

**ORDINANCE NO. 2023-016**

**AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA, AMENDING CHAPTER 2 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "ADMINISTRATION"; SPECIFICALLY CREATING ARTICLE XIII; TO BE ENTITLED "YOUTH AFFAIRS ADVISORY BOARD"; PROVIDING FOR THE ESTABLISHMENT OF A YOUTH AFFAIRS ADVISORY BOARD; PROVIDING FOR COMPOSITION; PROVIDING FOR MEETINGS; PROVIDING FOR DEFINITIONS; PROVIDING FOR DUTIES AND RESPONSIBILITIES; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Pembroke Park (the "Town") understands the importance of offering opportunity for civic engagement to the Town's youth; and

**WHEREAS**, the Town Commission desires to create a Youth Affairs Advisory Board to advise the Town Commission on issues of concern and importance to the youth living within the Town; and

**WHEREAS**, the Youth Affairs Advisory Board will provide a venue for the Town's youth to engage with the Town Commission on important matters affecting the Town's youth; and

**WHEREAS**, the Town Commission hereby finds it is in the best interest of the citizens and residents of the Town of Pembroke Park to amend the Town's Code of Ordinances to establish a Youth Affairs Advisory Board.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA:**

**Section 1:** The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance. All exhibits referenced herein are hereby incorporated within this Ordinance by this reference and made a specific part hereof.

**Section 2:** Chapter 2, entitled “Administration,” of the Town of Pembroke Park’s Code of Ordinances, is hereby amended, by creating Article XIII, to be entitled “Youth Affairs Advisory Board,” as follows:

**Article XIII. – Youth Affairs Advisory Board**

**Sec. 2-317 ESTABLISHMENT AND PURPOSE**

(a) It is the intent of the Town Commission in establishing the Youth Affairs Advisory Board that this Board shall act in an advisory capacity to the Town Commission for the express purpose of providing the Town Commission non-binding recommendations to assist the Town to continue addressing matters of concern or importance to the Town’s Youth.

**Sec. 2-318 DUTIES**

The duties of the Pembroke Park Youth Affairs Advisory Board shall be as follows:

- (a) To act in an advisory capacity to the Town Commission; to conduct and hold public meetings in which matters affecting the Town’s youth are considered and discussed;
- (b) To articulate and transmit recommendations to the Commission on matters pertaining to the youth that may be addressed by Commission or Administrative action;
- (c) To perform additional duties related to the City’s youth as may be assigned by the Town Commission or the Town Manager from time to time.

**Sec. 2-319 BOARD ACTION ADVISORY ONLY**

The actions, decisions, and recommendations undertaken or approved by the Youth Affairs Advisory Board of the Town of Pembroke Park shall not be final or binding

on the Town Commission, but shall be advisory only.

**Sect. 2-320 COMPOSITION, APPOINTMENT OF MEMBERS, AND TERM**

(a) The Town of Pembroke Park Youth Affairs Advisory Board shall consist of five (5) members.

(b) Each member of the Town Commission shall appoint one member to the Board. Appointees to the Board shall be announced publicly by the appointing Commissioner at a regular meeting of the Town Commission.

(c) In making appointments to this Board, consideration shall be given by each Commission to students residing within the Town in grades ten (10) through twelve (12) who are no less than fourteen (14) years old.

(d) Members of the Board shall serve at the pleasure of the appointing member of the Town Commission.

**Sect. 2-321 QUALIFICATIONS OF MEMBERSHIP**

(a) All individuals appointed by the Town Commission to serve on the Youth Affairs Advisory Board must be full-time residents of the Town.

(b) All board members are required to maintain at least a 2.5 GPA during their time of the Board.

**Sect. 2-322 MEETINGS, DATES, PROCEDURES, RECORDS, AND QUORUM**

(a) An organizational meeting of the Youth Affairs Advisory Board shall be held at the first meeting of the Board after their appointment and thereafter at the first regular meeting in the month of September of each year or as soon thereafter as practicable.

(b) A chairperson and vice-chairperson shall be elected for terms of one (1) year

by a majority of the Board.

(c) At least one (1) meeting of the Board shall be held on a monthly basis during each academic school year.

(d) Additional meetings may be called by the chairperson, or at the request of the Town Commission or the Town Manager.

(e) Three (3) members in attendance shall constitute a quorum of the Board.

(f) All meetings of the Board shall be open to the public and subject to the requirements of Section 287.011, F.S.

#### **Sec. 2-323. ASSISTANCE TO THE BOARD**

(a) The Town Manager, or his or her designee, shall attend board meetings and provide assistance and advice to the Board in its deliberations. The Town Clerk, or his or her designee, shall act as the secretary to the Board and be responsible for providing notice of Board meetings and for recording of meeting minutes. The Town Attorney, or his or her designee, shall act as the Attorney for the Board and attend Board meetings, upon request.

**Section 3:** It is the intention of the Town Commission of the Town of Pembroke Park that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the Town of Pembroke Park, Florida, and that the Sections of this Ordinance may be renumbered, re-lettered and the word “Ordinance” may be changed to “Section,” “Article,” or such other word or phrase in order to accomplish such intention.

**Section 4:** All sections or parts of the Code of Ordinances, all ordinances or parts of ordinances and all resolutions or parts of resolutions in conflict herewith, be and the same, are hereby repealed to the extent of such conflicts.

**Section 5:** Should any section or provision of this Ordinance, or any portion thereof, of any paragraph, sentence or word, be declared by a Court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder hereof, as a whole or a part thereof other than the part declared to be invalid.

**Section 6:** This Ordinance shall become effective upon adoption.

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**PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF  
PEMBROKE PARK, FLORIDA, ON THE FIRST READING, THIS \_\_\_\_ DAY OF  
\_\_\_\_\_, 2023.**

**PASSED ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE  
PARK, FLORIDA, ON THE SECOND AND FINAL READING, THIS \_\_\_\_ DAY OF  
\_\_\_\_\_, 2023.**

ATTEST:

\_\_\_\_\_  
ASHIRA MOHAMMED  
Mayor

\_\_\_\_\_  
MARLEN D. MARTELL  
Town Clerk

Approved as to form and legal sufficiency:

\_\_\_\_\_  
JACOB G. HOROWITZ  
Interim Town Attorney

VOTE

ASHIRA MOHAMMED	_____
ERIK MORRISSETTE	_____
WILLIAM R. HODGKINS	_____
MUSFIKA KASHEM	_____
GEOFFREY JACOBS	_____