

ROLE OF THE CLERK OF THE BOARD

SUMMARY

The Clerk of the Board (COB) provides assistance to the Mayor, the Board of County Commissioners, County departments, other governmental entities and the public.

PROCEDURE

Submittal of Bid Solicitations/Requests for Proposals, Qualifications and Applications

1. At least two weeks prior to advertisement, for acceptance of bids, proposals, qualifications or qualifications, departments must contact the COB to discuss the impending bid opening date to ensure the COB's availability to receive bids on department's behalf. The Department is responsible for securing a location or meeting room for public openings.
2. Requests for bids, RFPs, RFQs and RFAs, are received by the COB in accordance with your coordination and at the date and time stated in the advertisement. The department representative must arrive in the COB at least five (5) minutes before the deadline to answer questions and handle any disputes that may occur regarding the timely receipt of bids.
3. Formal bids, RFPs, RFQs and RFAs may be submitted to the COB by courier, hand delivery, or U.S. mail and logged-in. Depending upon the volume of bids anticipated for certain projects, department will be contacted to provide additional staff in the receipt and logging of bids.
4. At the specified time, the COB releases all bids received to department to be opened at the according to solicitation documents and witnesses the opening of each bid. Formal bids are opened publicly.
5. Some bid advertisements may request proposals and a price quotation. The quotation may or may not be opened at the time of the bid opening. In the event the quotation is not opened, it will remain in the custody of the COB until the department decides to open it, which may or may not require a public opening.
6. Except for RFAs, a copy of each submittal received is filed with COB.

Bid Protests

1. The Mayor's recommendation of award of solicitations are filed with the COB.
2. A bidder has three (3) County work days beginning the day after the Mayor's award recommendation to file a written intent to protest together with applicable filing fee.
3. The Intent letter and applicable protest filing fee must be filed with the COB.
4. Protest is forwarded to the County Attorney and the department.
5. The protester shall then file all pertinent documents and supporting evidence with the COB and mail copies to all participants in the competitive bidding process and to the County Attorney within three (3) County work days after the filing of a written intent to protest.
6. County Attorney reviews protest and advises COB to schedule hearing before hearing examiner.
7. Upon completion of hearing, hearing examiner has ten (10) days in which to prepare and file the Findings & Recommendation with the COB.

Execution of Contracts and Agreements

After the Board of County Commissioners has approved the contracts and agreements, these documents will be executed by the COB ten days following the Board's approval.

1. Mayor, Deputy Mayor, or other authorized personnel reviews and executes documents as appropriate. Once signed, the documents are submitted to the COB for attestation of signature together with a copy the adopted/approved legislation or authorization.
2. COB must verify the document was approved by the Board of County Commissioners and all dollar amounts must be verified. This is done by checking the "Draft" or "Summary" of Minutes.
3. All documents must contain the proper signatories (original signatures) and a corporate seal.
4. An "official file" copy is on file with the COB.

Plats

1. Plats are executed by the COB five (5) days after adoption of the plat resolution by the Board of County Commissioners.
2. Once the resolution number and date of adoption is recorded onto the plat, the deputy clerk takes the plat to the Mayor for signature. The plat is then returned to the COB for verification of signature and for attestation of signature.
3. Plat Division is notified that the plats have been processed.
4. Plats cannot be released to anyone other than the Director of the Plat Division or designee.

Advertisements

The COB is responsible for placing advertisements of all public hearings in a legal publication seven days prior to the public hearing date.

1. COB advertises bids, RFPs, RFQs, and RFAs upon request from various County departments.
2. All Ordinances and some resolutions are advertised for public hearing.
3. Departments requesting to advertise must present a copy of the ad to the COB along with a departmental index code. Ordinances must be advertised one week prior to the public hearing; however, ordinances impacting municipalities shall be advertised no sooner than six weeks after passage on first reading.

Board Appointments

The Board of County Commissioners makes individual or group appointments to fill vacancies on various County boards.

Individual Appointments

1. Individual appointments are submitted to the COB, by completing Part 1 of the County Board Nomination/Appointment Form, along with a copy of the nominee's resume of qualification. Upon receipt of the Form, the COB will request a nominee background check be conducted.
2. Upon completion of the background check, the nominating Commissioner will complete Part II of the Form and submit it to the COB.
3. The appointment process for boards can be obtained from the County Boards and Appointment System, <http://intra.miamidade.gov/cbas/home.asp>.

Group Appointments

1. Group appointments require a ratification or ballot form of selection to fill certain board vacancies. The agency, committee or advisory council submitting names to fill vacancies must submit the following information to the COB:
 - a. Memorandum explaining the reason for the vacancy and action taken to select nominees for the Board's consideration to fill vacancy.
 - b. Indicate date by which vacancy should be filled.
 - c. Name, address, home and business telephone number of nominee(s).
 - d. Resume and/or qualifications of nominee.
2. The COB will prepare an agenda item of the nomination (s) that will appear on the next Commission agenda in the form of a ballot along with resume(s)/qualification(s). The Chair of the County Commission will announce the results of any ballot vote taken. In the event of a tie vote or no action is taken, the item carries over to the next Commission meeting.

Minutes

Pursuant to the Citizens' Bill of Rights, written minutes of all meetings shall be available for public inspection no later than 30 days after the conclusion of the meeting.

1. Certified excerpts of the minutes of a particular item can be obtained.
2. Verbatim transcripts are prepared in-house for Commissioners when the discussion is 30 minutes or less. Discussions longer than 30 minutes are referred to the firm providing court reporting services to the County.
3. Any other requests for verbatim transcripts are referred to the firm providing court reporting services to the county.

Mayoral Vetoes

1. The Mayor must submit his written veto memorandum to the COB no later than 4:30 p.m., ten calendar days from the date of adoption.
2. The COB time-stamps the memorandum and notifies the County Attorney and the Agenda Coordinator's office of the Mayor's veto.
3. The COB will request the vetoed item be added to the next official agenda for the Board's consideration.

Lobbyist Registration

1. Pursuant to Section 2-11.1(s), requires persons or entities seeking to influence official county action, to register as a lobbyist with COB by completing and filing an Annual Registration form to be accompanied by a registration fee.
2. The legislation also requires persons or entities that employ a lobbyist to file an Activity Authorization Form; and the principals together with the lobbyist must file a Joint Contingency Fee Affidavit.
3. A Notice of Withdrawal must be submitted to the COB office upon conclusion of a lobbyist representation of each principal.
4. Lobbyist must file a Lobbyist Expenditure Report each year for the preceding year, no later than July 1st or following withdrawal from representation, itemizing in detail, all expenditures in

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excess of \$25. A separate form must be filed for each client, regardless of the level of activity of the Lobbyist, whether or not the Lobbyist incurred any expenses during the reporting period.

CONTACT(S):

Department/Division

Clerk of the Board