

**CITY OF CORAL GABLES, FLORIDA**

**ORDINANCE NO. 2025-\_\_**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF CORAL GABLES, FLORIDA, AMENDING SECTION 2-54 “ATTENDANCE BY MEMBERS AT MEETINGS; RESIGNATION OF MEMBERS” OF THE CITY CODE TO REVISE THE DEFINITION OF EXCESSIVE ABSENCES FOR THE BOARD OF ADJUSTMENT, CONSTRUCTION REGULATION BOARD, HISTORIC PRESERVATION BOARD, CODE ENFORCEMENT BOARD, AND PLANNING AND ZONING BOARD; PROVIDING FOR SEVERABILITY, REPEALER, CODIFICATION, AND AN EFFECTIVE DATE.**

**WHEREAS**, the City of Coral Gables seeks to promote accountability and active participation from all members of its Board of Adjustment, Construction Regulation Board, Historic Preservation Board, Code Enforcement Board, and Planning and Zoning Board; and

**WHEREAS**, the City Commission desires to revise the definition for excessive absences in the City Code to ensure that members fulfill their responsibilities and obligations to the community and clarify.

**NOW THEREFORE, BE IT ORDAINED BY THE COMMISSION OF THE CITY OF CORAL GABLES, FLORIDA:**

**SECTION 1.** That the foregoing “**WHEREAS**” clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance upon adoption hereof.

**SECTION 2.** Section 2-54 of the City Code, is amended as attached in Exhibit A<sup>1</sup>:

**SECTION 3.** All ordinances or parts of ordinances inconsistent or in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 4.** If any section, part of section, paragraph, clause, phrase or word of this Ordinance is declared invalid, the remaining provisions of this Ordinance shall not be affected.

**SECTION 5.** It is the intention of the Commission of the City of Coral Gables, Florida, that the provisions of this Ordinance shall become and be made part of the City Code and that the sections of this “ordinance” may be changed to “section”, “article”, or such other appropriate word or phrase in order to accomplish such intentions.

**SECTION 6.** If the City Code Table of Contents or other reference portions is affected by these provisions, then changes are approved as a part of this Ordinance.

**SECTION 7.** This Ordinance shall become effective immediately upon passage.

---

<sup>1</sup> Deletions are indicated by ~~strike through~~. Insertions are indicated by underline.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2025.

APPROVED:

VINCE LAGO

MAYOR

ATTEST:

BILLY Y. URQUIA

CITY CLERK

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

CRISTINA M. SUÁREZ

CITY ATTORNEY

# Exhibit “A”

## **Sec. 2-54 – Attendance by members at meetings; resignation of members**

(a)Excessive absences defined. Except as may otherwise be provided by law, a member of any board may be removed by the city manager for excessive absences. The term "excessive absences" shall mean:

(1) For the Board of Adjustment, Construction Regulation Board, Historic Preservation Board, Code Enforcement Board, and Planning and Zoning Board, absence from 25% or more scheduled meetings in any consecutive 12-month period.

(2) For a board that meets monthly on a regular basis, more than three unexcused absences in any consecutive 12-month period.

(3) For a board which meets less often than monthly on a regular basis, more than three absences, excused or unexcused, in any consecutive 12-month period.

(4) For a board meeting more often than monthly on a regular basis, more than five unexcused absences, in any consecutive 12-month period.

(5) The provisions of this section shall not apply to those individuals who are members of city boards and who are:

a. Reservists in the United States Armed Forces or members of the Florida National Guard, and have been ordered to active military duty for national, state, or homeland defense and due to such duty cannot attend board meetings; or

b. Employees of agencies whose services are considered essential for national, state, or homeland defense and due to such services cannot attend board meetings or where otherwise required by law.

(b)Generally. A board member may attend a meeting by telephone or other electronic means if a quorum is otherwise present. The city shall determine whether an absence from a board meeting is excused. An absence is excused in the event the board member is ill, has jury duty or is out of town and is unable to attend remotely.

(c)Attendance records. The staff liaison for each board shall be required to keep attendance records and to submit monthly reports within five days of each meeting to the city clerk, setting forth both the excused and unexcused absences of each member of the board. The city clerk shall prepare a standard form to be

used by all boards to report their members' attendance to their meetings. If the unexcused absence of members continuously cause the board not to be able to meet for lack of quorum, the member may be removed.

(d)Resignation of members. Members of boards may resign at any time. A member who resigns will not be eligible for appointment to the same board for a period of time equal to a full term of that board.