

Board and Committee Liaison Responsibilities Subcommittees

1. The Liaison, along with the Subcommittee Chairperson, will assist in the agenda preparation and its distribution to all Subcommittee members. The Subcommittee should determine among its members how new items will be placed on the agenda.
2. The Liaison will make sure that all Subcommittee meetings are properly noticed in the Weekly Meeting Notices, Sunday'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.
3. For each Subcommittee meeting, the Liaison will prepare an attendance sign-in sheet and make sure that each member, and those present at the meeting, sign in.
4. The Liaison, or a Subcommittee member designated by the Chair in the absence of the Liaison, is responsible for creating the meeting minutes.
5. At the next regular Committee meeting, the Chair of the Subcommittee will report on the actions of the previously held Subcommittee meeting. The minutes of the Subcommittee meeting and the report given by the Chair of the Subcommittee will be incorporated into the Committee's minutes. The Subcommittee 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Approved as amended, Deferred, Discussion held, Not approved, Not reached, Opened and continued, Report given, or Withdrawn); and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.
6. It is up to the discretion of the Liaison or the Subcommittee designee preparing the minutes as to whether to tape the Subcommittee meeting or not. If the meeting is recorded, the recording should be labeled with the Subcommittee's name and the date of the meeting. The Committee Liaison is responsible for the preservation of the Subcommittee 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.

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