

## ORDINANCE 2020-05

**A ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, CREATING AN EDUCATION AND YOUTH ADVISORY BOARD; ESTABLISHING THE PURPOSE AND SETTING FORTH THE DUTIES OF BOARD MEMBERS; TO ESTABLISH CRITERIA FOR THE BOARD COMPOSITION AND APPOINTMENT; PROVIDING FOR A CONFLICTS CLAUSE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.**

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**WHEREAS**, the City of Westlake deems it in the best interest of the City to establish an Education and Youth Advisory Board; and

**WHEREAS**, the City of Westlake believes in educational excellence through cooperative partnerships with the local business community, professionals within the community and school board educator's; and

**WHEREAS**, the City of Westlake believes strong community partnership will enhance the educational opportunities for the students and residents in the schools located within the jurisdictional boundaries for the City; and

**WHEREAS**, the positive relationship building and creation of educational opportunities will promote and facility success among the students enrolled in schools within the City.

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

**Section 1: Purpose.** The City Council for the City of Westlake, hereby creates and establishes an Education and Youth 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 and charter schools which are located within the City in order to improve and enhance communication between all parties.
- (b) To promote and provide public awareness for programs, opportunities, and initiatives of public and charter schools located within the City.
- (c) To recognize and promote accomplishments of students, administrators, public schools and charter 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 at which residents of Westlake are zoned shall be within the Education Advisory Board's scope or purview.

**Section 2. Composition, Terms Appointments; Liaison and Vacancy.**

- (1) **Compositions:** The Education and Youth Advisory Board shall consist of three (3) regular members, and one (1) alternate member. Initially, each member shall be appointed for a period of three (3) years, and one (1) alternate member shall be appointed for a period of two (2) years. Thereafter, all appointments shall be for a two (2) year period.
- (2) **Appointments:** The City Council shall make appointments at the first regular meeting in April each year after initial appointments are made. All members shall serve without

compensation, and at the pleasure of the City Council. The City Council retains the right to remove Board Members for any reason including, but not limited to, Board Members becoming ineligible to serve due to failure to maintain all necessary qualifications as set forth in Section 3 below.

(3) **Liaison:** One (1) Councilmember shall serve as liaison, but shall have no voting power. Additionally, a student from Seminole Ridge High School may serve as liaison, but shall have no voting power. The liaisons are not members of the Board and but the Councilmember liaison may be counted in determining if a quorum is present.

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

### **Section 3. Duties.**

The Education Advisory Board shall act as a fact-finding and advisory board on the following issues and on such other issues as are, from time to time, designated by the City Council:

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

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

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

(4) **Incentives:** Development of incentives and enhancements which encourage the development of safe places, including improved playgrounds at or near local schools and structured activities during non-school hours.

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

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

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

**Section 5. Meetings; Organization; and Procedures.**

- (1) **Meetings.** The Board shall meet regularly, on a quarterly basis, or more frequently if necessary for the transaction of business. All meetings of the Board shall be open to the public, and minutes of each meeting shall be recorded by the Board Secretary or an appointee of the Chair. Whenever possible, meetings of the Board shall be attended by the City Council member appointed as liaison to the Board.
- (2) **Officers.** At the organizational meeting each year, the Board shall elect a chair and vice chair from its regular members; a recording secretary shall either be provided by

the City or shall be elected by the Board. A chair shall not serve consecutive terms, but may serve more than one (1) non-consecutive term. The Board may prepare written reports to Council. The Council liaison shall present the Board's reports and informational updates to the City Council on an as-needed basis.

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

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

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

**Section 8. Effective Date:** This ordinance shall become effective upon second reading.

**PASSED AND APPROVED** on First Reading on \_\_\_\_\_ of May, 2020.

**PASSED AND APPROVED** by City Council for the City of Westlake, on this 8th day of June, 2020.

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City of Westlake  
Roger Manning, Mayor

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Zoie Burges, City Clerk

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Approved as to Form and Sufficiency  
Pam E. Booker, City Attorney