

131.4 SUBJECT: OPERATIONS COMMITTEE - PROCEDURE

- :1 OBJECTIVE:
Provide an advisory committee composed of the Chief Administrative Office (CAO) and senior staff members for coordination and development of operational policy and guidance.
- :2 AUTHORITY:
The procedure amended by City Council July 10, 2017, Item A3.
- :3 DIRECTION:
Chief Administrative Officer, as an appointed official, serves at the pleasure of and receives direction from the Mayor. Other members serve by virtue of their appointed position.
- :4 FUNCTIONS:
- A. Membership
 - CAO (permanent chairman)
 - Deputy CAO
 - City Attorney
 - City Clerk
 - Families Parks & Recreation Director
 - Chief Financial Officer
 - Fire Chief
 - Orlando Venues Director
 - Transportation Director
 - Economic Development Director
 - Police Chief
 - Public Works Director
 - Mayor's Chief of Staff
 - Housing Director
 - B. Meetings
 - 1. The Committee will hold meetings at times and places designated by the CAO.
 - 2. Special meetings may be called by the CAO at any time. A member may request the CAO to call a special meeting should circumstances justify the session.
 - 3. Members may designate an alternate to attend in their absence and vote in their behalf.
 - 4. The CAO annually may designate a Committee member to serve as chairman pro tem during the absence of the CAO at any particular meeting.
 - C. Agenda and Recording of Meetings
The City Clerk shall serve as the Recording Secretary and shall prepare and maintain minutes of each meeting. In the absence of the City Clerk, another member of the Committee may be designated by the CAO or chairman pro tem to serve as Recording Secretary.
 - D. Reporting of Minutes
Minutes of each meeting will be completed within five business days and submitted to be approved at the next City Council meeting date.

:5 **FORMS:**
 None.

:6 **COMMITTEE RESPONSIBILITIES:**
 Not applicable.

:7 **REFERENCE:**
 City Council Minutes, November 28, 1959; May 16, 1963; June 12, 1967. Procedure adopted by City Council August 11, 1969, Item 37; amended January 7, 1974, Item 23; amended September 12, 1976, Item 7; amended February 29, 1979, Item 16; amended March 12, 1979, Item 12; amended December 8, 1980, Item 21; amended August 15, 1983, Item 8, A-16; amended December 28, 1987, Item 14, A-23; amended April 11, 1988, Item 14, A-29; amended November 1, 1993, Item 2-MM; amended May 24, 1999, Item 5-LL; amended January 24, 2000, Item 4LL; amended July 17, 2000, Item 3-FF; amended March 22, 2004, Item A6; amended May 3, 2004, Item A1.; amended October 16, 2006, Item A-14.; amended July 10, 2017, Item A-3.

:8 **EFFECTIVE DATE:**
 This procedure effective July 10, 2017.