

**RESOLUTION NO. 20-RXX**

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF FORT PIERCE, FLORIDA, **ESTABLISHING THE CITY OF FORT PIERCE 2020 CENSUS COMPLETE COUNT COMMITTEE**; RESPONSIBILITIES OF THE COMMITTEE, ELECTION OF PRESIDING OFFICER, MEETINGS, AND QUORUM; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the City Commission has determined that there is a need to formalize the 2020 Census Complete Count Committee in an effort to insure the most accurate census count within the City of Fort Pierce through community awareness; and

**WHEREAS**, the United States Constitution (Article I, Section 2) mandates a headcount every 10 years of everyone residing in the 50 states, Puerto Rico, and the Island Areas of the United States; and

**WHEREAS**, the population totals from the census determine the number of seats each state has in the House of Representatives; the Federal Government and States also use the totals to redraw their legislative and school districts, forecast future transportation needs, determine areas eligible for housing assistance and rehabilitation loans, and distribute more than \$675 billion annually in federal funds to local governments; and

**WHEREAS**, for the first time, households will be able to respond to the United States Census Bureau online, by phone, or by mail; and

**WHEREAS**, the 2020 Complete Count Committee is a volunteer committee established by tribal, state, and local governments and community leaders or organizations to increase awareness and motivate residents to respond to the 2020 Census; and

**WHEREAS**, Complete Count Committees serve as state and local “census ambassador” groups that play an integral part in ensuring a complete and accurate count of the community in the 2020 Census.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Fort Pierce, Florida as follows:

**SECTION 1.** The City of Fort Pierce, Florida hereby establishes a Fort Pierce 2020 Census Complete Count Committee as a volunteer committee to the Mayor and City Commission.

**SECTION 2.** Membership and Qualifications: Term of Appointment; Vacancy

- A. The Committee shall consist of nine (9) members. All members shall have the following qualifications:
  - 1. Members shall be a resident of the City of Fort Pierce;
  - 2. One member shall be appointed by each member of the City Commission;
  - 3. Four members shall be appointed at-large;
  - 4. Members shall not be elected officials or City staff members;
- B. The term of each member of the Committee appointed by an individual City Commission member shall terminate July 31, 2020; the deadline for households to submit census count information to the United States Census Bureau. At-large members shall also serve until July 31, 2020; the deadline for households to submit census count information to the United States Census Bureau.
- C. All Committee members appointed by an individual City Commission member shall serve at the pleasure of the City Commission member who appointed the Committee member.
- D. At-large Committee members shall serve at the pleasure of the majority of the City Commission. A majority is defined as three (3) members of the City Commission.
- E. Committee members shall be automatically removed for lack of attendance. Lack of attendance means failure to attend three (3) consecutive regularly scheduled meetings or failure to attend at least two-thirds of the regularly scheduled meetings during a calendar year. Participation for less than three-fourths of a meeting shall be the same as a failure to attend a meeting. Absences shall be entered into the minutes of the Committee meeting. Absences may not be excused.
- F. Vacancies occurring for any reason during the term of office by a Committee member shall be filled within thirty (30) days from the date of the vacancy.

**SECTION 3. Responsibilities and Duties:**

- A. The Committee shall act solely in a volunteer capacity to the City

Commission on matters relating to City of Fort Pierce 2020 Census Count. The Committee shall have the following responsibilities and duties:

1. Increase the self-response rate for households responding online, by phone, or mailing back their questionnaire through a focused, structured, neighbor-to-neighbor program.
2. Identify areas of the community that may need extra efforts, either a geographical area or a population group that might be hard to count.
3. Use a “grassroots” approach working with community-based organizations and groups who have direct contact with households who may be hard to count.
4. Create promotional materials and products customized for the City of Fort Pierce.
5. Implement special events such as Census Day “Be Counted” parades and/or “Census Day/Night” Street Festival.
6. Build awareness of the census and its benefits and motivate response through social media, newsletters, and other communications.

**SECTION 4.** The Committee shall elect one of its members as a Chairperson, one as a Vice Chairperson, and one as a Second Vice Chairperson. Elections shall be held at the first regularly scheduled meeting, or as soon thereafter as practical, after appointment of the 2020 Census Complete Count Committee. The Chairperson shall preside and conduct meetings of the 2020 Census Complete Count Committee. The Vice Chairperson shall act in the absence of the Chairperson. In the absence of both the Chairperson and Vice Chairperson, the Second Vice Chairperson shall act as the Chairperson. The term of the Chairperson, Vice Chairperson, and the Second Vice Chairperson shall terminate on July 31, 2020. A vacancy in the office of Chairperson or Vice Chairperson shall be filled at the earliest possible date by the Committee by the election of one of its members to fill the unexpired term.

**SECTION 5.** The Committee shall meet at least once per month unless there is no business to transact by the day before the regular meeting date. Special meetings may be called by the City Manager or as requested by City Commission.

**SECTION 6.** All meetings of the Committee shall be open to the public. City staff shall be responsible for recording minutes for all meetings of the 2020 Census Complete Count Committee. Minutes of the meetings and records shall be filed in the appropriate offices of the City and shall be public records.

**SECTION 7.** A majority of the Committee membership shall constitute a quorum for the transaction of business; providing, however, that no official action shall be taken by the Committee without the concurring vote of a majority of all members present at such meeting.

**SECTION 8.** This Committee shall sunset and leave to exist on August 1, 2020.

**SECTION 9.** This resolution shall take effect immediately upon its adoption.

**IN WITNESS WHEREOF**, this Resolution has been duly adopted this \_\_\_\_ day of January, 2020.

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Linda Hudson  
Mayor Commissioner

ATTEST:

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Linda W. Cox, City Clerk

Approved as to Form  
And Correctness:

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Peter Sweeney, Esq.  
City Attorney