

**ORDINANCE 2023-09**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, REPEALING ORDINANCE 2020-05 AND 2020-10 WHICH REGULATED THE CITY EDUCATION AND YOUTH ADVISORY BOARD AND ADOPTING A NEW ORDINANCE RECONSTITUTING THE BOARD AND RESTATING THE TERMS AND CONDITIONS UNDER WHICH THE EDUCATION ADVISORY BOARD WILL OPERATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.**

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**WHEREAS**, the City of Westlake Council (“City Council”) has determined that there is a need to repeal and reconstitute the City Education & Youth Advisory Board and restate the terms and conditions under which the Board will operate; and

**WHEREAS**, the City of Westlake has determined that it is in the public interest, welfare, and necessity to repeal and reconstitute the City Education and Youth Advisory Board in order that the Board might operate more effectively and efficiently.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, AS FOLLOWS:**

**Section 1: Repeal of Ordinance 2020-05 and 2020-10.** The City Council hereby repeals Ordinance 2020-05 and 2020-10 thereby repealing the existing Education and Youth Advisory Board and the appointments of all current Board Members, and hereby adopts this Ordinance in its place. This Ordinance reconstitutes and re-establishes the City of Westlake Education Advisory Board (the “Board”) and sets forth the new rules and procedures that such Board hereinafter shall follow. Appointment of members to the Education Advisory Board shall be in the manner set forth herein. The Board shall be advisory only, and may be abolished or disbanded at any time, or reorganized at any time, by the City Council.

**Section 2: Purpose.** The City Council for the City of Westlake, hereby creates and establishes an Education Advisory Board whose mission and purpose is to:

- (a) Serve as a liaison group between the City of Westlake, the Palm Beach County School District (the "School District"), and all public schools which are located within the City to improve and enhance communication between all parties.
- (b) To promote and provide public awareness for programs, opportunities, and initiatives of public schools located within the City.
- (c) To recognize and promote accomplishments of students, educators, administrators, public schools located within the City.
- (d) Monitor School District activities and report on those impacting the City as needed. Schools located outside of the City of Westlake shall not be within the Education Advisory Board's scope or purview. The committee shall be advisory only and may be abolished or disbanded at any time or reorganized at any time by the City Council.

1 **Section 3: Composition; Appointments; Term; and Vacancy.**

2 **(1) Compositions:** The Education Advisory Board shall consist of five (5) regular members,  
3 and one (1) alternate member. Initially, each member and alternate of the Education  
4 Advisory Board shall be appointed for a period of one (1) year or until replaced by the City  
5 Council. Thereafter, all appointments shall be for a one (1) year period expiring on the  
6 following April 30th. Board members and alternates shall serve until a replacement is  
7 appointed by the City Council. The City Council shall make appointments of Board  
8 members and alternates at a City Council meeting in April of each year.

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10 **(1) Appointments:** The City Council shall make appointments at the first regular  
11 meeting in April each year after initial appointments are made. All members shall  
12 serve without compensation, and at the pleasure of the City Council. The City  
13 Council retains the right to remove Board Members for any reason including, but  
14 not limited to, Board Members becoming ineligible to serve due to failure to  
15 maintain all necessary qualifications as set forth in Section 5 below.

16 **(2) Liaison:** One (1) Councilmember shall serve as liaison but shall have no voting  
17 power. The liaison is not a member of the Board but may be counted on in  
18 determining if a quorum is present.

19 **(3) Vacancy:** Vacancies on the board shall be filled by the City Council in the same  
20 manner as original appointments. Vacancies shall occur on account of a Board  
21 Member's death, resignation, removal, disability, or failure to maintain  
22 qualifications as set forth in Section 5 below. Any member appointed to serve in  
23 lieu of any member on account of a vacancy shall serve only for the unexpired  
24 term of such member but shall thereafter be eligible for reappointment.

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26 **Section 4: Duties.** The duties of the Educational Advisory Board shall act as a fact-finding and  
27 advisory board on the following issues and on such other issues as are, from time to time,  
28 designated by the City Council:

29 **(1) School Showcases:** Facilitate and oversee showcases and informational sessions  
30 for public schools located within the City. Showcases and informational sessions  
31 are an opportunity for Board members to interact with schools, their staff, and  
32 their students. Showcases and informational sessions also provide public  
33 awareness for programs, opportunities, and initiatives occurring at public schools  
34 located within the City. The Board shall have the opportunity to invite school  
35 officials and staff to attend such showcases and informational sessions.

36 **(2) Chair's Initiative:** At the organizational meeting in July each year, the Chair shall  
37 introduce a Chair's Initiative. The Chair's Initiative shall be developed by the Chair  
38 and shall be implemented during regular Board meetings over the course of the  
39 year. The Chair's Initiative shall be designed to provide the City Council and City  
40 residents with additional information about issues that impact public schools  
41 within the City. Such additional information may be presented to the Board  
42 through presentations, guest speakers, or other communications. Such initiatives

1 shall not require the use of City staff time or other City resources outside of the  
2 regularly scheduled Board meetings.

3 (3) **Program Development:** Encourage the development programs that promote  
4 development of child and youth advocacy programs to enhance relationships with  
5 caring adults in conjunction with local businesses. Programs may include  
6 recruiting volunteers to assist students before, during and after school.  
7 Programming to benefit the children and youth of the community by involving  
8 parents, the business community, civic and neighborhood organizations.

9 (4) **Program Implementation:** Contacting community groups and connecting  
10 businesses within the geographical boundaries of the City of Westlake for with  
11 the schools, to provide professional skills, materials, financial or education  
12 support for the schools and with the purpose of implementing programs at local  
13 schools that benefit students from Pre- K through grades 12 and vocational  
14 schools.

15 (5) **Legislative Action:** Develop recommendations to City Council for forwarding to  
16 the school board of the county regarding actions which may be taken in support  
17 of schools in the city. Develop recommendations to City Council regarding  
18 proposed legislation at the federal, state, and local legislative level which affect  
19 the needs of students within the city including the Palm Beach County School  
20 Board Five Year Plan and Capital Budgets and proposed school sites. The  
21 education advisory board shall provide a report to City Council containing any  
22 recommendations, observations, concerns, or other information the educational  
23 advisory board deems is in the best interest of the public for City Council to  
24 receive regarding education facilities.

25 (6) **School Safety:** Coordinating with the City Manager and City Council to improve  
26 safety for students before, during and after school and developing public relations  
27 that highlight successful programs.

28 (7) **Other Duties:** Gather input from parents, teachers, principals, and students on  
29 issues that may have an impact on the children in the City of Westlake. The Board  
30 further shall perform such other duties as may be assigned by the City Council  
31 from time to time.

32 **Section 5: Qualifications.** Board Members shall meet the following qualifications at the time of their  
33 appointment and throughout the course of their service to be eligible to serve:

34 (1) Board Members shall be City residents.

35 (2) Board Members shall have a background in education and experience in the field  
36 of education. Shall be knowledgeable and concerned with education issues in the  
37 community. Be a member of a parent teacher organization or association, school  
38 advisory council, or other similar organization associated with or sponsored by  
39 the School District, or a public school located within the City; or be a parent/legal  
40 guardian of a child currently enrolled in a City public school.

41 (3) Any member of the board may be removed for cause in accordance with state law.  
42 The City Council shall promptly fill any vacancy.

- 1 (4) At the organizational meeting of the board a chairperson and vice-chairperson  
2 shall be selected by majority vote of the board. The chairperson and vice-  
3 chairperson shall be selected annually at the April Meeting.
- 4 (5) Lack of attendance at meetings shall constitute neglect of duty. Lack  
5 of attendance is defined as failure to attend two (2) consecutive meetings or a  
6 failure to attend more than one-half of the meetings scheduled in a calendar year.  
7 Participation for less than three-fourths of a meeting shall be the same as a failure  
8 to attend a meeting.
- 9 (6) School Liaison: Three (3) regular members shall serve as a liaison to one (1) of the  
10 three (3) public schools located within the City. Liaison selections will occur at the  
11 Board's organizational meeting each July. Liaison duties shall include interacting  
12 with the selected school on a regular basis to determine needs, new programs  
13 and initiatives, serve as liaison between neighborhood associations and any other  
14 information impacting the City and City residents; and reporting such information  
15 back to the Board as needed.
- 16 (7) Should a Board Member fail to maintain these qualifications for service at any  
17 time, then that Board Member shall be disqualified from serving and shall either  
18 resign immediately or be subject to removal. Additionally, Board Members shall  
19 not use Board meetings or their titles as Board Members to promote, advocate  
20 for, or advertise their outside employer or business.

21 The following City residents shall not serve on the Board as regular or alternate members:

- 22 (1) An employee of the Palm Beach County School District.
- 23 (2) An employee of an organization funded by the School District (e.g., charter school  
24 employee); or
- 25 (3) An employee of a charter management organization or charter education  
26 management organization.

27 **Section 6: Meetings; Organization; and Procedures.**

- 28 (1) **Meetings.** The Board shall meet on a quarterly basis (January, April, July and  
29 October) or more frequently if necessary for the transaction of business, which  
30 date shall be established by its members. All meetings of the Board shall be open  
31 to the public, and the minutes of each meeting shall be recorded by an appointee  
32 of the Board Chair. The order of business and procedure to be followed shall be  
33 as prescribed within the rules and regulations to be adopted by the education  
34 advisory board. Whenever possible, meetings of the Board shall be attended by  
35 the City Council member appointed as liaison to the Board.
- 36 (2) **Organization:** At the organizational meeting each year, the Board shall elect a  
37 chair and vice chair from its regular members; a recording secretary shall be  
38 elected by the Board. A chair shall not serve consecutive terms but may serve  
39 more than one (1) non-consecutive term. The Board may prepare written reports  
40 for the Council. The Council liaison shall present the Board's reports and  
41 informational updates to the City Council on an as-needed basis.

- 1 (3) **Quorum and Voting.** A quorum shall consist of three (3) regular members present  
2 for the transaction of business. The Board may not conduct business other than  
3 to adjourn absent a quorum. Each voting member shall have one (1) vote on every  
4 issue submitted to a vote of the Board. The decision of a majority of the voting  
5 members present at a meeting at which a quorum is present shall constitute the  
6 official action of the Board.
- 7 (4) **Rules of Procedure.** All meetings of the Board shall be conducted substantially in  
8 conformance with Robert's Rules of Order. The Board is further subject to such  
9 rules of procedure and public participation adopted by the City Council and made  
10 applicable to the Board. Board Members are subject to the Sunshine Law and the  
11 Public Records Law.

12 **Section 7. Codification:** It is the intention of the City Council, and it is hereby ordained that the  
13 provisions of this ordinance entitled "Education Advisory Board" shall become and be  
14 made a part of the Code of Ordinances for the City of Westlake, Florida and the sections  
15 of this ordinance may be re-numbered or re-lettered to accomplish such intentions, and  
16 the word "ordinance" shall be changed to "section" or other appropriate word.

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18 **Section 8. Conflicts:** All ordinance or part of ordinances, resolutions or parts of resolutions which are  
19 in conflict herewith, are hereby repealed to the extent of such conflict.

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21 **Section 9. Severability:** Should the provisions of this ordinance be declared to be severable and if  
22 any section, sentence, clause or phrase of this ordinance shall for any reason be held to  
23 be invalid or unconstitutional, such decision shall not affect the validity of the remaining  
24 sections, sentences, clauses, and phrases of this ordinance but they shall remain in effect,  
25 it being the legislative intent that this ordinance shall remain notwithstanding the  
26 invalidity of any part.

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28 **Section 10. Effective Date:** This ordinance shall become effective upon second reading.

29 **PASSED AND APPROVED** on First Reading on 5<sup>th</sup> of December 2023.

30 **PUBLISHED** on this 15<sup>th</sup> day of December 2023 in the Sun Sentinel.

31 **PASSED AND ADOPTED** by City Council for the City of Westlake, on this 8<sup>th</sup> day of January 2024.

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36 City of Westlake  
JohnPaul O'Connor, Mayor

37 ATTEST:

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40 Zoie Burgess, CMC City Clerk