

**COCOA BEACH LEISURE SERVICES ADVISORY BOARD**  
**STANDARD OPERATING PROCEDURES**

(Proposed Procedures to be reviewed and adopted on: June 2017)

**A. POWERS AND DUTIES**

1. The Leisure Services Advisory Board was established by Ordinance No. 1597, adopted on April 16, 2015. The Board is tasked to: Provide recommendations for the use, development, maintenance, expansion or reduction of recreational activities.
2. The Leisure Services Board shall be advisory in nature, created to provide citizen input concerning current and future ideas pertaining to all venues within the purview of the City of Cocoa Beach Leisure Services Department. The Board reports to the City Leisure Services Director and the City Manager.
3. Per Ordinance No. 1597, the Leisure Services Advisory Board shall act as a:
  - a) Sounding Board - for new ideas and assistance in solving issues
  - b) Liaison - to other governmental bodies as requested by the Recreation Director;
  - c) Ambassador - foster the City's position regarding recreation in the public arena;
  - d) Planner and Advisor –
    - i. recommend Leisure Services Strategic Master Plan tasks and actions for planning and management of recreation;
    - ii. recommend fee structures for the funding of programs and facilities; and
    - iii. recommendations on the City Comprehensive Plan on recreation elements.
4. The powers of the Leisure Service Board shall include:
  - a) Solicit sentiments and feedback on City-provided recreational services;
  - b) Propose standards and fees;
  - c) Prioritize recreational needs for inclusion in the Leisure Services Strategic Master Plan; and
  - d) Advise the Leisure Service Director and City Manager on recreation matters.
5. The duties of the Leisure Service Board shall include:
  - a) Assistance with the review of current services.
  - b) Evaluate, develop, and plan for the creation and upkeep of a five-year Leisure Services Strategic Master Plan that would include the following:
    - i. Within the budget boundaries, provide the best possible recreational, educational, therapeutic and athletic environments for the citizens and visitors of all ages;
    - ii. Propose standards to provide high-quality programs and facilities at the recreation center, sports complex, pool and pavilion, tennis courts, skate park and auditorium;
    - iii. Propose standards for a high-quality municipal golf course;
    - iv. Propose standards for the City's parks;
    - v. Propose standards for high-quality, well-maintained beach access facilities, including facilities at Shepard Park (4400 Ocean Beach Boulevard) and Fischer Park (located at 2200 N. Atlantic Avenue);
    - vi. Propose standards for the development, preservation, and maintenance of the waterways.

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c) **Responsibilities:** At the January meeting of the Board, or soon thereafter, to facilitate discussions, each Leisure Services Board member selects leisure services segments they wish to cover for the calendar year. The Board confirms the member to the corresponding Seat. Board members assigned to the Seats will be considered "subject matter experts." The Board members select from the following:

1. Seat 2: Golf, Pool, 19<sup>th</sup> Hole Restaurant, Pavilion, Auditorium
2. Seat 3: Tennis Courts, Skatepark, Cocoa Beach High School Sports Complex (Note: Tennis Courts and Skate Park are owned by the City and operated under independent contracts.)
3. Seat 4: Waterways, Ramp Road Park, Bicentennial Park, marina
4. Seat 5: Parks, Recreation Center
5. Seat 1: Marketing, Communications, and Government Liaison (i.e. Brevard Schools, etc.) and remaining areas needing coverage. The Leisure Services Board Chair serves in this Seat. This Seat will be the point of contact between the Board and the Leisure Services Director and City Manager.

Incoming members filling in vacant Seats, other than the Chair, will assume vacant Seat responsibilities, until the next Organizational Board meeting.

**Visits:** Board members are encouraged to visit all City recreation areas. Board Members are requested to contact the Leisure Services Director to coordinate visits in advance. Frequent visits to areas of Seat responsibility are necessary.

**Reporting:** At each Board meeting, each Seat will briefly report on the areas of responsibility. Actionable items that require extensive Board discussion or vote, are to be submitted to the Leisure Services Director, seven days prior to a scheduled meeting.

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**B. MEMBERS AND OFFICERS**

1. The Board will be comprised of five members, appointed by the Commission for the term corresponding to the term of the appointing Commissioner. A Commissioner's term of office is four years.
2. Should a vacancy occur, a member will be appointed to complete the unexpired term by the City Commissioner who made the original appointment.
3. Members are expected to attend all board meetings. Attendance is a requirement for serving on the Board. If a Member of the Board fails to attend three consecutive meetings, or four (4) regular during a one-year timeframe, with an excused or unexcused absence, the Board shall declare the Member's position vacant. Staff shall maintain attendance records and ensure that the Board enforces the attendance policy.
4. The Board shall hold regular meetings at City Hall, when possible, to ensure the broadcasting of meetings.
5. The Board shall elect a Chair and Vice Chair at the first regular meeting in the calendar year, for a one-year term.
6. The Chair:
  - a) Chairs all board meetings.
  - b) Votes on matters brought before the Board.
  - c) Reviews and advises Staff on Board agendas, prior to distribution.
  - d) Advises the City Manager and the Recreation Director of business conducted by the Board.
  - e) Notifies the City Manager's office of any vacancies occurring in membership.
  - f) Monitors City Commission meetings, reporting back to the Board on items of interest.
  - g) Appoints Board representatives, as needed and/or on a quarterly basis (January, April, July, October) to brief the City Commission on Board business. (The report may be done verbally, or in writing.)
  - h) Follows procedures adopted by the Commission for City Boards, including preparing and submitting an annual report for business conducted for the year.
7. The Vice Chair acts as Chair when the Chair is absent or vacant. The Vice-Chair shall serve as Chair until the next Board election. Should neither officer be present, the Board shall elect a temporary acting chair.

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**C. MEETINGS**

1. **Organizational Meeting:** The Board shall hold an organizational meeting in January of each year or soon thereafter. At the organizational meeting, the Board:
  - shall set a schedule of meetings for the calendar year.
  - will elect a Chairman and Vice-Chairman.
  - review and approve the Board procedures, and
  - approve the Board member responsibility allocations.
2. **Meeting schedule:** Meetings of the Leisure Services Board are on the fourth Monday of each month, at 5:45 PM, and may be changed as needed by a majority vote of the Board.
3. **Additional meetings:** Meetings may be scheduled on need.
4. **Forums:** Quarterly, the Leisure Services Board may hold an open forum, separate of the scheduled monthly meeting, to solicit resident input. Though not required, Board members are encouraged to attend the forum. The forum setup will represent Board members areas of responsibilities. The forum will be publicized as far in advance as possible to maximize public attendance. At the next regularly scheduled meeting, following the forum, the Board is to discuss forum outcomes.
5. **Meeting rules:** The Board shall adopt basic Robert's Rules of Order as Parliamentary Procedures.
6. **Open meetings:** All meetings are public meetings and follow the Sunshine Law requirements.
7. **Staff Support:** The Leisure Services Department will provide administrative support to the Board.
8. **Agendas:** Meeting agendas will be developed by City Staff and reviewed in advance by the Board Chair. Board members may place items on the agenda, up to seven days before the meeting. Board action is not confined to the agenda, but non-agenda matters involving public issues should be moved to the next Board meeting for final action.
9. **Item presentation:** Agenda items presented for Board action follow this sequence:
  - a. Introduction and description of agenda item
  - b. Presentation of agenda item by item representative
  - c. Comments by Board
  - d. Comments by Public (3 minutes per person limit)
  - e. Final statements by agenda item representative
  - f. Final statements by Board
  - g. Board action on the item.
10. **Quorum:** Three (3) voting Board members constitute a quorum. A quorum must be present for the Board to conduct any business other than rescheduling the meeting and adjourning.