



COMMUNITY ENRICHMENT AD HOC COMMITTEE

Procedures, Policies, Bylaws, First-Year Plan, & Resolution

1. NAME OF THE COMMITTEE

Community Enrichment Ad Hoc Committee

(Focus: Community Events & Public Spaces)

2. MISSION STATEMENT

The Community Enrichment Ad Hoc Committee strengthens public life in Orland by planning, recommending, and supporting community events, public gatherings, downtown activation, and improvements to shared public spaces.

Its purpose is to create opportunities that bring residents together, enhance civic pride, and activate the social and physical heart of the city.

3. PURPOSE & SCOPE OF WORK

The Committee shall:

A. Community Events

- Recommend and support citywide events
- Propose seasonal celebrations
- Assist in planning small-scale public gatherings
- Identify volunteer opportunities
- Coordinate with local organizations for community programming

B. Public Spaces Activation

- Identify improvements for downtown and public gathering areas
- Recommend low-cost placemaking projects
- Suggest ways to enhance walkability, seating, lighting, and aesthetics
- Coordinate “pop-up” or temporary public installations

C. Beautification & Civic Pride

- Recommend downtown beautification efforts
- Coordinate community clean-up days
- Suggest public decorations and banners
- Promote adopt-a-block or similar volunteer programs

D. Partnerships

- Coordinate with schools, nonprofits, the Chamber, Arts Commission, service clubs, and local businesses
- Strengthen community engagement through collaboration

The Committee shall not:

- Set policy
- Issue permits
- Direct staff
- Engage in personnel or department matters
- Represent any one specific cultural or identity-based group over another

4. COMMITTEE STRUCTURE (9 MEMBERS)

Voting Members (9):

1. Downtown Business Representative
2. Local Nonprofit/Service Club Representative
3. Youth/Young Adult Representative (18–30)
4. Senior Community Representative
5. School/Parent Representative
6. Arts & Community Programming Representative
7. At-Large Resident #1
8. At-Large Resident #2
9. At-Large Resident #3

Non-Voting Liaisons (2):

- City Council Liaison
- City Manager or Staff Designee

This structure ensures broad community representation while maintaining a manageable, functional group size.

5. MEMBER QUALIFICATIONS

Members must:

- Reside within the City of Orlando limits OR represent a business or nonprofit located in Orlando
- Have interest or experience in civic engagement, events, public spaces, downtown activity, or community improvement
- Demonstrate professionalism, teamwork, and ability to collaborate
- Commit to attending meetings and participating in events

- Maintain neutrality and avoid promoting personal political or cultural agendas

6. APPLICATION & SELECTION PROCESS

A. Application Requirements

Applicants must submit:

- Name & contact information
- 150–250 word statement of interest
- Relevant experience or community involvement
- Availability
- Agreement to committee code of conduct

B. Selection Criteria

Council shall evaluate applicants based on:

- Ability to contribute constructively
- Commitment to civic improvement
- Professionalism & temperament
- Skills relevant to events or public space activation
- Diversity of perspectives and experience

C. Appointment

- Applications are open for 30 days
- Staff screens for completeness
- Council reviews applications in open session
- Council appoints nine members by majority vote

7. BYLAWS

A. Meetings

- Monthly meetings or more frequently as needed
- Agendas prepared by staff liaison
- Notes submitted to Council quarterly
- Brown Act compliance recommended (transparency benefits outweigh limits)

B. Roles

- Chair: elected by committee annually
- Vice-Chair: fills in as needed
- Secretary: may be staff or a committee member

C. Term

- One-year terms for all members

- Renewable once
- Committee sunsets automatically after one year unless extended by Council

D. Conduct

Members must:

- Act respectfully and collaboratively
- Maintain a neutral and inclusive focus by refraining from any specific cultural or political advocacy
- Avoid social media attacks related to committee work
- Uphold the mission and purpose
- Disclose conflicts of interest

Violation of conduct may result in removal by Council vote.

8. FIRST-YEAR WORK PLAN

Quarter 1

- Elect Chair, Vice-Chair, Secretary
- Establish meeting schedule
- Identify 2–3 pilot community events (small, manageable)
- Identify 2–3 low-cost public space improvements
- Begin coordination with Chamber, Arts Commission, schools, and nonprofits

Quarter 2

- Launch first community event (spring/summer)
- Propose downtown activation elements (e.g., banners, lights, street décor)
- Recommend small beautification projects
- Begin planning fall event

Quarter 3

- Host second community event
- Develop multi-month programming calendar
- Provide recommendations for holiday season public spaces

Quarter 4

- Host third community event
- Recommend long-term placemaking improvements
- Deliver annual report to City Council
- Council decides whether to sunset or renew for another year