

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, AMENDING CHAPTER 2 OF THE CODE OF THE CITY OF MIAMI BEACH, ENTITLED "ADMINISTRATION," ARTICLE III, "AGENCIES, BOARDS AND COMMITTEES," DIVISION 1, "GENERALLY," BY AMENDING SECTION 2-22, "GENERAL REQUIREMENTS," TO REQUIRE THAT ALL APPLICANTS FOR APPOINTMENT TO A CITY AGENCY, BOARD, OR COMMITTEE SUBMIT A RÉSUMÉ OR CURRICULUM VITAE (CV), AS WELL AS A STATEMENT OF INTEREST, AND THAT APPLICANTS FOR POSITIONS WITH PROFESSIONAL OR EMPLOYMENT QUALIFICATIONS SUBMIT EVIDENCE OF LICENSURE OR OTHER RELEVANT EXPERIENCE; AND PROVIDING FOR REPEALER, CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

**WHEREAS**, the Mayor and City Commission wish to ensure transparency and rigor in the process for appointing individuals to city boards and committees; and

**WHEREAS**, requiring all applicants to submit a résumé or *curriculum vitae*, as well as a statement of interest, will provide the City Commission with greater insight into the qualifications, professional experience, and civic engagement of each applicant; and

**WHEREAS**, for positions that require professional credentials or relevant experience, it is in the public interest that applicants submit supporting documentation to confirm their eligibility.

**NOW, THEREFORE, BE IT DULY ORDAINED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, AS FOLLOWS:**

**SECTION 1.** That Section 2-22 of Chapter 2 of the Miami Beach City Code is hereby created to state as follows:

**CHAPTER 2  
ADMINISTRATION**

\* \* \*

**Article III. Agencies, Boards and Committees**

\* \* \*

**Sec. 2-22. General requirements.**

Except as otherwise specifically provided:

\* \* \*

(25) Application, resume, and documentation requirements.

- a. Each applicant for appointment to a city agency, board, or committee shall be required to submit a current résumé or *curriculum vitae* (CV) as part of the application process. This document shall include a summary of the applicant's educational background, employment history, relevant experience, and civic or community involvement.

- b. Each applicant shall also be required to submit a written statement describing the applicant's interest in seeking appointment, relevant qualifications, and how the applicant intends to contribute to the work of the agency, board, or committee.
- c. For any city agency, board, or committee seat for which specific professional or occupational qualifications are established by ordinance, resolution, or memorandum, the applicant shall also submit appropriate documentation substantiating such qualifications. This may include:
1. Copies of current professional licenses issued by the State of Florida or other government body or accreditation organization;
  2. Membership in, or certifications from professional or trade organizations;
  3. Written verification from employers or clients regarding relevant experience;  
or
  4. Other documents to establish the applicant's qualifications or experience.

## **SECTION 2. REPEALER.**

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

## **SECTION 3. SEVERABILITY.**

If any section, sentence, clause or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this ordinance.

## **SECTION 4. CODIFICATION.**

It is the intention of the Mayor and City Commission of the City of Miami Beach, and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of the City of Miami Beach, Florida. The sections of this ordinance may be renumbered or re-lettered to accomplish such intention, and the word "ordinance" may be changed to "section," "article," or other appropriate word.

## **SECTION 5. EFFECTIVE DATE.**

This Ordinance shall take effect on \_\_\_\_\_.

**PASSED** and **ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025.


## **ATTEST:**

\_\_\_\_\_  
Rafael E. Granado, City Clerk

(Sponsored by Commissioner Tanya K. Bhatt)  
Underline denotes additions

\_\_\_\_\_  
Steven Meiner, Mayor

APPROVED AS TO  
FORM AND LANGUAGE  
& FOR EXECUTION

  
\_\_\_\_\_  
City Attorney

5/7/2025  
\_\_\_\_\_  
Date