



POLICIES AND PROCEDURES FOR BOARDS AND COMMITTEES OF THE TOWN OF WHITE SPRINGS, FLORIDA

I. EXISTING COMMITTEES AND BOARDS

The following committees and boards are currently in existence for the Town of White Springs, Florida:

- **Planning and Zoning Board:** Duties and responsibilities are prescribed in Section 8.01
- **Board of Adjustment:** Duties and responsibilities are prescribed in Section 8.02
- **Comprehensive Land Use Planning Committee:** Duties and responsibilities are prescribed in Section 8.03
- **Parks and Recreation Committee:** Responsible for activities largely associated with youth sporting events and recreation, including movie night.
- **Special Events Committee:** Responsible for large scale special events in the Town of White Springs, including but not limited to Martin Luther King, Jr. Day remembrance and parade, Azalea Festival, Breakfast with Santa, etc.
- **Board of Economic Development**
- **Citizens Advisory Task Force:**

II. NOMINATIONS AND MEMBERSHIP OF COMMITTEES AND BOARDS

A. NOMINATION

Pursuant to Section 8.00 of the Town Charter, the Town Council shall by October 1 of each year nominate qualified persons to serve on boards and committees for the ensuing fiscal year. The Town Council shall, by a majority vote, appoint members and alternates to boards and committees from those nominated.

B. CHAIRS

Pursuant to Section 8.00 of the Town Charter, at the first meeting of each board or committee, the board or committee shall appoint a chairman to preside at each meeting from among its members.

C. LACK OF RESIDENCY REQUIREMENT FOR ALL BOARDS OTHER THAN PLANNING AND ZONING, BOARD OF ADJUSTMENT AND COMPREHENSIVE LAND USE PLANNING

With the exception of the Planning and Zoning Board, the Board of Adjustment and Appeals and the Comprehensive Land Use Plan Committee, qualified persons nominated for boards and committees do not have to be residents of the Town of White Springs. If

necessary for the Board of Adjustment and Appeals, the Town Council may by a 4/5 of its members, nominate qualified non-residents to serve.

D. CURRENT MEMBERSHIP

1. The **Planning and Zoning Board** consists of 5 members and two alternates for a one-year term as provided by Section 8.01 of the Charter. These individuals are as follows:
 - Tracy Woodard
 - Charles Smith
 - Dorothy Brown
 - Mildred Harris
2. The **Board of Adjustment** consists of 5 members and two alternates for a one-year term as provided for by Section 8.02 of the Town Charter. The current members of the Board of Adjustment are as follows:
3. The **Comprehensive Land Use Planning Committee** consists of a 5-person committee, chaired by the Town Manager. The remaining members are electors of the Town as found in Section 8.03 of the Town Charter.
 - Tommie Jones, Interim Town Manager (Chair)
4. **Parks and Recreation Committee** consists of the following members:
 - Ashley Bryant
 - DeWayne Newsome
 - Ronnie Tomlinson, Jr.
 - Larry Ogburn
 - Nicole Williams
 - Laquavis Paul
5. **Special Events Committee** consists of the following members:
 - Sonya Small (President)
 - Marilyn Cowart
 - Rhonda Johnson
 - Tonja Brown
 - Paige Bullard
 - Shonda Werts-Natteal
 - Shirley Aldridge
 - Kizzy Burch
 - Mary Lou Bullard
 - Tracy Godbold
6. **Board of Economic Development** consists of the following members:

- Joseph (Joe) H. DeFee, II
- Cathy Fender
- Scott Gay
- Thomas T. Moore
- Carol M. Stob

7. **Citizens Advisory Task Force** consists of the following members:

- Yvonne Bryant
- Frederick Robinson
- Willie Dean Newsome
- Randolph Williams

D. VACANCIES

All vacancies shall be filled by the same nominating and confirmation process used to nominate members prior to the beginning of each fiscal year, within sixty days of a permanent vacancy.

E. REMOVAL

Pursuant to Section 8.00 of the Town Charter, a member of any board or committee may be removed by a majority vote of the Town Council.

III. NOTICE

A. NOTICE TO COMMITTEE/BOARD MEMBERS

Meetings of committees and boards should be scheduled so as to allow for maximum participation by the public as well as the members of each committee or board. In order to ensure maximum participation and avoid confusion and scheduling conflicts, each committee/board shall consider setting the regular monthly meeting on a specific day, such as the second Thursday of each month. In the event the committee/board decides not to schedule regular meetings on the same day of the week each month, the Chair shall set the date of each regular meeting, ensuring that all committee/board members receive notification of the date set for the meeting by email no later than 10 days before the date of the meeting. If at all possible, dates for next regularly occurring monthly meeting should be discussed/set in person at the preceding month's meeting.

B. NOTICE TO THE PUBLIC

Each board or committee shall give notice of its meetings no later than 7 days prior to meeting. Each meeting notice shall contain the following information:

- The time of the meeting;
- The location of the meeting;

- An agenda containing the requirements set forth in Section IC, or in the alternative, a statement of the general subject matter to be considered.

All meeting notices shall be posted in Town Hall and provided to the Town Clerk or his/her designee for posting on the Town's official website and social media pages.

IV. AGENDAS

Each board or committee shall endeavor to provide an agenda no later than 7 days in advance of its regular meeting containing a list of the items to be discussed and/or acted upon during the meeting. The agenda for each board/committee meeting shall be set by the Chair or his/her designee. To the extent practicable, all agendas shall be posted in Town Hall along with the meeting notice and provided to the Town Clerk or his/her designee for posting on the Town's official website and social media pages.

IV. MEETINGS

All committees shall meet at least once per month. Meetings shall only occur after giving no less than 7 days' notice of the meeting to the public and all board/committee members.

V. MINUTES

Each board or committee shall submit minutes of its meeting to the Town Clerk or his/her designee no later than 5 days after the date of its respective meeting. The minutes shall include the names of all members in attendance at the meeting, while also providing a brief summary reflecting the events of the meeting so as to give notice to those individuals who were unable to attend as to what occurred during the meeting. All meeting minutes should include the date and time of the next regular meeting of the committee or board.

VI. REPORTING TO THE TOWN COUNCIL

All committees and boards, via the Chair or his or her designee, shall report to the Town Council no less than one time per month, preferably in person during the regular monthly meeting of the Town Council. If a committee/board chair or designee cannot attend a regular meeting of the Town Council in person, the chair or his or her designee shall provide the Town Manager with a written update (either by email or hand delivered) containing a status report of the committee which shall include information regarding upcoming events and the date and time of the last meeting held by the committee and the next meeting to be held by the committee. Reports to the council should also include problems with attendance of any member, and specifically any committee or board member missing at least three consecutive meetings without explanation so that the council may consider whether to remove the member in accordance with Section 8.00 of the Charter.