

RESOLUTION NO. 2000-111

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AMENDING THE RULES/POLICIES OF THE ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS ADOPTED MAY 12, 1998, AS PREVIOUSLY AMENDED, PROVIDING A GENERAL MISSION STATEMENT FOR ALL APPOINTED COMMITTEES, AND REQUIRING A SPECIFIC MISSION STATEMENT FOR EACH SPECIFIC APPOINTED COMMITTEE; PROVIDING RULES FOR PROVISION OF COUNTY STAFF SUPPORT FOR COMMITTEES; AND PROVIDING RULES GOVERNING COMMITTEE EXPENDITURES.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County that:

Section 1. The Rules/Policies of the St. Johns County Board of County Commissioners, adopted May 12, 1998 as previously amended, are hereby amended by the addition of the following to Chapter 2. Part 3. BOARD APPOINTED AUTHORITIES, BOARDS, COMMISSIONS, COMMITTEES, Section 3. PROCEDURES;OFFICERS;RULES

*Mission Statement:* No Committee shall assume any power or authority not specifically granted to it, but each Committee shall strive to give the citizens and the Board of County Commissioners of St. Johns County their best efforts in developing recommendations regarding their assigned subject matter and providing other authorized services.

1. Each individual committee appointed by the Board of County Commissioners shall develop its own individual mission statement and submit such to the Board of County Commissioners for review and approval within six months of the adoption date of this Resolution. Said mission statement shall be reasonably limited to the subject area and purpose for which the Committee was created.
  - (1) The following shall be a mission statement applicable to all committees appointed by the Board of County Commissioners unless the Board of County Commissioners establishes a particular alternative mission statement for a designated Committee or specifically rules that no general mission statement shall be applicable to a designated committee:

Each Committee shall carry out its particular mandate made by the Board of County Commissioners while operating in compliance with all applicable Federal, State laws and County ordinances, including, but not limited to, the Florida

Sunshine Law, the Florida Public Records Law, applicable quasi-judicial hearing rules, and the civil rights laws of the United States .

Staff Support: A County employee shall be appointed by the County Administrator to serve as Staff Director for each Committee appointed by the Board of County Commissioners. Each such Committee and Staff Director shall be assigned to a County Department for administrative support and oversight. Each such Committee which requires staff support of the County shall address such request to the Committee Staff Director appointed for that particular committee. If such Director is not available to timely address a particular need of a Committee, the request may be addressed to the appropriate department head or to the office of the County Administrator. This provision shall not be interpreted as restricting any Committee member from making an individual public records request to any County agency, although such individual shall have individual responsibility for the cost of such request.

Expenditures and Liabilities: Each Committee with an approved budget must obtain written authorization from the Staff Director before making any expenditure. Any disagreement regarding expenditures between the Staff Director and the Committee shall be referred to the County Administrator or his designee for resolution. The assigned Staff Director shall be responsible for ensuring that County supply, purchasing and expenditure policy and procedures are complied with by their assigned Committee. No Committee may obligate or incur liability on behalf of the County without the express written authorization of the County Administrator or his designee, or the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, State of Florida, this 8th day of August, 2000.

BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA

By: James E. Bryant  
James E. Bryant, Chairman

ATTEST: Cheryl Strickland, Clerk

By: Patricia A. Grande  
Deputy Clerk

