

RESOLUTION NO. 2024-14

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, ESTABLISHING A CHARTER REVIEW COMMITTEE, ASSIGNING ITS DUTIES AND DURATION, PROVIDING AUTHORITY FOR EXPENDITURES; PROVIDING AUTHORITY FOR PUBLIC MEETINGS; PROVIDING FOR A METHOD OF PROVIDING LEGAL AND STAFF SUPPORT FOR THE COMMITTEE; PROVIDING FOR AN EFFECTIVE DATE AND A DATE FOR TERMINATION OF ACTIVITIES.

WHEREAS, the Town Commission of the Town of Melbourne Beach, Florida, voted to establish a Charter Review Committee at a public meeting on November 20, 2024, to study and review the existing Town Charter; and

WHEREAS, the Charter Review Committee shall make a study of such portions of the Town Charter as shall be brought to its attention by the Town Commission, the Town Manager, Town Attorney, and residents, and shall make recommendations for revisions of or amendments to the Town Charter as may appear necessary; and

WHEREAS, it is appropriate to create a Charter Review Committee for the purpose of review and study of the existing Town Charter with the Charter Review Committee submitting a written report of its findings and recommendations to the Town Commission.

NOW, THEREFORE, BE IT RESOLVED by the Town Commission of the Town of Melbourne Beach, Florida, that:

Section 1. A Charter Review Committee is hereby created, consisting of five (5) total members to be appointed by the Town Commission as follows:

- (a) Each Town Commissioner shall select one responsible and independent member to serve on the Charter Review Committee; and
- (b) Each Town Commissioner shall confirm that their appointments are willing to serve as a member of the Charter Review Committee. The names of the confirmed appointments shall be furnished to the Town Clerk for verification as to qualifications as a resident of the Town of Melbourne Beach and qualification to function as a member of the Charter Review Committee.

Section 2. The Charter Review Committee shall review and study the existing Town Charter and possible amendments or revisions thereto and make written recommendations to the Town Commission as to suggested amendments or revisions to the Town Charter. The Charter Review Committee shall function as an advisory body to the Town Commission.

Section 3. The written findings and recommendations of the Charter Review Committee shall be submitted to the Town Commission within one hundred and fifty (150) days, with the right to extend if necessary, from the date of the Charter Review Committee's initial meeting for consideration by the Town Commission. The Charter Review Committee's responsibility shall be deemed completed upon submission of their recommendations to the Town Commission.

Section 4. The Town Commission, upon receipt of the findings and recommendations of the Charter Review Committee, shall review same and determine whether the existing Town Charter shall be amended or revised. The Town Commission may cause to be prepared such Ordinance or Ordinances as it may deem advisable to amend or revise the existing Town Charter in the manner as provide by Chapter 166, Florida Statutes, as may be amended. To the maximum extent practicable, the Charter Review Committee shall conform the proposals of the Charter Review Committee to such subjects and matters as may be brought to the attention of the Charter Review Committee.

Section 5. The Town Manager may from time to time exercise her authority to make expenditures for the Charter Review Committee in the performance of its duties as provided by this Resolution.

Section 6. Upon appointment of members to the Charter Review Committee, the Town Commission shall establish a time, date, and place for the first meeting of the Charter Review Committee. At the initial meeting, the Town Attorney or his designee shall chair the meeting. At the initial meeting, the Charter Review Committee shall select a Chairperson and Vice Chairperson. The Vice Chairperson shall assume the duties of the Chairperson in the absence of the Chairperson. At the initial meeting, the Charter Review Committee shall establish a schedule of future meetings. Any vacancy created by the incapacity, resignation or otherwise of a Charter Review Committee board member shall be filled at the next regular or special meeting of the Town Commission upon selection by the original appointing Commission member. All appointments to the Charter Review Committee shall be recorded by the Town Clerk.


Section 7. All meetings of the Charter Review Committee shall be noticed and open to the public. The public shall be encouraged to submit verbal and written comments to the Charter Review Committee. The Charter Review Committee shall have minutes of each meeting taken, which minutes shall be promptly recorded with the Town Clerk and such records shall be open to public inspection. A majority of the Charter Review Committee shall constitute a quorum.

Section 8. The Town Manager, Town Attorney, and Town Clerk are hereby directed to support the Charter Review Committee in its organization and in considering, formulating, and making findings and recommendations.

Section 9. The Resolution shall become effective immediately upon its passage and adoption. Upon consideration and acceptance of the findings and recommendations of the Charter Review Committee by the Town Commission, the Charter Review Committee shall be deemed disbanded and the Charter Review Committee's existence shall terminate.

PASSED AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its regular meeting this 18th day of December, 2024.

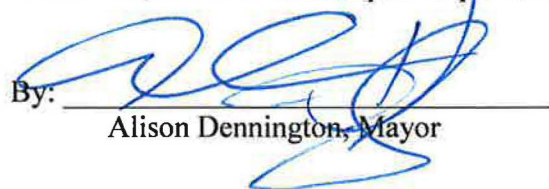
ATTEST:


Amber Brown, CMC
Town Clerk

(TOWN SEAL)



TOWN OF MELBOURNE BEACH,
FLORIDA, a Florida Municipal Corporation

By: 
Alison Dennington, Mayor