



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Code Enforcement Board Regular Meeting

**MEETING DATE** *February 13, 2024*

**SUBMITTED BY:** Jaclyn DeHart, Administrative Support Specialist

**SUBJECT:** **Nomination of Chairperson and Vice-Chairperson**

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**SUMMARY:**

On February 14, 2023, Mr. Myles Schlam was nominated as the Chairperson to the Code Enforcement Board and has served in the position for the allotted one-year term. On February 13, 2023, Mrs. Jane Perlow was nominated as the Vice-Chairperson to the Code Enforcement Board and has served in the position for the allotted one-year term. Therefore, the matter is being brought before the Board for discussion and nomination to fill the vacant positions for a one-year term, ending February 13, 2025.

According to Resolution No. 19-029 R, - Advisory Board and Committees Appointment Process Policy, Section 9, it should be common practice that no member shall serve as chair and vice chair until he or she have served for one full year on the advisory board unless no existing member is willing to serve as chairperson or vice chairperson.

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**FISCAL IMPACT:**

None.

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**ATTACHMENTS:**

Resolution No. 19-029 R

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**RECOMMENDATION:**

Staff recommend nomination of a Chairperson and Vice-Chairperson to serve for one year, ending February 13, 2025.