



**Senior Resources Advisory Board
Agenda
December 6, 2023**

Chair John E. Brown
Vice Chair Susan Sloan
Member Vida May Waters
Member Karen Reed
Member James Curington

City Manager Mike DaRoza

The City Commission will conduct a
Senior Resources Advisory Board
At 5:00 PM
to address the item(s) below.

Meeting Date: December 6, 2023

Meeting Location: James A Lewis Commission Chambers

15100 NW 142 Ter.

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

SENIOR RESOURCES ADVISORY BOARD MEETING AGENDA

CALL TO ORDER

INVOCATION

PLEDGE TO THE FLAG

APPROVAL OF THE AGENDA

I. OLD BUSINESS

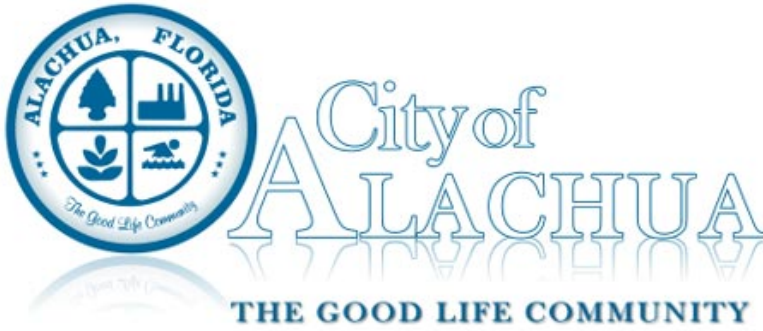
II. NEW BUSINESS

- A. June 07, 2023, Senior Resources Advisory Board Minutes
- B. Parliamentary Procedures Review
- C. Sunshine Law and Public Records Presentation
- D. Election of Chair and Vice Chair
- E. 2024 SRAB Calendar
- F. Health and Fitness
- G. Programs for Personal Safety Awareness
- H. Collaborate with Parks & Recreation Department Regarding Social Activities and Field Trips

III. BOARD COMMENTS/DISCUSSION

IV. CITIZENS COMMENTS

ADJOURN



Board/Committee Agenda Item

MEETING DATE: 12/6/2023

SUBJECT: June 07, 2023, Senior Resources Advisory Board Minutes

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:
Approve the minutes.

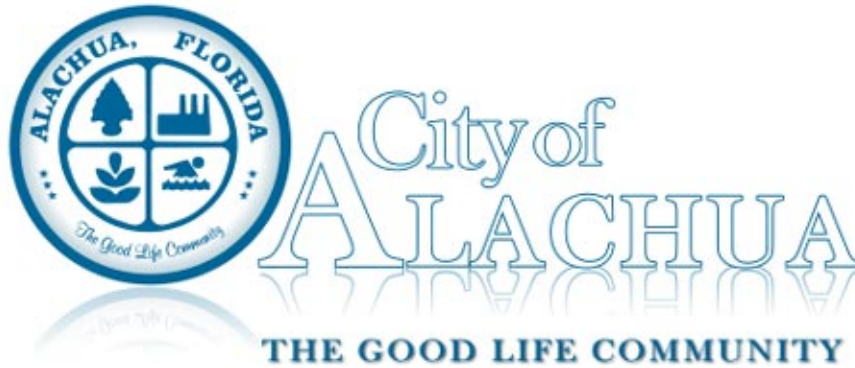
Summary

June 07, 2023, Senior Resources Advisory Board Minutes

ATTACHMENTS:

Description

☐ Minutes



**Senior Resources Advisory Board
Minutes
June 7, 2023**

Chair John E. Brown
Vice Chair Susan Sloan
Member Vida May Waters
Member Karen Reed
Member James Curington

City Manager Mike DaRoza

**Senior Resources Advisory Board
At 5:00 PM**

Meeting Date: June 7, 2023

Meeting Location: James A Lewis Commission Chambers

15100 NW 142 Ter.

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

SENIOR RESOURCES ADVISORY BOARD MEETING AGENDA

CALL TO ORDER

Led by Chair John E. Brown.

INVOCATION

Led by Chair Brown.

PLEDGE TO THE FLAG

Led by Chair Brown.

APPROVAL OF THE AGENDA

Chair Brown asked the Members to review the agenda and make recommendations.

Member Jim Curington moved to approve the agenda; seconded by Member Vida May Waters.

Passed by unanimous consent.

I. OLD BUSINESS

II. NEW BUSINESS

A. Vision and Goals

Assistant Deputy City Clerk Diane Amendola presented the item and made recommendations.

Member Waters moved to approve the vision and goals of the Senior Resources Advisory Board; seconded by Member Curington.

Chair Brown restated the motion as presented to the floor.

Member Curington stated the Workshop, which was led by Member Karen Reed, gave the SRAB a great foundation to build on, and he said he appreciated Member Reed's leadership in helping this board create the vision and goals.

Passed 3-0 by roll call.

B. As the Page Turns - A Book Club For Seniors

Assistant Deputy City Clerk Amendola presented the item and made recommendations.

Members asked clarifying questions.

Assistant Deputy City Clerk Amendola and Staff Liaison LeAnne Williams provided the information.

C. March 8, 2023, Senior Resources Advisory Board Minutes

Chair Brown asked the Members to review the minutes and make recommendations.

Member Curington moved to approve the March 8, 2023, Senior Resources Advisory Board minutes; seconded by Member Waters.

Passed by unanimous consent.

III. BOARD COMMENTS/DISCUSSION

Chair Brown asked Members for comments.

Member Curington stated he was challenging himself to attend the Book Club on June 13, 2023, the bingo which occurs monthly, and the July 4th event, which the City coordinates. He stated these events benefit seniors.

Chair Brown challenged the board to make a plan to further the goals of the board. He challenged himself to attend the Book Club.

IV. CITIZENS COMMENTS

Commissioner Brown told the Board that she was pleased that they had established a vision and goals. She stated she would be in attendance at the Book Club.

Staff Liaison Williams stated the goals would be placed on the next agenda for the SRAB to discuss next steps.

ADJOURN

Member Waters moved to adjourn; seconded by Member Curington.

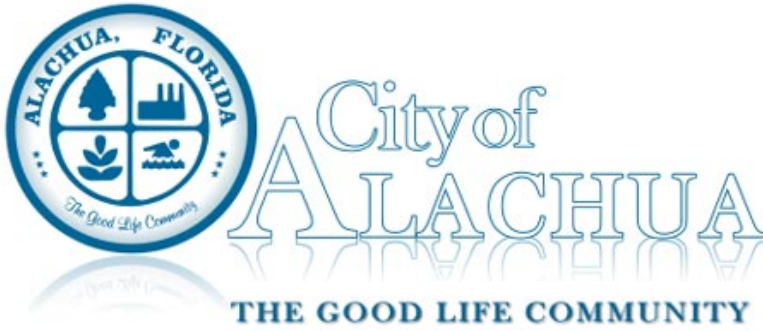
Passed by unanimous consent.

ATTEST:

SENIOR RESOURCES ADVISORY BOARD
OF THE CITY OF ALACHUA, FLORIDA

Presiding Officer

Staff Liaison



Board/Committee Agenda Item

MEETING DATE: 12/6/2023

SUBJECT: Parliamentary Procedures Review

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:
Receive the Presentation.

Summary

Parliamentary Procedure is the body of rules, ethics and customs governing, among other thing, meetings. The City of Alachua has established such rules for all of its boards and committees.

This presentation will introduce the SRAB to the basics of parliamentary procedure.

ATTACHMENTS:

Description

- ▣ Parliamentary Procedures

Parliamentary Procedure



City of
ALACHUA
the good life community



What is parliamentary procedure?

The rules that help us maintain order and ensure fairness in all decision-making processes.



What are Robert's Rules of Order?

Codification of general present-day parliamentary procedures.



Basic Principles

- Someone must facilitate meetings and maintain order (the presiding officer)
- All members have a right to bring up ideas
- Members should come to an agreement about what course of action to take
- The majority rules, but the basic rights of the minority are always protected by assuring them the right to speak and to vote
- Parliamentary procedure enables members to take care of business in an efficient manner while maintaining order
- It ensures everyone get the right to speak and to vote
- Takes up business one item at a time and promotes courtesy, justice, and impartiality



The Presiding Officer

- The presiding officer (often referred to as “the chair”) is the person who conducts the meeting
- The presiding officer is a role – not a position. This means that the presiding officer is the person who occupies the chair at a given instant of time. (during the meetings)
- The general duties of the presiding officer are:
 - To call the meeting to order at the **scheduled time**, not before
 - If a quorum is not present, the meeting is to be canceled
 - To announce the business that is to come before the body
 - To recognize members who wish to speak
 - To state and put to vote all questions that come before the body
 - To enforce the rules relating to debate
 - To decide all questions of order
 - To declare the meeting adjourned



Promoting Courtesy

- Members should refer to each other in a cordial and courteous manner, for example:
 - “the previous speaker” or “Miss Smith”
- All remarks are made through and to the chair
- If a motion is out of order the chair should state: “The motion is out of order”
- Only major infraction of rules are corrected



Order of Business

- Commonly referred to as an agenda, the order of business is the sequence of general business items that will be addressed in the meeting
- The order of business or agenda must be adopted by the body prior to addressing business.
- The standard order of business includes:
 - Call to Order
 - Invocation
 - Pledge to the Flag
 - Approval of Agenda
 - Agenda
 - Council Comments
 - Adjournment
- Different organizations may establish their own standard order of business pursuant to their by-laws.



Motions 101



Motions

- A motion is a formal proposal that recommends a course of action that the body should take
- A motion contains three basic pieces of information:
 - Who: References who is authorized or directed
 - What: References the action to be taken
 - When: References the timeframe in which the action is to be taken
- Only one motion can be considered at a time.
- Once a motion has been made and seconded, it must be acted upon before another motion is considered
- The chair may not make or second a motion

Making A Motion

- To make a motion, the maker should say:
 - “I move that...” or “ I move to...”
- Never say “I make a motion to...”
- A motion must be seconded by another member to stand
- A second merely implies the seconder of the motion agrees the body should consider/discuss the motion on the floor – not necessarily that he/she supports the motion itself.
- Once a motion is made and properly seconded, the chair should open the floor for comments from citizens present.
- Once all citizens have commented the chair should restate the motion, which means the motion belongs to the board and no longer to the maker of the motion.
- After the motion belongs to the board the chair puts the motion to a vote by saying: “All those in favor say Aye..... All opposed say Nay”.
- After the vote is tallied, the chair rules on which side won the vote.

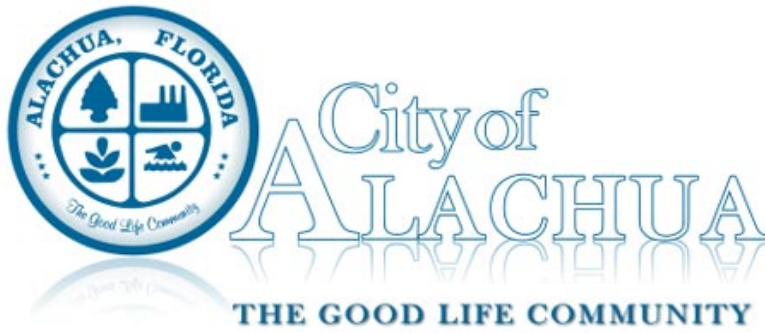


Amending A Motion

- Amending a motion means to modify a pending motion in some manner prior to voting on the pending motion.
- An amendment must be related to the pending motion and have a relevant bearing on the meaning of the pending motion.
- There are three basic processes for amending a motion:
 - To insert or to add words
 - To strikeout words
 - To strikeout and insert words
- The amended motion requires a second and the floor should be opened for public comment after amended motion stands
- The amendment requires a majority vote to adopt

Summary

- The chairperson runs the meeting
- The meeting starts when the chairperson calls the meeting to order
- If a motion is to stand for discussion, someone has to “second” it
- If the motion is to be changed, someone must make a motion to amend.
- At the end, the chairperson will take a vote. Majority wins.



Board/Committee Agenda Item

MEETING DATE: 12/6/2023

SUBJECT: Sunshine Law and Public Records Presentation

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:
Receive the Presentation.

Summary

Staff will provide an overview of the Sunshine Law and how it applies to the SRAB.

ATTACHMENTS:

Description

- ☐ Sunshine Law

SUNSHINE LAW & PUBLIC RECORDS



City of
ALACHUA
the good life community

Florida's Sunshine Law

- Florida's Sunshine Law is considered the gold standard of open records and meetings laws across the country
- No other government on the planet is as open as Florida

What this Means for Board Meetings

- Provides a right of access to governmental proceedings
- Affects mostly city council and advisory board members
- Meetings must be open to the public
- Reasonable notice must be given
- Minutes must be taken

What it Means for the interaction of the Board Members

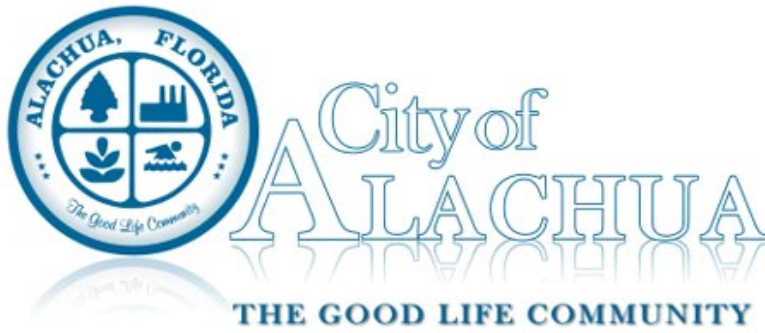
- All discussion about Public Business must be conducted in a Public Meeting
- Any discussion about Public Business conducted in private is strictly forbidden: this includes siblings, spouses, etc.
- All discussion about Public Business on Social Media must be maintained by the City: Facebook, Twitter, Instagram, YouTube, email, text messages.

Public Records

- A Public Record is any information related to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.
- If you used it to communicate public business, it's a public record
- Rule of Thumb: Don't create a record until it is necessary

Questions?





Board/Committee Agenda Item

MEETING DATE: 12/6/2023

SUBJECT: Election of Chair and Vice Chair

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Elect a chairperson and vice chairperson.

Summary

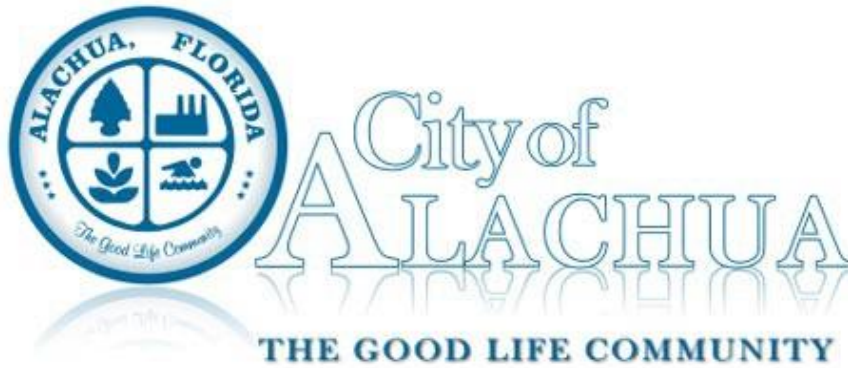
The Senior Resources Advisory Board chairperson and vice chairperson serve one-year terms. City Code Section 2-953 provides the process for election of chair and vice chair. Both positions are to be elected from among the voting members of the SRAB.

The SRAB can make the elections via voice vote or by ballot confirmed with a voice vote. A ballot has been provided if the SRAB desires to use it for electing a chair and vice chair.

ATTACHMENTS:

Description

- Ballot for Chair
- Ballot for Vice Chair



Ballot for Chair of the Senior Resource Advisory Board

Brown, John E.

Curington, Jim

Hubbard, Tom

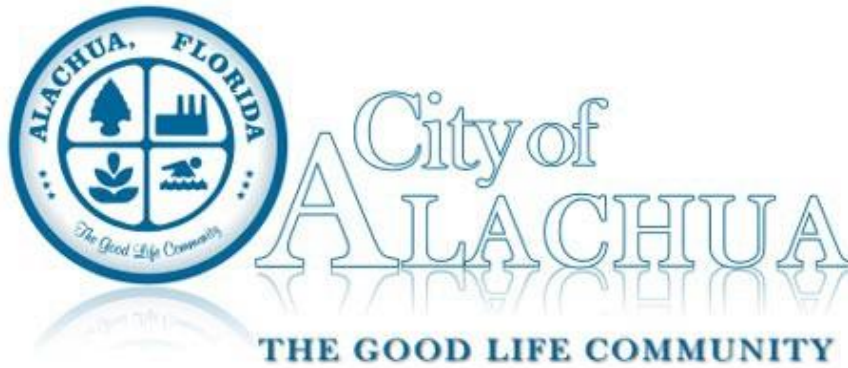
Jones, Allen

Reed, Karen

Please check mark one (1)

_____ December 06, 2023

Signature



Ballot for Vice Chair of the Senior Resource Advisory Board

_____ Brown, John E.

_____ Curington, Jim

_____ Hubbard, Tom

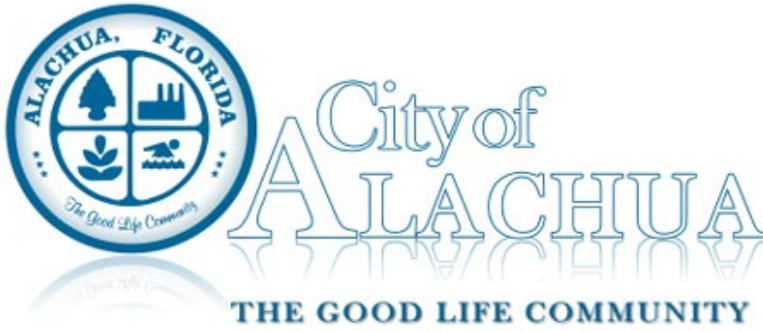
_____ Jones, Allen

_____ Reed, Karen

Please check mark one (1)

_____ December 06, 2023

Signature



Board/Committee Agenda Item

MEETING DATE: 12/6/2023
SUBJECT: 2024 SRAB Calendar

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:
Approve the Proposed 2024 SRAB Meeting Calendar.

Summary

The 2024 SRAB Meeting Calendar is proposed on a quarterly bases. SRAB to discuss the time they wish to meet.

*The quarterly meetings have been moved from Wednesday's to Tuesday's to accommodate the City Commission Workshop, which will take place every September, and will cause a conflict.

ATTACHMENTS:

- Description
- ▣ 2024 Calendar

2024

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

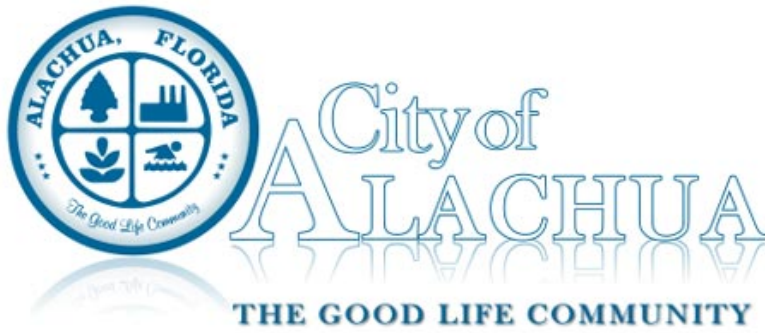
June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Green = Commission meeting Dates

Red = Holidays



Board/Committee Agenda Item

MEETING DATE: 12/6/2023
SUBJECT: Health and Fitness

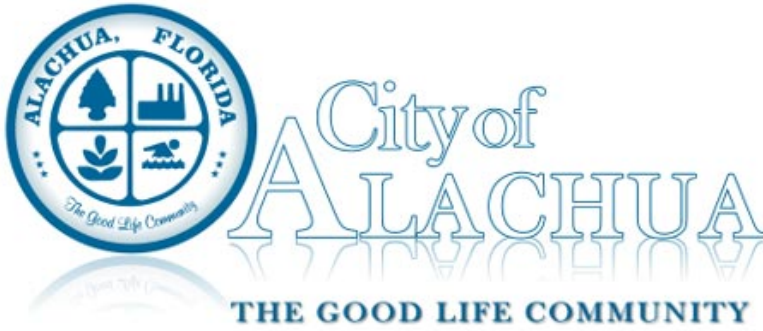
PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Discuss the item and how this Board would like to move forward.

Summary

At the June 2023, meeting, the Board voted to explore health and fitness opportunities and made this a goal for the year.



Board/Committee Agenda Item

MEETING DATE: 12/6/2023

SUBJECT: Programs for Personal Safety Awareness

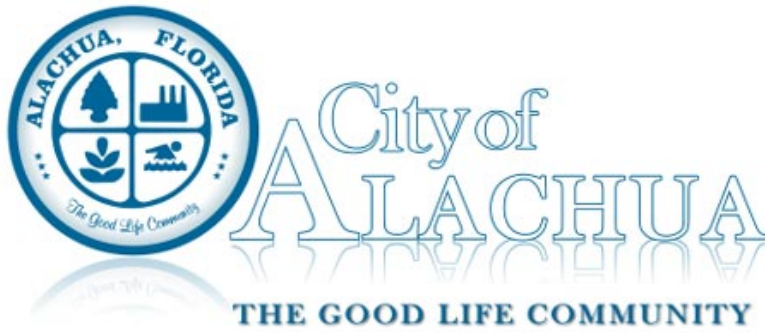
PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Discuss the item and how this Board would like to move forward.

Summary

At the June 2023, meeting, the Board voted to explore programs for personal safety awareness and made this a goal for the year.



Board/Committee Agenda Item

MEETING DATE: 12/6/2023

SUBJECT: Collaborate with Parks & Recreation Department Regarding Social Activities and Field Trips

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Discuss the item and how this Board would like to move forward.

Summary

At the June 2023, meeting, the Board voted to collaborate with Parks & Recreation Department regarding social activities and field trips and made this a goal for the year.
