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**RESOLUTION 2019-103  
TOWN OF LADY LAKE, FLORIDA**

3 A RESOLUTION OF THE TOWN OF LADY LAKE, FLORIDA, ESTABLISHING A CHARTER  
4 REVIEW COMMITTEE TO REVIEW, RECOMMEND, AND SUBMIT PROPOSED  
5 AMENDMENTS AND/OR REVISIONS TO THE TOWN CHARTER; PROVIDING FOR THE  
6 COMPOSITION OF THE CHARTER REVIEW COMMITTEE, ASSIGNING ITS DUTIES AND  
7 DURATION; PROVIDING FOR PUBLIC MEETINGS AND METHOD OF PROVIDING LEGAL  
8 AND STAFF SUPPORT FOR THE COMMITTEE; PROVIDING FOR AN EFFECTIVE DATE.

9 **WHEREAS**, the Town Commission recognizes the possibility of amending sections of the  
10 Town Charter from time to time to consider the changes in technology, financial inflation,  
11 changes in the law, and other factors which may facilitate the need for amendments; and,

12 **WHEREAS**, in order to address the aforementioned concerns and to help ensure that proper  
13 amendments or revisions to the Town Charter are made, the Town Commission has  
14 determined that an advisory committee consisting of Town residents and Town business  
15 owners is needed; and,

16 **WHEREAS**, it is desirable for such advisory committee to make a study of the Town Charter  
17 and identify any areas that may be ambiguous, unclear, or not in the best interests of the  
18 Town and to make recommendations for amendments or revisions to the Town Commission  
19 for consideration.

20 **NOW, THEREFORE, BE IT RESOLVED** by the Town Commission of the Town of Lady Lake, as  
21 follows:

22 **SECTION 1. COMPOSITION OF THE CHARTER REVIEW COMMITTEE.**

23 The Charter Review Committee shall consist of seven appointed members of the Town, five of  
24 which will be voting members, one from each of the five wards, and two will be voting  
25 members that are current Lady Lake business owners.

26 **SECTION 2. OBJECTIVES OF THE CHARTER REVIEW COMMITTEE.**

27 The Charter Review Committee will provide input to the Town Commission regarding  
28 amendments and revisions to the Town Charter.

29 **SECTION 3. DUTIES OF THE CHARTER REVIEW COMMITTEE.**

30 The Charter Review Committee shall meet for the purpose of organization within thirty days  
31 after the appointments have been made. The Mayor shall appoint the Chair and the Charter  
32 Review Committee shall elect a Vice-Chair from among its membership. Further meetings of

1 the Charter Review Committee shall be held on the call of the Chairperson or a majority of  
2 members of the Charter Review Committee. All meetings shall be open to the public and be  
3 held at Town Hall in the Commission Chambers.

4 A majority of the members of the Charter Review Committee shall constitute a quorum. No  
5 charter amendment or revision shall be submitted to the Town Commission for consideration  
6 unless favorably voted upon by an affirmative vote of a majority of the voting membership of  
7 the Charter Review Committee. The Charter Review Committee may adopt such other rules  
8 for its operation and proceedings, as it deems desirable.

9 The Charter Review Committee shall deliver the proposed amendments or revisions to the  
10 Town Commission within 180 days after its first meeting. The Town Commission shall review  
11 the proposals as approved by the Charter Review Committee, and any proposals or revisions,  
12 if approved by the majority of the Town Commission, shall be placed on the 2020 general  
13 election ballot for the voters to decide upon.

14 **SECTION 4. TERM OF MEMBERS.**

15 The term of the Charter Review Committee will commence from the date of appointment and  
16 upon acceptance or rejection of the proposed amendments by the Town Commission, the  
17 Charter Review Committee shall be automatically dissolved.

18 **SECTION 5. RULES OF PROCEDURE.**

19 The Charter Review Committee shall comply with all applicable requirements of the Florida  
20 Sunshine Law and Public Records Law and may adopt additional procedures of operation  
21 provided there is no conflict with state or municipal law.

22 The conduct of the meetings will be generally informal. If there is a question as to  
23 parliamentary procedures, the Chair, at his or her discretion, may use Robert's Rules of Order  
24 to address the issue.

25 The Charter Review Committee will serve without compensation but may be reimbursed for  
26 necessary expenses pursuant to general law.

27 Charter Review Committee members may not discuss with each other outside of their public  
28 meetings matters that may foreseeably come before them in the future.

29 **SECTION 6. DUTIES OF THE TOWN MANAGER AND TOWN ATTORNEY.**

30 The Town Manager, or his or her designee, shall assist the Charter Committee as needed. The  
31 Town Attorney shall provide any legal assistance needed.

1 This Resolution shall take effect immediately upon its adoption by the Town Commission of  
2 the Town of Lady Lake.

3 **RESOLVED** this 15<sup>th</sup> day of **April, 2019**, in Lady Lake, Florida, by the Lady Lake Town  
4 Commission.

5 Town of Lady Lake, Florida

6 \_\_\_\_\_  
7 Jim Richards, Mayor

8 Attest:

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10 Kristen Kollgaard, Town Clerk

11 Approved as to form:

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13 Derek Schroth, Town Attorney