

RESOLUTION 2009-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GREYHAWK LANDING COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING A POLICY FOR COMMITTEE FORMATION, OPERATION, AND TERMINATION; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Greyhawk Landing Community Development District (the "District") wishes to utilize committees to aid the District Board of Supervisors in conducting District business; and

WHEREAS, in order to provide for uniformity and guidance to the District committees, the District wishes to formalize a policy concerning District committees.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GREYHAWK LANDING COMMUNITY DEVELOPMENT DISTRICT, THAT:

SECTION 1. District committees will be governed by the policies attached hereto, which are incorporated herein by reference.

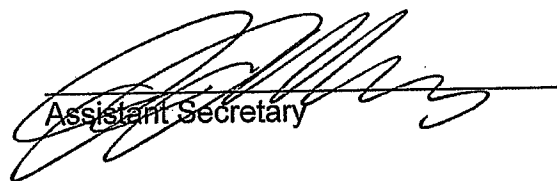
SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall be effective as of its adoption on the date listed below.

PASSED AND ADOPTED this 28th day of May, 2009.

ATTEST:

**BOARD OF SUPERVISORS OF THE
GREYHAWK LANDING COMMUNITY
DEVELOPMENT DISTRICT**


Assistant Secretary

Sandra McDonald

Chair

District Policy for Official Committee Formation / Establishment

The Board of Supervisors of the Greyhawk Landing Community Development District reserves the right to amend the policies contained herein at their sole and absolute discretion.

Definitions:

Greyhawk Landing Community Development District ("District"): means a local unit of special-purpose government created pursuant to Chapter 190 of the Florida Statutes and limited to the performance of those specialized functions authorized by such statute; the governing body of which is a five (5) member Board of Supervisors created, organized, and constituted and authorized to function specifically as prescribed in the aforementioned Statute.

Official Committee: a body of persons formed by the District delegated to consider, investigate, make recommendations on, or report on some matter related to District business.

Steps to Formation / Establishment:

1. The District's Board of Supervisors will have sole and absolute authority and determination if an official committee needs to be formed / established to address a specific business matter (Scope of Business) of the District.
 - a. By way of official committee formation / establishment, the Board of Supervisors authorizes the District Management Office to advertise such official committee meetings in accordance to Section 4 of this document and to the extent required by Florida Law.
 - b. The District's Board of Supervisors reserves the right to amend the committee's Scope of Business at any time between initial committee formation / establishment through committee termination / dissolution.
2. The District's Board of Supervisors will have sole and absolute authority and determination on the number of members that will comprise an official committee of the District.
 - a. Committee membership at minimum will consist of three (3) persons:
 - i. Committee Chair
 - ii. Committee Vice Chair
 - iii. Assistant Secretary
3. The District's Board of Supervisors will have sole and absolute authority and determination on official committee member appointment and selection by way of successful motion (1st, 2nd, MC).

- a. The committee membership pool will be limited to “registered voters” (qualified electors) of the District as defined by the Florida Statutes. Requirements include, but are not limited to:
 - i. A citizen of the United States of America.
 - ii. A resident of the State of Florida.
 - iii. A landowner who is registered with the Manatee County Supervisor of Elections as a qualified elector of the District.
 - iv. A landowner who resides within the geographic boundaries of the District (homestead property).
 - b. Members of the District’s Board of Supervisors have and may exercise the right to place themselves in line for appointment and selection to an official committee of the District. The same rules of appointment and selection apply.
 - c. The District’s Board of Supervisors maintains the right to add additional committee members at any time between initial committee formation / establishment through committee termination / dissolution. The same rules of appointment and selection apply.
 - d. More than one of the District’s Supervisors may attend meetings of an official committee (as either a committee member (if so appointed) or general audience member) as long as the committee is meeting in conformance with the applicable requirements of Florida’s Sunshine laws.
4. The District’s Board of Supervisors will have sole and absolute authority and determination in setting the dates, times, and locations for all meetings of official committees of the District, but in the discretion of the Board, such authority may be delegated to the committee chair.
- a. All meetings must be advertised in conformance with Florida’s Sunshine laws and meeting minutes must be transcribed and provided to the District Manager for approval by the District Board on a regular basis.
 - b. Should an official committee require additional meetings upon post committee formation / establishment outside the previously set schedule, the Committee Chair / Vice Chair will need to request authorization from the Board of Supervisors at a regularly scheduled District meeting and appropriate notice will need to be coordinated with the District Manager. Approval of such request will be determined by way of successful motion (1st, 2nd, MC).
 - c. In emergency situations following advertisement of a meeting schedule, the Board Chair / Vice Chair of the Board of Supervisors will have the authority to

authorize the District Management Office to advertise for additional committee meetings outside of regularly scheduled District meetings.

5. Committee Meeting Advertisement & Signage Compliance:

- a. All meetings will be publicly advertised according to applicable Florida Law.
- b. In addition to advertising for specific committee meetings, all meetings will be jointly publicly advertised as additional Community Development District Meetings (CDD)
- c. All meetings must further be publicly advertised by the placement of signage in prominent locations throughout the District's property. Locations for such signage will be mandatory at the following locations:
 - i. State Road 64 Ingress / Egress
 - ii. Upper Manatee River Road Ingress / Egress
 - iii. Recreational Facility – Main Clubhouse Door
 - iv. GreyHawk Community Development District Website

1. <http://greyhawkcdd.org/>

6. Committee Member Compensation:

- a. Committee members will not be eligible for meeting attendance payments. Committee membership will be strictly voluntary.
- b. District Supervisors will have the option upon selection and appointment to a committee to either elect to receive or waive compensation as provided by the Florida Statutes.
 - i. Supervisor compensation will be limited to \$4,800 annually, \$200 per meeting. The \$4,800 compensation cap will be calculated by the sum of physical attendance at both committee meetings as well as the regularly scheduled meetings of the District.
- c. District Supervisors will not be eligible for meeting attendance payments in the general audience member capacity.

7. Committee Proceedings & Structure:

- a. All meetings will be audio recorded for record purposes.
- b. All meetings will be called to order in the same fashion as regularly scheduled District Meetings.

- i. Statement of Committee Name
- ii. Statement of Date & Time
- iii. Disclosure of Committee Members present
 - 1. For committee's to lawfully conduct and carry out their Scope of Business, all meetings must meet quorum requirements as defined by Florida Statutes (majority committee members physically present at location).
- iv. Discussion & Consideration of Committee Business (Content Limited to Committee's Scope of Business)
 - 1. No business agenda is required, but will be made available in advance by the District Management Office at the direction of the Committee Chair / Vice Chair
- v. Committee business matter(s) resolution(s) will be concluded by way of successful motion (1st, 2nd, MC)
- vi. Motion for meeting adjournment (1st, 2nd, MC)
- c. All meetings will be open to the general public for attendance and held in conformance with Florida's Sunshine laws as referenced herein.
- d. Public Comment & Testimony will be made available for general audience member attendance prior to committee meeting adjournment.
- e. Opinions or recommendations of the committee may either be made verbally or written as directed by the District's Board of Supervisors.
 - i. Opinions or recommendations of the committee must be entered on record at a regularly scheduled District meeting by the Committee Chair, Vice Chair or District Staff to insure integrity and validity.
 - ii. Subsequent to a Committee's opinion or recommendation being entered on record, the District's Board of Supervisors may vote on such opinions or recommended action.

8. Committee Authority:

- a. Committees have the authority to furnish either an opinion or recommendation to the District's Board of Supervisors.
- b. Committees do not have the authority, without the consent of the District Board of Supervisors, to:
 - i. Authorize the spending of District funds.

- ii. Sign Legal Binding Agreements on behalf of the District.
- iii. Direct District Staff outside the Scope of Business of the committee's establishment.
- iv. Direct District Employees, Consultants and / or Vendors.
- v. Modify or amend the Scope of Business as defined by the Board of Supervisors.

9. Committee Member Removal:

- a. The District's Board of Supervisors reserves the right and discretion at any time to remove a committee member, with or without cause.
- b. Committees have the right to petition the District's Board of Supervisor for committee member removal. Such request must be submitted in writing to the District Management Office for placement on the next regularly scheduled District meeting agenda. A request for removal may only be submitted by Committee Chair / Vice Chair. The request must further contain majority advocacy of fellow committee members by way of their printed name and signature.
- c. Committee members do not have the authority to remove fellow committee members.
- d. Once appointed to an official committee of the District, committee members can be removed by:
 - i. Personal Resignation
 - ii. Successful Committee Member Removal Request (as defined in section 7b of this document)
 - iii. Direct District Board of Supervisor Action (Successful Motion - 1st, 2nd, MC)

10. Governing Laws, Statues & Legislation:

- a. Official Committees will abide by all applicable legal regulations & policies governing their existence:
 - i. State – State of Florida
 - ii. Local – Manatee County
 - iii. Special Unit of Localized Government – GreyHawk Landing Community Development District

- b. Official Committees are subject to Florida "Sunshine" Laws.
- c. Should any of the policies contained herein conflict with any State (Florida) or Local (Manatee) laws, statues or legislation, the policies of those institutions (State & Local) shall prevail.

11. Committee Termination and Dissolution:

- a. The District's Board of Supervisors reserves the right to dissolve an official committee of the District at any time. (Successful Motion – 1st, 2nd, MC)
- b. Official committees do not have the power or authority to dissolve themselves.
 - i. Official committees may request dissolution from the District's Board of Supervisors. Such request must be submitted in writing to the District Management Office for placement on the next regularly scheduled District meeting agenda. A request for dissolution may only be submitted by Committee Chair / Vice Chair. The request must further contain majority advocacy of fellow committee members by way of their printed name and signature.
- c. In emergency situations, the Board Chair / Vice Chair of the District's Board of Supervisors will have the authority to dissolve official committees of the District outside regularly scheduled District meetings.

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Notes & Clarifications:

- 1. Whereby the Board Chair's Signature & Authorization of the District's Board of Supervisors cannot be obtained because of mental incapacity, physical ailment, or unavailability; the Board Vice Chair's Signature & Authorization may substitute.*
- 2. Whereby the Committee Chair's Signature & Authorization cannot be obtained because of mental incapacity, physical ailment, or unavailability; the Committee Vice Chair's Signature & Authorization may substitute.*