

ENVIRONMENTAL ADVISORY BOARD

FUNCTION OF THE ENVIRONMENTAL ADVISORY BOARD:

Each Board has specific guidelines, duties, and responsibilities within which they have the authority to work and their scope is limited to those defined guidelines, duties, and responsibilities:

1. To promote environmental awareness and activities, acting as educational liaison to the community for environmental matters that are important to the City.
2. To review and provide advisory comments for special projects, programs, legislation, and environmental awareness and improvement opportunities as needed for the City Commission and other City departments and Boards, such as the Art Master Plan, the Green Plan, and the city lighting ordinance.
3. To continuously promote and support National Wildlife Federation certifications throughout the City.
4. To promote the City's environmental priorities at the annual Butterfly Festival and the Annual Free Tree Giveaway.

MEETING SCHEDULE:

- The Environmental Advisory Board meets every other month, starting in January.
- All meetings shall be open to the public and held in accordance with state law governing public meetings.

BOARD MEMBER COMMUNICATION:

- To adhere to public records laws and record retention requirements, please limit Board correspondence outside of meetings to email communication.
- When communicating with anyone outside City staff regarding Board business, forward any such communications (received or sent) to the City Clerk at publicrecords@coconutcreek.net with "For Public Record" in the subject line.
- If you have some interest in or relationship with anything on the upcoming Board agenda, email the legal department at cityattorney@coconutcreek.net or call 954-973-6797. If, after consultation with the legal department, it is determined you have a voting conflict, you must file the appropriate disclosure/conflict of interest form as directed by staff.

BOARD MEMBER RESPONSIBILITIES:

- Attend meetings regularly.
- Review the meeting agenda and any backup materials provided in advance of each Board meeting.
- To best contribute to the discussions, review the information provided, and be prepared with questions and relevant discussion points.
- Focus on the needs and betterment of the City of Coconut Creek as a whole.

- Adhere to the Florida Sunshine Law, Public Records Act, Ethics Rules, and Parliamentary Procedures.

BOARD CHAIR RESPONSIBILITIES:

- Understand and have a working knowledge of parliamentary procedures.
- Start and end the meeting on time.
- Follow the published agenda.
- Introduce each agenda item and facilitate discussion.
- Stay on topic.
- Bring items to a conclusion.

SAMPLE AGENDA:

1. Call meeting to order
2. Call the roll
3. Public comment
4. Approval of minutes
5. Agenda items
6. Communications and report
8. Set date of next meeting
9. Meeting adjournment

BOARD LIASION:

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