

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
MARTIN COUNTY, FLORIDA**

**RESOLUTION NO. 26-\_\_\_\_\_**

**A RESOLUTION AMENDING RESOLUTION 19-4.8 PERTAINING TO THE PARKS  
AND ADVISORY BOARD**

**WHEREAS**, there currently exists a Parks and Recreation Advisory Board, commonly referred to as PRAB, whose purpose is to advise the Board of County Commissioners on planning and implementation of the Parks and Recreation Master Plan and to make recommendations on programs, services, acquisitions and uses of park land, sports and recreation facilities, as well as such other duties as may be assigned by the County Commissioners.

**WHEREAS**, Resolution 95-9.30 initially established the PRAB with 18 members who met six times a year. Resolution 01-9.19, amended the PRAB membership to 23 members. Resolution 08-10.7 amended the bylaws of the PRAB as to terms of appointments. Resolution 15-12.16 rescinded all prior Resolutions and established the PRAB in accordance with Chapter 7 of the Comprehensive Growth Management Plan with nine members and monthly meetings. Resolution 19-4.8 amended the staggering of the members terms and organizations of officers.

**WHEREAS**, the Martin County Board of County Commissioners desires to amend Resolution 15-12.12, as amended by Resolution 19-4.8 to amend paragraph 3 MEETINGS regarding the amount of meetings the PRAB shall hold per year, and to amend paragraph 6 ABSENCES AND VACANCIES to change the amount of missed meetings allowed.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MARTIN COUNTY, FLORIDA, THAT:**

**Paragraph 3, MEETINGS of Resolution 15-12.16 is hereby amended to read as follows:**

**3. MEETINGS**

Meetings of the PRAB shall be held six (6) times a year, with the first meeting of the year to be held in January, followed by bi-monthly meetings. Meetings shall be held on the third Thursday of each month unless otherwise decided by the PRAB. Special meetings may be called by the Parks and Recreation Director or designee. The agenda for each meeting shall be established by the Parks and Recreation Director or designee. Copies of all committee minutes, resolutions, reports, and exhibits shall be filed with the Clerk of the Circuit Court after approval of the PRAB. A quorum is required to hold a meeting or take any action.

If a regular meeting date is changed or a special meeting is called, written notification must be given in advance to PRAB members and posted publicly consistent with Sunshine laws and County policy. All meetings shall be conducted in accordance with Robert's Rules of Order. A quorum shall be constituted by a majority of membership.

Each member shall be entitled to one (1) vote and shall cast that vote on each item requiring action. Proxy votes and absentee ballots shall not be permitted. All items requiring PRAB action must be voted on only when a quorum is established. Subject to the exceptions in Chapter 112, Florida Statutes, all members are required to vote on each item requiring action.

In accordance with Chapter 112, Florida Statutes, PRAB members may occasionally have a conflict of interest that requires the member to abstain from voting and file required documentation to be entered into the meeting minutes. It is recommended that such member also refrain from participating in the discussion of an item on which he or she will abstain from voting. Any abstaining member must make a short statement as to the basis for his or her abstention. Consultation with the County Attorney's Office is recommended prior to the meeting at which such a matter will be discussed or voted upon.

**Paragraph 6, ABSENCES AND VACANCIES of Resolution 15-12.16 is hereby amended to read as follows:**

**6. ABSENCES AND VACANCIES**

Failure to attend three (3) meetings a year is grounds for automatic removal from the PRAB, regardless if such absence is excused or unexcused. Absences from emergency or special called meetings will not be recorded against a member in calculating percent of absences. The PRAB will review attendance on an ongoing basis. Vacancies that occur during a term shall be filled as soon as reasonably possible. An appointment to fill a vacated term is not included as a term for purposes of counting consecutive terms. A member resigning from the PRAB shall submit written notice of resignation to the Director of Parks and Recreation.

Upon majority vote of members present, the PRAB may ask the BOCC to replace a member (including officers) whose conduct does not reflect the conduct or professional administration of the purpose and function of the PRAB. Any Member may be removed from their position on the PRAB for any reason by majority vote of the BOCC.

All other paragraphs of Resolution 15-12.12, as amended by 19-4.8 shall remain in full force and effect.

This Resolution shall be effective immediately.

**DULY PASSED AND ADOPTED THIS 10th DAY OF FEBRUARY 2026.**

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
MARTIN COUNTY, FLORIDA

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CAROLYN TIMMANN, CLERK  
OF THE CIRCUIT COURT  
AND COMPTROLLER

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SARAH HEARD, CHAIR

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

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ELYSSE A. ELDER,  
COUNTY ATTORNEY