

## **Committee on Aging**

**Resolution 02-21** Repealed 92-14 Committee on Aging

**Resolution 92-14** Established the Committee on Aging

**RESOLUTION 02-21**

**A RESOLUTION ESTABLISHING THE COMMITTEE ON AGING; 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 AND TO CONTINUE THE COMMITTEE'S EXISTENCE; REPEALING RESOLUTION 92-14 IN ITS ENTIRETY AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.**

WHEREAS, the City Commission deems it desirable that a citizens committee be created to assist in an official coordinated effort to project needs of Dunedin's aging population and to promote the development of plans and programs to meet these needs; 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 Committee on Aging. 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 and shall work collaboratively with the City Commission and the City Manager and staff. The primary duties of the Committee shall be to plan, promote and coordinate programs and services which contribute to the quality of life for aging in Dunedin. The duties of the Committee will be accomplished by studying long range needs, developing and implementing plans and promoting positive attitudes towards aging. The Committee shall alert the City Commission and the community of the changing needs of the aging population such as effective integration of the needs of those who are well and active and those who become frail and less active as their years advance. The Committee may initiate such efforts and investigations as it deems appropriate in order to properly inform itself and to provide the greatest degree of assistance to the City Commission, the City Manager and staff and the public.

Section 3. Membership; Terms. The Committee shall consist of eleven (11) members who shall serve for terms of three (3) years. All members of the Committee shall be residents of the City of Dunedin or persons whose principal place of business is in Dunedin, or persons who serve in a major volunteer capacity with an organization that serves Dunedin and shall be appointed pursuant to Resolution 88-15 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 boards or committees of the City unless such person resigns from such a board or committee prior to commencing service to the Committee. The initial appointments to the Committee shall be four (4) members for two (2) years and three (3) members for one (1) year. 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. Ex officio members may participate in all meetings but shall not vote. The City Commission may name two (2) persons as alternate members as alternate members to serve in the absence of a regular member for the purpose of establishing a quorum. The choice of alternate members to serve in the absence of a regular member shall be done on an alternating basis. Appointments of an alternate member shall be for a three (3) year term. Persons wishing to serve on the Committee shall complete an application and may be required by the Committee to serve a period of service on the sub-committee prior to the Committee recommending such person for membership on the Committee.

#### GENERAL PROVISIONS

Section 1. Organization; Quorum. The members of the Committee shall select from their own membership a Chairman, a 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 shall be used for procedural rules in the absence of the adoption of alternative procedures. Five (5) regular 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 any three (3) 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 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 one a year, make a written report to the City Commission. The written report shall detail the accomplishments of the Committee for the proceeding year and the committee's current and future projects and goals. This report shall be submitted by March 31 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. The report shall constitute a time for the Committee and the Commission to discuss any matters of mutual concern relative to the duties or goals of the Committee.

Section 5. Compliance with Ordinances. The Committee shall comply with and abide by all ordinances and resolutions 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 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 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 matter relevant to the continuing existence of the Committee.

Section 8. Resolution 92-14 is repealed in its entirety.

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

PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF DUNEDIN, FLORIDA, THIS 22 DAY OF August, 2002.

  
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Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk, Acting

Frazer  
Hubbard  
Brandt  
Trask

L.L.P.

Attorneys At Law

Post Office Box 1178

Main Street

Dunedin, FL 34698