



# Board of County Commissioners

2401 SE Monterey Road  
Stuart, Florida 34996

## Agenda Item Summary

---

**File ID:** 22-0866

**DEPT-3**

**Meeting Date:** 6/21/2022

---

**PLACEMENT:** Departmental

**TITLE:**

**BOARDS AND COMMITTEES WITH ATTENDANCE REQUIREMENTS**

**EXECUTIVE SUMMARY:**

On April 19, 2022 the Board of County Commissioners (BCC) requested that staff report back on the various boards and committees that have attendance requirements. Staff has assembled a list of all the boards and committees that have an attendance requirement for the BCC to provide direction.

**DEPARTMENT:** Administration

**PREPARED BY:** **Name:** George M. Stokus  
**Title:** Assistant County Administrator

**REQUESTED BY:** Board of County Commissioners

**PRESET:**

**PROCEDURES:** None

**BACKGROUND/RELATED STRATEGIC GOAL:**

On April 19, 2022 the Board of County Commissioners requested that staff bring back an item that highlights attendance requirements of the various boards and committees for Martin County. Staff has assembled a list (attached).

Staff is often asked why meeting dates are scheduled in advance or if they may be rescheduled. Meeting dates are set in the beginning of the year for two reasons. First, this allows for members to place the meeting dates on their calendars. Secondly, this allows for an orderly process to reserve rooms at various locations, comply with meeting advertisement requirements, and properly prepare agendas to align with County Budget deadlines.

Staff researched attendance requirements for various boards and committees and found that an overwhelming majority have an attendance requirement that provides "failure to attend three consecutive meetings or more than fifty percent (50%) in a calendar year" will result in removal of the member. This language allows for most members to be absent for at a minimum of three (3) months or in some cases up to one and a half (1.5) years.

**ISSUES:**

Staff researched the issues regarding attendance requirements for boards and committees and found that the primary issue that impacts them is the ability to obtain a quorum. Failure to have an attendance requirement prevents a board or committee's ability to reliably obtain a quorum. This problem increases the more members on a board or committee. A committee made up of thirteen (13) members requires a quorum of seven (7) which can prove to be difficult, but a committee made of five (5) members only requires three (3) members to have a quorum. One way to alleviate the quorum issue that has been utilized by some boards is the creation of non-voting positions. These positions allow for opinions to be shared and expertise to be brought to an advisory board but allows the board or committee to have a smaller number of voting members and a higher probability of consistently achieving a quorum.

#### **LEGAL SUFFICIENCY REVIEW:**

To the extent this item contains legal issues, it has been reviewed for legal sufficiency; although this is primarily a matter of Board policy.

#### **RECOMMENDED ACTION:**

##### **RECOMMENDATION**

Provide staff with further direction as to amending attendance requirements for boards and committees.

##### **ALTERNATIVE RECOMMENDATIONS**

None

#### **FISCAL IMPACT:**

##### **RECOMMENDATION**

None

##### **ALTERNATIVE RECOMMENDATIONS**

None

#### **DOCUMENT(S) REQUIRING ACTION:**

- |  |                                       |   |
|--|---------------------------------------|---|
| <input type="checkbox"/> Budget Transfer / Amendment | <input type="checkbox"/> Chair Letter | <input type="checkbox"/> Contract / Agreement |
| <input type="checkbox"/> Grant / Application         | <input type="checkbox"/> Notice       | <input type="checkbox"/> Ordinance            |
| <input type="checkbox"/> Other:                      | <input type="checkbox"/> Resolution   |   |

This document may be reproduced upon request in an alternative format by contacting the County ADA Coordinator (772) 320-3131, the County Administration Office (772) 288-5400, Florida Relay 711, or by completing our accessibility feedback form at [www.martin.fl.us/accessibility-feedback](http://www.martin.fl.us/accessibility-feedback) <<http://www.martin.fl.us/accessibility-feedback>>.