

1 **ORDINANCE 2023-09**

2 **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, REPEALING ORDINANCE**
3 **2020-05 AND 2020-10 WHICH REGULATED THE CITY EDUCATION AND YOUTH ADVISORY BOARD AND**
4 **ADOPTING A NEW ORDINANCE RECONSTITUTING THE BOARD AND RESTATING THE TERMS AND**
5 **CONDITIONS UNDER WHICH THE EDUCATION ADVISORY BOARD WILL OPERATE; PROVIDING FOR**
6 **SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.**
7

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

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

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

16 **Section 1: Repeal of Ordinance 2020-05 and 2020-10.** The City Council hereby repeals Ordinance
17 2020-05 and 2020-10 thereby repealing the existing Education and Youth Advisory Board
18 and the appointments of all current Board Members, and hereby adopts this Ordinance
19 in its place. This Ordinance reconstitutes and re-establishes the City of Westlake Education
20 Advisory Board (the “Board”) and sets forth the new rules and procedures that such Board
21 hereinafter shall follow. Appointment of members to the Education Advisory Board shall
22 be in the manner set forth herein. The Board shall be advisory only, and may be abolished
23 or disbanded at any time, or reorganized at any time, by the City Council.

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

- 26 (a) Serve as a liaison group between the City of Westlake, the Palm Beach County School
27 District (the "School District"), and all public schools which are located within the City
28 to improve and enhance communication between all parties.
- 29 (b) To promote and provide public awareness for programs, opportunities, and initiatives
30 of public schools located within the City.
- 31 (c) To recognize and promote accomplishments of students, educators, administrators,
32 public schools located within the City.
- 33 (d) Monitor School District activities and report on those impacting the City as needed.
34 Schools located outside of the City of Westlake shall not be within the Education
35 Advisory Board's scope or purview. The committee shall be advisory only and may be
36 abolished or disbanded at any time or reorganized at any time by the City Council.
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1 **Section 3: Composition; Appointments; Term; and Vacancy.**

2 (1) **Compositions:** The Education Advisory Board shall consist of five (5) regular
3 members, and one (1) alternate member. Initially, each member shall be
4 appointed for a period of two (2) years, and one (1) alternate member shall be
5 appointed for a period of two years. Thereafter, all appointments shall be for a
6 two (2) year period.

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

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

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

22
23 **Section 4: Duties.** The duties of the Educational Advisory Board shall act as a fact-finding and
24 advisory board on the following issues and on such other issues as are, from time to time,
25 designated by the City Council:

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

33 (2) **Chair's Initiative:** At the organizational meeting in July each year, the Chair shall
34 introduce a Chair's Initiative. The Chair's Initiative shall be developed by the Chair
35 and shall be implemented during regular Board meetings over the course of the
36 year. The Chair's Initiative shall be designed to provide the City Council and City
37 residents with additional information about issues that impact public schools
38 within the City. Such additional information may be presented to the Board
39 through presentations, guest speakers, or other communications. Such initiatives
40 shall not require the use of City staff time or other City resources outside of the
41 regularly scheduled Board meetings.

42 (3) **Program Development:** Encourage the development programs that promote
43 development of child and youth advocacy programs to enhance relationships with

1 caring adults in conjunction with local businesses. Programs may include
2 recruiting volunteers to assist students before, during and after school.
3 Programming to benefit the children and youth of the community by involving
4 parents, the business community, civic and neighborhood organizations.

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

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

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

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

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

- 30 (1) Board Members shall be City residents.
- 31 (2) Board Members shall have a background in education and experience in the field
32 of education. Shall be knowledgeable and concerned with education issues in the
33 community. Be a member of a parent teacher organization or association, school
34 advisory council, or other similar organization associated with or sponsored by
35 the School District, or a public school located within the City; or be a parent/legal
36 guardian of a child currently enrolled in a City public school.
- 37 (3) Any member of the board may be removed for cause in accordance with state law.
38 The City Council shall promptly fill any vacancy.
- 39 (4) At the organizational meeting of the board a chairperson and vice-chairperson
40 shall be selected by majority vote of the board. The chairperson and vice-
41 chairperson shall be selected annually at the April Meeting.
- 42 (5) Lack of attendance at meetings shall constitute neglect of duty. Lack
43 of attendance is defined as failure to attend two (2) consecutive meetings or a
44 failure to attend more than one-half of the meetings scheduled in a calendar year.

1 Participation for less than three-fourths of a meeting shall be the same as a failure
2 to attend a meeting.

3 (6) School Liaison: Three (3) regular members shall serve as a liaison to one (1) of the
4 three (3) public schools located within the City. Liaison selections will occur at the
5 Board's organizational meeting each July. Liaison duties shall include interacting
6 with the selected school on a regular basis to determine needs, new programs
7 and initiatives, serve as liaison between neighborhood associations and any other
8 information impacting the City and City residents; and reporting such information
9 back to the Board as needed.

10 (7) Should a Board Member fail to maintain these qualifications for service at any
11 time, then that Board Member shall be disqualified from serving and shall either
12 resign immediately or be subject to removal. Additionally, Board Members shall
13 not use Board meetings or their titles as Board Members to promote, advocate
14 for, or advertise their outside employer or business.

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

- 16 (1) An employee of the Palm Beach County School District.
- 17 (2) An employee of an organization funded by the School District (e.g., charter school
18 employee); or
- 19 (3) An employee of a charter management organization or charter education
20 management organization.

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

22 (1) **Meetings.** The Board shall meet on a quarterly basis (January, April, July and
23 October) or more frequently if necessary for the transaction of business, which
24 date shall be established by its members. All meetings of the Board shall be open
25 to the public, and the minutes of each meeting shall be recorded by an appointee
26 of the Board Chair. The order of business and procedure to be followed shall be
27 as prescribed within the rules and regulations to be adopted by the education
28 advisory board. Whenever possible, meetings of the Board shall be attended by
29 the City Council member appointed as liaison to the Board.

30 (2) **Organization:** At the organizational meeting each year, the Board shall elect a
31 chair and vice chair from its regular members; a recording secretary shall be
32 elected by the Board. A chair shall not serve consecutive terms but may serve
33 more than one (1) non-consecutive term. The Board may prepare written reports
34 for the Council. The Council liaison shall present the Board's reports and
35 informational updates to the City Council on an as-needed basis.

36 (3) **Quorum and Voting.** A quorum shall consist of three (3) regular members present
37 for the transaction of business. The Board may not conduct business other than
38 to adjourn absent a quorum. Each voting member shall have one (1) vote on every
39 issue submitted to a vote of the Board. The decision of a majority of the voting
40 members present at a meeting at which a quorum is present shall constitute the
41 official action of the Board.

1 (4) **Rules of Procedure.** All meetings of the Board shall be conducted substantially in
2 conformance with Robert's Rules of Order. The Board is further subject to such
3 rules of procedure and public participation adopted by the City Council and made
4 applicable to the Board. Board Members are subject to the Sunshine Law and the
5 Public Records Law.

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

11
12 **Section 8. Conflicts:** All ordinance or part of ordinances, resolutions or parts of resolutions which are
13 in conflict herewith, are hereby repealed to the extent of such conflict.

14
15 **Section 9. Severability:** Should the provisions of this ordinance be declared to be severable and if
16 any section, sentence, clause or phrase of this ordinance shall for any reason be held to
17 be invalid or unconstitutional, such decision shall not affect the validity of the remaining
18 sections, sentences, clauses, and phrases of this ordinance but they shall remain in effect,
19 it being the legislative intent that this ordinance shall remain notwithstanding the
20 invalidity of any part.

21
22 **Section 10. Effective Date:** This ordinance shall become effective upon second reading.

23 **PASSED AND APPROVED** on First Reading on ____ of _____, 2023.

24 **PUBLISHED** on this ___ day of _____, 2023 in the Sun Sentinel.

25 **PASSED AND ADOPTED** by City Council for the City of Westlake, on this ___ day of _____, 2023.

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28 _____
29 City of Westlake
30 JohnPaul O'Connor, Mayor

31 ATTEST:

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33 _____
34 Zoie Burgess, CMC City Clerk