

Board and Committee Liaison Responsibilities

1. The Committee Liaison shall, at the first meeting of the Committee, provide a review and a copy of City Code Section 2-22 for Committee members. In addition, a monthly meeting calendar must be established and approved by the Committee members.
2. The Liaison should contact the Office of the City Attorney to arrange for an Ethics/Sunshine Law briefing for the Committee at its first meeting, or as soon thereafter as possible. As often as deemed necessary by the Liaison, the Liaison should contact the Office of the City Attorney to arrange for Ethics/Sunshine Law training for the board members.
3. The Liaison, with the Committee chairperson, will assist in the agenda preparation and its distribution to all Committee members. The Committee should determine among its members how new items will be placed on the agenda.
4. The Liaison will make sure that all meetings are properly noticed in the Weekly Meeting Notices, Thursday's Neighbors Section of The Miami Herald. The meeting date, time, and location will need to be emailed to Meetings@Miami Beachfl.gov. Any questions regarding noticing cut-off date(s) should be directed to the Office of the City Clerk.
5. For each meeting, the Liaison will prepare an attendance sign-in sheet and make sure that each member, and those present at the meeting, sign-in. The Liaison will also prepare the attendance quarterly report. The Liaison must submit the quarterly attendance report to the Office of the City Clerk. The Liaison will notify the Office of the City Clerk when a board member has missed 33% of the regularly scheduled Committee meetings. In January of each year, the Committee must vote on a chairperson and establish the meeting dates for the New Year.
6. The Liaison is responsible for creating the meeting minutes and seeking Committee approval of the minutes, via the Agenda, at the next Committee meeting. The meeting minutes, at a minimum, must reflect:
 - a. A list of Committee members in attendance;
 - b. The action taken on each agenda item (e.g. Approved, Approved as amended, Deferred, Discussion held, Not approved, Not reached, Opened and continued, Report given, or Withdrawn); and
 - c. If there is a vote taken on an item, it must contain the name of the maker of the motion, a detailed description of the motion, the name of the Committee member who seconded the motion, and the vote. It is important to note any member(s) who oppose the motion, any member(s) who are absent during the vote, and any member(s) abstaining due to conflict. A member abstaining from a vote must 1) announce his/her conflict when the item is called and leave the meeting during

the discussion and vote on the items, and 2) file Form 8B, Memorandum of Voting Conflict for County, Municipal and Other Local Public Officers, with the Office of the City Clerk within 15 days after the vote occurs.

7. It is up to the discretion of the Liaison whether to tape the meeting or not; however, some Liaisons find it helpful in preparing the meeting minutes. If the meeting is recorded, the recording should be labeled with the Committee name and the date of the meeting. The Committee Liaison is responsible for the preservation of the meeting minutes and any recordings. If the Liaison changes, it is the responsibility of the Liaison to transfer all materials to the new Liaison and notify the Office of the City Clerk of the name of the new Liaison and that the transfer has been done.
8. The Liaison should be familiar with the Sunshine Law, the purpose of the Committee, its composition, powers and duties, and the number of members needed at the meeting to constitute a quorum. If there are any questions, the Liaison should contact the Office of the City Clerk directly.
9. The Chairperson, or his/her designee, with the assistance of the Liaison shall biannually submit a completed written report, on the form supplied by the City Administration, to the City Commission and City Manager.

If there are any questions, please contact the Office of the City Clerk.