vice chairman and Secretary for a one year term and the Committee shall organize itself as it deems proper in order to appropriately carry out the duties assigned to it, including the enactment of rules of procedure. Roberts Rules of Procedure, newly revised shall be used for procedural rules in the absence of the adoption of alternative procedures. A majority of members of the Committee shall constitute a quorum necessary for the conduct of business of the Committee and meetings shall be held at the call of the Chairman, or in his absence the Vice Chairman or at the call of a majority of regular members of the Committee or the City Manager. The Committee shall meet as often as necessary to achieve its goals and perform its duties, but shall meet not less often than quarterly.

**Section 2. Records: Meetings.** All records and minutes of the Committee shall be filed with the City Clerk and shall be subject to the Public Records Law, Chapter 119 F.S. All such records shall be retained as is otherwise designated by the City Manager. The Committee will receive such support from the City Manager's staff as is available through coordination with the office of the City Clerk or the office of the City Manager. All meetings shall be open to the public and shall be conducted in a manner that is consistent with Chapter 286 F.S. The meetings shall be held at such times and places as will make them accessible to members of the public. It shall be the obligation of the chairman to inform the City Clerk of the time and place of meetings so that notices of such meetings can be properly posted or otherwise disseminated.

**Section 3. Reimbursement of Expenses.** Members of the Committee shall serve without compensation but shall be reimbursed for any necessary and reasonable expenses incurred in the conduct of the business of the Committee, if such expenses have received approval by the City Commission prior to their expenditure.

**Section 4. Reports.** The Committee shall, not less often than once a year, make a written report to the City Commission. The written report shall detail the accomplishments of the Committee for the preceding year and the Committee's current and future project and goals. This report shall be submitted by March 31st of each year. At the Committee's option the Chairman of the Committee or such other person as the Committee shall designate may make a personal report to the City Commission; in such event the City Clerk shall advise the Chairman of the Committee when such report has been placed on the agenda of the City Commission. The Chairman shall report to the Commission on the work of the Committee, on any problems or concerns that the Committee is experiencing and on the current and future projects that the Committee desires to undertake.

**Section 5. Compliance with the Ordinances.** The Committee shall comply with and abide by all ordinances or resolution of the Commission that are generally applicable to the Boards and Committees of the City of Dunedin. The City Clerk and the Chairman shall coordinate to insure that the Chairman is aware of all such generally applicable ordinances or resolutions and the chairman shall make these matters known to the members of the Committee at the earliest available opportunity. Such matters shall include but not be limited to attendance requirements, voting procedures, abstention from voting, filing of notices of conflict, the requirements of laws regarding ethics in the conduct of the public business, removal from office of members and similar matters of general concern. All existing or future ordinances or resolutions generally applicable to the Committee shall be deemed to be incorporated herein and by reference made a part of this resolution.

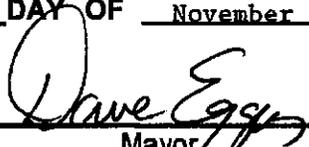
**Section 6. Appointment and Removal.** Appointment to the Committee shall not constitute a property right in the meaning of the Constitution of the United States or the State of Florida and the members of the Committee shall be appointed to and removed from the Committee in the manner as deemed appropriate by the City Commission, in its sole discretion. The members of the Committee shall serve at the pleasure of the City Commission.

**Section 7. Continuance of Committee.** No later than three (3) years from the establishment of the Committee and every third year thereafter, the City Commission shall place on its agenda and shall discuss whether or not the Committee should continue in existence, whether or not its functions and duties are appropriate because of change in circumstances and all other matters relevant to the continuing existence of the Committee.

**Section 8. Repeal.** Resolution 03-21 and all prior resolutions or parts thereof inconsistent herewith are hereby repealed.

**Section 9. Effective Date.** This Resolution shall become effective immediately upon passage and adoption.

**PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF DUNEDIN, FLORIDA, THIS 5th DAY OF November, 2009.**

  
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Mayor

ATTEST:

  
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City Clerk