

**From:** "Melanie E. Luna" <meluna@myescambia.com>  
**Sent:** Wed, 5 Nov 2025 16:06:02 +0000  
**To:** "Dustin Retherford" <DRetherford@cityofpensacola.com>  
**Subject:** [EXTERNAL] Re: [EXTERNAL]Public Library Board

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Good morning, Dustin,

Here is my interpretation regarding the resolution. I am sure Adam could assist as well.

- The appointing authority (the Mayor) implicitly retains the power to revoke or rescind their own appointment and appoint a successor at any time, particularly when the member no longer meets the criteria or if the Mayor determines the appointee should be replaced.

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No Express Removal Procedure in the Resolution

The resolution does not specify a detailed removal process (such as notice, hearing, or cause requirements).

Therefore, unless the City of Pensacola Charter or municipal code limits the Mayor's appointment authority, the Mayor can revoke the appointment at will — meaning the Mayor may:

1. Issue a written notice to the Clerk or County confirming the removal of their appointee; and
2. Appoint a replacement to serve the remainder of the unexpired term.

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How the Mayor Can Revoke the Appointee

To revoke the Mayor's appointee to the West Florida Public Library Board of Governance, the Mayor should:

1. Prepare a written notice stating that the current appointee is being removed, creating a vacancy.
2. Transmit the notice to the Clerk of the Board of County Commissioners (and City Clerk, if required).
3. Appoint a new individual to fill the vacancy for the remainder of the term (as allowed by Section 4).

No approval from the County Commission or City Council is required under the resolution.

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Under Resolution R2013-H, the Mayor of Pensacola may revoke or replace their appointee at any time by written notice, since the Mayor is the appointing authority and the resolution gives that authority to fill any vacancy arising from removal or resignation. No additional procedural or approval steps are mandated in the text.



Melanie Luna

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**From:** Dustin Retherford <DRetherford@cityofpensacola.com>

**Sent:** Tuesday, November 4, 2025 1:23 PM

**To:** Wesley J Moreno <WJMORENO@myescambia.com>

**Cc:** Melanie E. Luna <meluna@myescambia.com>

**Subject:** [EXTERNAL]Public Library Board

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Not sure how to proceed on our end.

Attached is County Res. 2013-17 establishing the West Florida Public Library Board of Governance.

**Section 5. Officers and Terms of Office.**

A. Chairman. The Board of Governance shall elect a chairman to preside at all meetings. The Chairman shall be elected in January of each year and shall serve until the first meeting in January of the following year. There shall be no term limits for a member to serve as Chairman.

B. Vice-Chairman. The Board of Governance shall elect a Vice-Chairman to preside and act on behalf of the Chairman during his or her absence. The term of office and method of election for the Vice-Chairman shall be the same as for the Chairman.

C. Termination of a Board Member. Should any member of the Board of Governance cease to be an elector of the County or cease to occupy the office or position of responsibility set forth in his or her appointment, he or she shall cease to be a member of the Board and shall be replaced by the appointing authority. Additionally, the Board of Governance may recommend to the appointing authority the removal of a Board of Governance member who accrues two (2) unexcused absences of the Board of Governance during the calendar year. Absences may be excused by a majority vote of the members present at any meeting.

**Dustin L. Retherford**

*Policy & Legislative Affairs Officer*

*City of Pensacola*

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