



City of Keystone Heights

555 South Lawrence Blvd
Keystone Heights, Florida 32656
352.473.4807 Off 352.473.5101 Fax



Charter Review Commission

Application for Appointment

Purpose:

The Charter Review Commission (5 members, who are residents, “electors of the city”) shall be established to review the City Charter and to propose any amendments or revisions which may be advisable for placement on the regular municipal ballot. No member of the state legislature or City Council shall be a member of the Charter Review Commission. (Please see attached, Article XII, sec 42 for full information regarding the Charter Review Commission).

Applicant Information

Full Name: _____

Residential Address: _____

City: _____ **State:** _____ **Zip:** _____

Mailing Address (if different): _____

Phone Number: _____

Email Address: _____

Length of Residency in Keystone Heights: _____

☐ I am a resident of the City of Keystone Heights, Florida.

Eligibility & Availability

1. Are you a registered voter in the City of Keystone Heights?

☐ Yes ☐ No



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2. **Do you currently hold an elected or appointed office?**
☐ No
☐ Yes (please explain): _____
3. **Are you able to attend meetings as scheduled (typically 1 meeting, 1–2 hours per month, with additional meetings as needed)?**
☐ Yes ☐ No
4. **Are you willing to serve for the full 1-year term as established by City Council?**
☐ Yes ☐ No

Experience & Qualifications

Please briefly describe your background, experience, or skills that you believe would be beneficial to the Charter Review Commission (e.g., civic involvement, legal, government, business, education, or community service experience):

Statement of Interest

Please explain why you are interested in serving on the Charter Review Board and what you hope to contribute:

Conflict of Interest Disclosure

Do you have any potential conflicts of interest that could affect your service on the Charter Review Board?

- ☐ No
☐ Yes (please explain): _____



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Certification & Signature

I certify that the information provided in this application is true and correct to the best of my knowledge. I understand that appointment to the Charter Review Board is subject to review and approval by the Keystone Heights City Council.

Applicant Signature: _____

Date: _____

Submission Instructions

Completed applications may be submitted by:

- Email: officemanager@keystoneheights.us
-
- Mail or In-Person:
City of Keystone Heights
- 555 S. Lawrence Blvd
- Keystone Heights, FL 32656
- 352-473-4807
Attn: Office Manager



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Charter Article XII Sec 42

Charter review commission.

(a) A Charter Review Commission consisting of 5 electors of the City shall be appointed by the City Council at least 12 months before the regular municipal election occurring in 2010 and at least 12 months before the regular municipal election of every four (4) years thereafter. The Charter Review Commission shall review the City Charter and propose any amendments or revisions, which may be advisable for placement on the regular municipal election ballot. No member of the State Legislature or City Council shall be a member of the Charter Review Commission. Vacancies shall be filled within thirty (30) days in the same manner as the original appointments.

(b) The Charter Review Commission shall meet for the purpose of organization within thirty (30) days after the appointments have been made. The Charter Review Commission shall elect a chairman and vice chairman from among its membership. Further meetings of the Charter Review Commission shall be held upon the call of the chairman or a majority of the members of the Charter Review Commission. All meetings shall be open to the public. A majority of the members of the Charter Review Commission shall constitute a quorum. The Charter Review Commission may adopt such other rules for its operations and proceedings, as it deems desirable. Members of the Charter Review Commission shall receive no compensation but shall be reimbursed for necessary expenses pursuant to general law.

(c) Expenses of the Charter Review Commission shall be verified by a majority vote of the Charter Review Commission and forwarded to the City Council for payment from the general fund of the City. The Charter Review Commission may employ a staff, consult and retain experts, and purchase, lease, or otherwise provide for such supplies, materials, equipment and facilities, as it deems necessary to accomplish its assigned task.

(d) The city council shall adopt Standard Operating Procedures to ensure that the execution of the Charter and all subsequent amendments, faithfully reflect the will and intent of the citizens of the City of Keystone Heights in all published copies of the Charter.

(e) The Charter Review Commission shall hold at least three (3) public hearings at intervals of not less than ten (10) days or more than twenty (20) days on any proposed Charter amendment or revision, and no Charter amendment or revision shall be submitted to the electorate for adoption unless favorably voted upon by a majority of the entire membership of the Charter Review Commission.



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(f) No later than ninety (90) days prior to the regular municipal election, the Charter Review Commission shall deliver to the City Council the proposed amendments or revisions, if any, to the City Charter. Each proposed amendment shall embrace but one subject and matter directly connected therewith. The City Council shall by resolution place such amendments or revisions as approved by the Charter Review Commission on the next general election ballot. If a majority of the electors voting on the amendments or revisions favor adoption, such amendments or revisions shall become effective on January 1 of the succeeding year or such other time as the amendment or revision shall provide.

(g) If the Charter Review Commission does not submit any proposed Charter amendments or revisions to the City Council at least ninety (90) days prior to the regular municipal election, the Charter Review Commission shall be automatically dissolved. Otherwise, upon acceptance or rejection of the proposed amendments or revisions by the electorate, the Charter Review Commission shall be automatically dissolved. Upon dissolution of the Charter Review Commission, all property of the Charter Review Commission shall thereupon become the property of the City.

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