



# Village of Biscayne Park

## Commission Agenda Report

**Village Commission Meeting Date:** February 2, 2016  
**Subject:** Workshop Meeting Policy  
**Prepared By:** Commissioner Roxanna Ross  
**Sponsored By:** Commissioner Roxanna Ross

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### **Background**

On occasion a scheduled Village board meeting cannot be called to order for lack of a quorum. Sometimes, the chair of the board will open a brief workshop for discussion without any votes, but more often than not the meeting is considered a forfeit and rescheduled. As these volunteer boards generally meeting once a month, valuable input and consideration by the appearing board members is then delayed without progress.

### **Fiscal / Budget Impact**

The cost of a clarifying resolution setting out a policy for converting a board meeting into a workshop for discussion of agenda items, without further action until a quorum is met.

### **Recommendation**

I recommend that we direct the Manager to arrange for the drafting of a resolution setting the following policy, as may be amended after Commission discussion and Village Attorney advice.

- In the event that a scheduled and noticed meeting cannot be called to order for lack of a quorum, the chair, or by consensus of a majority of the members, may open a workshop to discuss the items on the agenda. However, no votes or further action may be taken until a quorum is present.
- All meeting agenda will clearly state that a workshop may be opened to discuss agenda items, if a quorum is not present.
- Minutes summarizing the items discussed shall be maintained.