

RESOLUTION NO. 24-_____

RESOLUTION ESTABLISHING A PROCEDURE TO ASSIGN COMMISSIONERS TO COMMITTEES, COUNCILS, AGENCIES, BOARDS, COMMISSIONS AND OTHER ENTITIES.

WHEREAS, Section 2.7 of the Polk County Charter provides that the organizational meeting of the Board of County Commissioners (the “Board”) shall be held the third Tuesday following the first Monday in November of each year and that at the organizational meeting the Board shall elect a chairman (“Chair”) and vice-chairman; and

WHEREAS, Section III. B. of the Board’s Rules of Procedure provides that the Chair, with approval of the Board, upon taking office makes all assignments of Commissioners to the various committees, councils, agencies, boards, commissions, and other entities; and

WHEREAS, the Board wishes to provide a procedure for individual Commissioners to inform the Chair of their desire to be assigned to certain committees, councils, agencies, boards, commissions, and other entities.

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COUNTY COMMISSIONERS OF POLK COUNTY, FLORIDA, THAT:

1. In determining the assignment of Commissioners to the various committees, agencies, boards, commission and other entities the following procedure should be used:
 - a. Upon election of the Chair, the Chair’s Executive Assistant will provide each Commissioner a list of current committees, agencies, boards, commission and other entities in which a Commissioner needs to be assigned (“BoCC Member and Liaison List”).
 - b. Upon receipt of the BoCC Member and Liaison List a Commissioner shall check off or number in order of preference, three (3) committees, agencies, boards, or other entities listed on the BoCC Member and Liaison List to which they desire to be assigned.
 - c. On or prior to the Wednesday before the first regular Board meeting in December, each Commissioner shall return the BoCC Member and Liaison List containing their request for assignments to the Chair’s Executive Assistant.
 - d. The Chair’s Executive Assistant upon receipt of the returned BoCC Member and Liaison Lists shall provide the BoCC Member and Liaison Lists to the Chair to consider when assigning Commissioners to committees, agencies, boards, commission and other entities.
 - e. Upon completing assignments of Commissioners to committees, agencies, boards, commission and other entities, the Chair shall have the BoCC Member and Liaison List placed on the agenda to be approved by the Board.

2. Nothing herein shall invalidate an assignment of a Commissioner made by the Chair not using this procedure.
3. If assignments or reassignments are necessary for a committee, agency, board, commission and other entity after the Board approves the BoCC Member and Liaison List, the Chair's Executive Assistant shall provide the Chair and Commissioners written notice of the need for the assignment or reassignment. Within seven (7) days of receipt of notice, Commissioners shall provide the Chair's Executive Assistant written notice of their desire to be assigned to same for the Chair to consider prior to making the assignment or reassignment. Upon making the assignment or reassignment, the Chair shall have the updated BoCC Member and Liaison List placed on the agenda to be approved by the Board.
4. **EFFECTIVE DATE.** This Resolution shall be effective upon adoption.

ADOPTED IN REGULAR SESSION DULY ASSEMBLED THIS 19TH DAY OF NOVEMBER, 2024.

**ATTEST:
STACY M. BUTTERFIELD, CLERK**

**BOARD OF COUNTY COMMISSIONERS
POLK COUNTY, FLORIDA**

By: _____
Deputy Clerk

By: _____
, Chair