

BLUEPRINT 2000

CITIZENS ADVISORY COMMITTEE BYLAWS, POLICIES AND PROCEDURES

1.1 PREAMBLE

The Blueprint 2000 Citizens Advisory Committee (CAC) has been created in accordance with the provisions of the Interlocal Agreement, dated October 27, 2000, between the Tallahassee City Commission and Leon County Board of Commissioners, and the one cent sales tax extension referendum approved by the voters in the November 2000 General Election. The intent is to provide guidance for the operation of the CAC to insure the accomplishment of objectives identified in the Interlocal Agreement and as assigned by the Intergovernmental Agency, consistent with the language and intent of the referendum approved by the voters.

1.2 CAC PURPOSE AND FUNCTION

- (1) The CAC shall fulfill its responsibilities to the citizens of Leon County in accordance with the referendum approved in the November 2000 General Election.
- (2) The role of the CAC is to serve in an advisory capacity to the Blueprint 2000 Intergovernmental Agency.
- (3) The CAC shall be responsible for the review of and revisions to work plans as proposed by the Blueprint 2000 Staff Director to implement the Blueprint 2000 projects adopted in the Interlocal Agreement of the Intergovernmental Agency..
- (4) The CAC shall be responsible for the review of the annual financial and performance audits.
- (5) To carry out its function as an advisory committee to the Blueprint 2000 Intergovernmental Agency, the CAC shall:
 - a. Transmit to the Blueprint 2000 Intergovernmental Agency and share with other committees all significant findings and comments on matters related to Blueprint 2000;
 - b. Conduct any other functions assigned to the CAC by the Intergovernmental Agency.

1.3 CAC MEMBERSHIP

- (1) CAC membership is established in the Interlocal Agreement, with revisions by the Intergovernmental Agency on February 14, 2001. The CAC is comprised of twelve members, consisting of the following:
 - a. Four representatives nominated by the Economic and Environmental Consensus Committee
 1. One financial expert with bonding experience
 2. One planner
 3. One natural scientist/biologist
 4. One EECC member
 - b. Chair of the Economic Development Council
 - c. Chair of the Tallahassee-Leon County Planning Commission
 - d. Representative from the Council of Neighborhood Associations
 - e. Representative from the Big Bend Environmental Forum
 - f. Representative from the Capital City Chamber of Commerce
 - g. Representative from the civil rights community (nominees to be provided by TIMA, SCLC, and NAACP)
 - h. Representative from the elderly community (nominees to be provided by the Area Agency on Aging, the AARP, and the Senior Citizens Advisory Council)
 - i. Representative from the disabled community (nominees to be provided by the Center for Independent Living, Better Transportation Coalition, and the Mayor's Disability Advisory Council)
- (2) CAC memberships are attained through the appointment of members of the Blueprint 2000 Intergovernmental Agency. In order to be eligible for appointment by the Intergovernmental Agency, a person must be nominated by an organization represented on the CAC as referenced in 1.3 (1) above. CAC members, who fill the CAC positions, serve at the pleasure of the Intergovernmental Agency.
- (3) CAC memberships are appointed for three-year terms. If a member wishes to no longer serve on the CAC, or is removed from the committee, the Intergovernmental Agency shall appoint a replacement from the organization or membership category from which the member was nominated.
- (4) The initial terms for members appointed by the Intergovernmental Agency in September 2000 shall be staggered in one, two, and three year terms so that memberships will not expire concurrently.
- (5) Memberships are subject to a two consecutive-term limitation. However, in the case of the initial appointments, all members shall be eligible to serve two full terms in addition to the partial terms of the initial appointments.
- (6) Organizations represented on the CAC, except for those that are position specific (1.3 b. and c. above), are required to submit a minimum of two, and maximum of three,

nominees to the Intergovernmental Agency to fill vacancies. Membership categories for which specific organizations/agencies are identified for the purpose of nominating a potential member for consideration (1.3 g., h., and i. above) are required to submit one nomination each.

1.4 VACANCIES

A member's position shall become vacant when:

- a. A member is absent from 33% of the regularly scheduled meetings in a given calendar year, regardless if such absence is excused or unexcused. All absences will be duly recorded in the meeting minutes. Absences from emergency or special called meetings will not be recorded against a member in calculating the percent of absences. However, attendance at emergency or special called meetings may be used to offset absences from regularly scheduled meetings. Special exceptions on the removal of members for absences may be made by the Chairperson of the Committee when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the Committee to maintain quorum; or
- b. when a member no longer meets eligibility requirements; or
- c. when a member's term expires; or
- d. when a member resigns.

1.5 VOTING

- (1) Each member of the CAC shall have one vote.
- (2) Proxy votes and absentee ballots shall not be permitted

1.6 CAC OFFICERS, ELECTIONS, AND DUTIES

- (1) The CAC shall select a Chairperson and Vice Chairperson. The officers shall be voting members elected by the CAC membership.
- (2) The CAC Chairperson shall preside at all meetings. In the event of his/her absence or at his/her direction, the Vice Chairperson shall assume the powers of the Chairperson. In the event that neither the Chairperson nor Vice Chairperson can preside at the meeting, the committee members present shall elect one of its members to serve as temporary Chairperson for the meeting.
- (3) Election of officers shall be part of the regular monthly meeting in November or in the event there is not a meeting in November, the election shall take place during the regular monthly meeting in October or December. Nominations for

officers shall be made at the meeting. Election shall be a majority vote of the CAC voting members present.

- (4) Newly elected officers shall assume their duties at the first meeting of the next calendar year unless otherwise agreed to by voting members of the committee. They shall hold office for one year, or until their successors are elected, and they shall be eligible for reelection.
- (5) In the event that either the Chairperson or Vice Chairperson office becomes vacant, a replacement shall be elected at the next scheduled CAC meeting for immediate assumption of duties and shall hold the position for the remainder of the calendar year.
- (6) The Chair shall appoint Chairs of all committees, standing or special.
- (7) It is the Chair's responsibility to ensure compliance with the bylaws. The Chair will notify members of removal from the committee for non-compliance. Specific questions regarding conflict of interest will be addressed by the attorney for the Intergovernmental Agency.
- (8) The Chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the Chair of the Intergovernmental Agency to begin the appointment process.

1.7 CAC MEETINGS AND AGENDAS

- (1) Regular meetings shall be held at dates, times, and places as approved by the CAC; every effort will be made to provide an advance calendar for meetings to be held during the upcoming year at the last meeting of the calendar year. Regular meeting dates and times may be changed to accommodate holidays or for other valid reasons.
- (2) A schedule of meeting dates shall be provided to the City Communications Department and County Public Information Office.
- (3) Every effort will be made to forward the agenda and supporting information for each CAC meeting to each CAC member seven (7) days prior to a regular CAC meeting.
- (4) Blueprint 2000 staff shall prepare an official agenda for every CAC meeting.
- (5) The Intergovernmental Agency, Blueprint 2000 staff, or CAC member may place additional items on the CAC agenda, with the approval of the majority of the voting members present.

1.8 OFFICIAL ACTIONS

- (1) All official actions of the CAC shall be by motion and open vote.
- (2) All official and formal positions of the CAC, regardless of whether adopted or rejected, shall be recorded in the minutes. Verbatim minutes are not required but minutes shall include an accurate summary of discussions and actions taken.

1.9 CONDUCT OF MEETING

- (1) All CAC meetings shall be conducted under the requirements of the Florida “Government in the Sunshine” law and be open to the public and press.
- (2) The public will not have the right to speak, enter into discussion or actively participate in any way except with the permission of the majority of the members present.
- (3) In the absence of rules covered in this document, Roberts Rules of Order shall be followed at all CAC meetings.
- (4) A quorum for CAC meetings shall consist of a minimum of seven voting members.
- (5) Any CAC member who has a conflict of interest on any particular matter shall declare the conflict of interest before discussion and a vote is taken and shall be excused from voting on that issue.

1.10 ADMINISTRATION

- (1) A special meeting may be called by the CAC Chairperson, Intergovernmental Agency, or Blueprint 2000 Staff Director. Each member of the CAC shall receive a notification of such special meeting stating the date, hour and place of the meeting and the purpose for which the meeting is called.
- (2) An emergency meeting may be called by the CAC Chairperson, Intergovernmental Agency, or Blueprint 2000 Staff Director when an emergency exists which requires immediate action by the CAC. When such a meeting is called, each member shall be notified, stating the date, hour and place of the meeting and the purpose for which it is called, and no other business shall be transacted at that meeting. At least a twenty-four (24) hour advance notice of such emergency meeting shall be given before the time the meeting is held.
- (3) If after reasonable diligence, it becomes impossible to give notice to each CAC member, such failure shall not affect the legality of the emergency meeting, if a quorum is present.

- (4) The Blueprint 2000 staff shall serve as the staff of the CAC.
- (5) The Blueprint 2000 staff is responsible for the minutes of all CAC meetings and all notices and agendas for the meetings.
- (6) The Blueprint 2000 staff shall transmit CAC recommendations to the Intergovernmental Agency.

1.11 AMENDMENT

- (1) These bylaws may be amended by a two-thirds vote of those eligible voting members present at a regularly scheduled CAC meeting.
- (2) Amendments to the bylaws shall become effective immediately after the approval of the Intergovernmental Agency.

1.12 EFFECTIVE DATE

- (1) These bylaws shall become effective immediately upon the approval of the Intergovernmental Agency.