

**RESOLUTION NO. 16-R32**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FORT PIERCE, FLORIDA, REVISING THE SUNRISE THEATRE ADVISORY BOARD PURPOSE, COMPOSITION, DUTIES, TERMS, ATTENDANCE, ELECTION OF OFFICERS, ORIENTATION; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Fort Pierce, Florida adopted Resolution 07-08 establishing the Sunrise Theatre Advisory Board; and

**WHEREAS**, the City of Fort Pierce, Florida adopted Resolution 09-60 which included the Chair of the Sunrise Theatre Foundation as an ex-officio member of the Sunrise Theatre Advisory Board; and

**WHEREAS**, the Sunrise Theatre plays a significant role in the continued development and redevelopment of the City of Fort Pierce; and

**WHEREAS**, the City Commission desires and values the input and advice of the public in the programming and operations of the Sunrise Theatre.

**NOW THEREFORE, BE IT RESOLVED** by the City Commission of the City of Fort Pierce, Florida adopts the following revisions to the Sunrise Theatre Advisory Board:

**Section 1. Advisory Board created; Purposes of the Board.**

There is hereby created an Advisory Board to be known as the Sunrise Advisory Board. The purposes of the Advisory Board include, but are not limited to, the following:

1. To act as a liaison between the community and the Sunrise Theatre including Theatre staff;
2. To recognize the Sunrise Theatre Foundation as an independent 501c3 Board whose purpose shall be to assist with the Sunrise Theatre's ongoing operations with regard to programming and fiscal support at the will and direction of the Foundation;
3. To Liaison and cooperate with the Sunrise Theatre Foundation, with the Sunrise Theatre Executive Director serving as an ex-officio member of that Board.
4. To act as ambassadors for the Sunrise Theatre to patrons and the community at large in support of activities of the Sunrise Theatre;
5. to provide guidance and advice so that the Sunrise Theatre's activities address the needs and desires of the community as a whole; and
6. To actively experience the programs and performances of the Sunrise Theatre.

**Section 2. Composition of the Board.**

1. The Sunrise Theatre Advisory Board shall consist of 14 members who shall be appointed by the City Commission. Appointments to the Advisory Board should represent the highest degree of relevant experience and demographic, geographic and ethnic representation within the Theatre's recognized market area.

2. The City Commission shall appoint one (1) of its members to serve on the Advisory Board.
3. Five (5) Advisory Board appointees shall be residents of the City of Fort Pierce.
4. Three (3) Advisory Board appointees shall be resident of unincorporated St. Lucie County and/or the City of Port St. Lucie.
5. Three (3) Advisory Board appointees shall be residents of neighboring Counties showing strong patronage of Sunrise Theatre events and activities.
6. The Advisory Board shall include one (1) appointment representing Indian River State College.
7. One (1) appointment representing the St. Lucie County School District.
8. At no time shall the Advisory Board include more than one City of Fort Pierce employee or official or more than one St. Lucie County employee or official or more than one City of Port St. Lucie employee or official.
9. All appointees shall have the right to vote on any motion of the Advisory Board following Roberts Rules of Order.
10. The Executive Director of the Sunrise Theatre shall serve as an ex-officio member of the Advisory Board except that the Executive Director shall not be entitled to vote on any of the Advisory Board's affairs or activities.
11. The Chair of the Sunrise Theatre Foundation, Inc. shall serve as an ex-officio member of the Advisory Board, except that the Foundation Chair shall not be entitled to vote on any of the Advisory Board's affairs or activities.

**Section 3. Staff Assistance.**

The Executive Director and staff of the Sunrise Theatre shall provide staff assistance to the Advisory Board. Other City Staff may provide the Advisory Board with such information or assistance within the purview of their respective offices.

**Section 4. Selection and Appointment of the Sunrise Theatre Executive Director.**

The Sunrise Theatre Advisory Board shall be represented on any Executive Director search committee and shall make a recommendation to the City Manager on selection and appointment of the Executive Director. The City Manager shall make all such appointments as are necessary, in accord with the City Charter, giving due weight to the recommendation of the Advisory Board.

**Section 5. Duties; Annual Report.**

The duties of the Sunrise Theatre Advisory Board are as follows:

1. To participate in maintaining a vision for the long term strategic planning regarding the Sunrise Theatre including operations and capital needs;
2. The City of Fort Pierce, the Sunrise Theatre and its Advisory Board seek to preserve the heritage of the Sunrise Theatre and thereby provide St. Lucie County and the balance of the Treasure Coast with a wide variety of quality performing arts in an exceptional venue. The Theatre serves to inspire the community to enhance its involvement in the arts as well as the heritage of Fort Pierce, and to stimulate active involvement in the revitalization of downtown Fort Pierce.
3. To help promote the mission of the Sunrise Theatre;
4. To conduct an Annual Meeting to review the function and purpose of the Sunrise Theatre Advisory Board;
5. To submit recommendations to the Executive Director on critical issues regarding the Sunrise Theatre;
6. To receive reports of the Executive Director of the Sunrise Theatre regarding the operations of the Theatre and to advise on an as-needed basis;
7. To advise on planning for future capital needs for the Sunrise Theatre;
8. To create Sub-Committees such as, but not limited to financial oversight, capital needs assessment, community outreach, facilities maintenance and strategic planning to perform the duties or purposes of the Sunrise Theatre Advisory Board; and
9. To provide a written Annual Report to the City Commission by September 30 each year discussing:
  - a) Whether the Advisory Board is serving the purpose for which it was created;
  - b) Highlights of the Advisory Board's accomplishments;
  - c) Whether the Resolution which created the Advisory Board is in need of amendment to better enable the Advisory Board to serve the purposes for which it was created;
  - d) The attendance records of Advisory Board members.

**Section 6.** Vacancies on the Advisory Board shall be filled by the City Commission in its normal manner of filling vacancies on advisory boards. The City Commission, at its sole discretion, may require written applications for appointment to the Advisory Board.

**Section 7.** Terms of Appointment.

Advisory Board members shall be appointed for a three-year term except that the City Commission shall establish staggered 1, 2 or 3 year terms when making initial appointments of the board. Appointments to fill vacancies due to resignation or other unexpected event shall be limited to the unexpired term of such vacancy. No board member may serve more than three (3) consecutive three (3) year terms except upon the affirmative vote of a majority of the members of the Advisory Board.

**Section 8.** Election of Officers-

The Advisory Board shall elect from within the officers who shall serve for a one year period to include Chairman, Vice Chairman and Secretary. The Chairman shall be responsible for monitoring activities of the Advisory Board and shall report on activities of the Board to the City Commission.

**Section 9.** Attendance.

An Advisory Board member shall be automatically removed from service at such time as the member's absences exceed twenty five (25) percent of all scheduled Advisory Board meetings, in a given year unless the Executive Director waives an absence by finding that unusual circumstances exist which warrant a waiver. Sunrise Theatre staff

shall monitor attendance of Advisory Board members and shall notify the City Clerk when a member's absences, less those waived, exceed twenty-five (25) percent of scheduled meetings held. At that time, the City Clerk shall give notice to the Advisory Board member that automatic removal will occur at such time as absences exceed fifty (50) percent of all scheduled meetings in a given year.

**Section 10. Orientation of Board Members.**

When a prospect accepts the initial appointment to the Advisory Board, the new member shall attend an orientation session given by the Executive Director.

**Section 11. Regular Meetings of the Advisory Board; Special Meetings.**

- 1) The Advisory Board shall establish a regular meeting time and place for bi-monthly meetings.
- 2) Special meetings of the Advisory Board may be called by the Chairman.

**Section 12.** A majority of the Advisory Board members shall constitute a quorum. Roberts Rules of Order shall govern parliamentary procedures of the Advisory Board

**BE IT FURTHER RESOLVED** that this Resolution shall become effective upon adoption.

**IN WITNESS WHEREOF**, this Resolution has been duly adopted this 5th day of July, 2016.

  
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LINDA HUDSON, MAYOR COMMISSIONER

ATTEST:

  
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LINDA W. COX, CITY CLERK

(CITY SEAL)

APPROVED AS TO FORM  
AND CORRECTNESS:

  
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JAMES M. MESSER, CITY ATTORNEY