



Office of the Town Clerk

Debra E. Eastman, MMC
Town Clerk

To: Honorable Mayor and Town Council Members
From: Debra E. Eastman, MMC, Town Clerk
Subject: Town Clerk's Report- Charter Revision Commission
Date: September 27, 2017

The Town of Cutler Bay Town Charter in Section 6.2 provides for review of the Town Charter every six years, as we were reminded by our Town Attorney Chad Friedman previously. Attached is a copy of Section 6.2 (Exhibit A) which also outlines how and when the members of the Charter Revision Commission are to be appointed.

Section 6.2(B) instructs that "No person shall serve as a voting member of a charter revision committee more than two times consecutively". Therefore, also attached as a reference (Exhibit B) are the "Historical Notes" which lists the members of the prior two revision commissions.

The Charter indicates that the appointments to the commission are to be made in December. It is my understanding that the Town Council will not meet in December, making it necessary to make the appointments at the November 15, 2017 Town Council Meeting. The agenda for the November 15, 2017 Town Council Meeting will be published by November 8, 2017. Therefore, I am suggesting that the Town Council please provide their appointments to the Town Clerk by the end of October, allowing ample time to prepare the required agenda items.

If I may be of assistance with this process, please feel free to contact me. Thank you.

