

- 1 not limited to, Board Members becoming ineligible to serve due to failure to
2 maintain all necessary qualifications as set forth in Section 3 below.
- 3 ~~(3) Liaison: One (1) Council member shall serve as liaison, but shall have no voting~~
4 ~~power. Additionally, a student from Seminole Ridge High School may serve as~~
5 ~~liaison, but shall have no voting power. The liaisons are not members of the Board~~
6 ~~and but the Council member liaison may be counted in determining if a quorum is~~
7 ~~present.~~
- 8 ~~(4) Vacancy: Vacancies on the board shall be filled by the City Council in the same~~
9 ~~manner as original appointments. Vacancies shall occur on account of a Board~~
10 ~~Member's death, resignation, removal, disability, or failure to maintain~~
11 ~~qualifications as set forth in Section 4 below. Any member appointed to serve in~~
12 ~~lieu of any member on account of a vacancy shall serve only for the unexpired term~~
13 ~~of such member, but shall thereafter be eligible for reappointment.~~

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15 Section 3. — Duties. The Education Advisory Board shall act as a fact-finding and
16 advisory board on the following issues and on such other issues as are, from time to time,
17 designated by the City Council:

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19 (1) School Showcases: Facilitate and oversee showcases and informational sessions
20 for public and charter schools located within the City. Showcases and informational
21 sessions are an opportunity for Board Members to interact with schools, their staff
22 and their students. Showcases and informational sessions also provide public
23 awareness for programs, opportunities, and initiatives occurring at public and
24 charter schools located within the City. The Board shall have the opportunity to
25 invite school officials and staff to attend such showcases and informational
26 sessions.
- 27 (2) Chair's Initiative: At the organizational meeting in August each year, the Chair
28 shall introduce a Chair's Initiative. The Chair's Initiative shall be developed by the
29 Chair and shall be implemented during regular Board meetings over the course of
30 the year. The Chair's Initiative shall be designed to provide the City Council and City
31 residents with additional information about issues that impact public and charter
32 schools within the City. Such additional information may be presented to the Board
33 through presentations, guest speakers, or other communications. Such initiatives
34 shall not require the use of City staff time or other City resources outside of the
35 regularly scheduled Board meetings.
- 36 (3) Program Development: Development of programs that promote Development
37 of child and youth advocacy programs to enhance relationships with caring adults.
38 Programs may include recruiting volunteers to assist students before, during and
39 after school. Programming to benefit the children and youth of the community by
40 involving parents, the business community, civic and neighborhood organizations.
- 41 (4) Incentives: Development of incentives and enhancements which encourage the
42 development of safe places, including improved playgrounds at or near local
43 schools and structured activities during non-school hours.
- 44 (5) Communication Initiatives: Developing strategies for communicating with the
45 School Board of Palm Beach County and its staff, advising the City Council as to the

1 activities of the Board, and other federal, state and local legislative bodies which
2 affect the needs of students, within the City. Identification and dissemination of
3 information on local, county, state and federal programs that provide beneficial
4 services to children and their families.
5 (6) Program Implementation: Contacting community groups and businesses within
6 the geographical boundaries of the City of Westlake for professional skills,
7 materials, financial or education support for the schools and with the purpose of
8 implementing programs at local schools that benefit students from Pre- K through
9 grades 12 and vocational schools.
10 (7) Legislative Action: Developing recommendations to the City Council for
11 forwarding to the School Board of Palm Beach County regarding actions which may
12 be taken in support of schools with respect to proposed legislation at the state level.
13 (8) School Safety: Coordinating with the local police department to improve safety
14 for students before, during and after school and developing public relations that
15 highlight successful programs.

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17 Section 4. Qualifications. Board Members shall meet the following qualifications at the time
18 of their appointment and throughout the course of their service in order to be eligible to
19 serve:

- 20
21 (1) Board Members shall be City residents.
22 (2) Board Members shall have a background in education and experience in the
23 field of education; be a member of a parent teacher organization, parent teacher
24 association, school advisory council, or other similar organization associated with
25 or sponsored by the School District, or a public or charter school located within the
26 County; or be a parent/legal guardian of a child currently enrolled in a County
27 public or charter school.
28 (3) Any member of the board may be removed for cause in accordance with state
29 law. The City Council shall promptly fill any vacancy.
30 (4) At the organizational meeting of the board a chairperson and vice chairperson
31 shall be selected by majority vote of the board. The chairperson and vice
32 chairperson shall be selected annually at the May meeting of the board.
33 (5) Should a Board Member fail to maintain these qualifications for service at any
34 time, then that Board Member shall be disqualified from serving and shall either
35 resign immediately or be subject to removal. Additionally, Board Members shall not
36 use Board meetings or their titles as Board Members to promote, advocate for, or
37 advertise their outside employer or business.

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39 Section 5: Meetings; Organization; and Procedures.

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41 (1) Meetings. The Board shall meet regularly, on a quarterly basis, or more
42 frequently if necessary for the transaction of business. All meetings of the Board
43 shall be open to the public, and minutes of each meeting shall be recorded by the
44 Board Secretary or an appointee of the Chair. Whenever possible, meetings of the

1 ~~Board shall be attended by the City Council member appointed as liaison to the~~
2 ~~Board.~~
3 ~~(2) Officers. At the organizational meeting each year, the Board shall elect a chair~~
4 ~~and vice chair from its regular members; a recording secretary shall either be~~
5 ~~provided by the City or shall be elected by the Board. A chair shall not serve~~
6 ~~consecutive terms, but may serve more than one (1) non-consecutive term. The~~
7 ~~Board may prepare written reports to Council. The Council liaison shall present the~~
8 ~~Board's reports and informational updates to the City Council on an as-needed~~
9 ~~basis.~~
10 ~~3) Quorum and Voting. A quorum shall consist of three (3) regular members~~
11 ~~present for the transaction of business. The Board may not conduct business other~~
12 ~~than to adjourn absent a quorum. Each voting member shall have one (1) vote on~~
13 ~~every issue submitted to a vote of the Board. The decision of a majority of the voting~~
14 ~~members present at a meeting at which a quorum is present shall constitute the~~
15 ~~official action of the Board.~~
16 ~~(4) Rules of Procedure. All meetings of the Board shall be conducted substantially~~
17 ~~in conformance with Robert's Rules of Order. The Board is further subject to such~~
18 ~~rules of procedure and public participation adopted by the City Council and made~~
19 ~~applicable to the Board. Board Members are subject to the Sunshine Law and the~~
20 ~~Public Records Law.~~

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22 **SECTION 3.** Given the dissolution of the Education and Youth Advisory Board,
23 the appointments by City Council regarding appointing members to the Board, all such
24 appointments are rescinded.

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26 **SECTION 4.** Codification. It is the intention of the City Council of the City of
27 Westlake that the provisions of this Ordinance shall become and be made a part of the Code
28 of Ordinances of the City of Westlake, Florida, and that the Sections of this Ordinance may
29 be renumbered, re-lettered and the word "Ordinance" may be changed to "Section,"
30 "Article" or such other word or phrase in order to accomplish such intention.

31
32 **SECTION 5.** Conflicts. All ordinances or parts of ordinances, resolutions or
33 parts of resolutions which are in conflict herewith, are hereby repealed to the extent of
34 such conflict.

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36 **SECTION 6.** Severability. Should the provisions of this ordinance be declared to be
37 severable and if any section, sentence, clause or phrase of this ordinance shall for any
38 reason be held to be invalid or unconstitutional, such decision shall not affect the validity
39 of the remaining sections, sentences, clauses, and phrases of this ordinance but they shall
40 remain in effect, it being the legislative intent that this ordinance shall remain
41 notwithstanding the invalidity of any part.

42
43 **SECTION 7.** Effective Date. This ordinance shall be effective upon adoption on
44 second reading.

45

1st Reading _____
2nd Reading _____

- 1 **PASSED** this ____ day of _____, 2023, on first reading.
- 2 **PUBLISHED** on this ____ day of _____, 2023 in the Palm Beach Post.
- 3 **PASSED AND ADOPTED** this ____ day of _____, 2023, on second reading.

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City of Westlake
JohnPaul O'Connor, Mayor

ATTEST:

Zoie Burgess, CMC City Clerk