By-Laws of the Leon County Tharpe Street Corridor Study Citizens Advisory Committee

STATEMENT OF PURPOSE

The Leon County Tharpe Street Corridor Study Citizens Advisory Committee (the "CAC") is an advisory committee duly established by the Leon County Board of County Commissioners (the "Board") pursuant to its Board Policy No. 00-5, "Volunteer Boards and Committees". The Board shall establish a seven-member CAC, with each of the Commissioners appointing one member. The lists of nominees for such appointment shall include at least one minority.

It shall be the duty of the CAC to participate in, review and comment on the Tharpe Street Corridor Study throughout the entirety of the corridor study process, including the drafting of the CAC's Final Report to the Leon County Public Works Department.

The CAC hereby, on this 17th day of April, 2003, ratifies and adopts the following By-Laws with respect to the procedures to be followed and adhered to by it in discharging its assigned duties and responsibilities.

ARTICLE I - INTENT

It is the intent of these By-Laws to codify and ratify the rules of procedures and operation of the CAC.

ARTICLE II -APPLICABLE FLORIDA LAW AND BOARD POLICIES

Section 1. The CAC shall comply with the Florida's Public Records Law, Chapter 119, Florida Statutes, and Board Policy 96-4, "Policy on Public Records Law and E-Mail", as may be amended from time to time, and each member of the CAC shall be provided a copy of Board Policy 96-4.

Section 2. The CAC shall comply with the Florida Government in the Sunshine Law, Chapter 286, Florida Statutes, as may be amended from time to time.

Section 3. The CAC shall comply with Section 112.3143, Florida Statutes, "Voting Conflicts" and Board Policy 97-9, "Voting Conflicts on Boards, Committees, Councils, and Authorities", as may be amended from time to time, and each member of the CAC Team shall be provided a copy of Board Policy 97-9.

Section 4. The CAC shall abide by the Standards of Conduct set forth in Section 112.313, Florida Statutes, as may be amended from time to time, and each member of the Project Team shall be provided a copy of Section 112.313, Florida Statutes.

ARTICLE III - MEETINGS

Section 1. Regular Meetings. The CAC shall hold regular meetings at a date and time agreeable to members. Such regular meetings shall begin at 6:00 p.m. at the Leon County Department of Public Works, located at 2280 Miccosukee Road, unless an alternate location is selected. The duration of meetings shall not exceed 120 minutes of active discussion, unless agreed to by the majority of the voting members present. To expedite meetings, the Chair may place time limits on discussion of agenda items.

Section 2. Special Meetings. Any member of the CAC may call a meeting of the group to discuss any issue properly before the group. Such meeting shall be called by special notice to each member at least forty-eight (48) hours in advance of the meeting. The meeting shall be noticed as required by law.

Section 3. Public Participation at Meetings. All meetings of the CAC shall be open to the public and shall be noticed as required by law. While public participation is encouraged, the CAC may limit discussion of matter by the public. Citizen comment forms will be available for the public to express its views on CAC matters.

The CAC may alter or modify the scheduled place of any of its regular meetings by directing written notice of such meeting place change to the parties with matters agendaed for such regular meeting at least three (3) days before the scheduled meeting. The change in meeting place shall also be noticed as required by law 48 hours in advance of the meeting.

Section 4. Agendas. The County's Consultant shall develop meeting agendas in coordination with the County Project Manager. Both the County's Consultant and Project Manager, as well as any CAC members, may request that items be added to the agenda.

ARTICLE V - QUORUM

No acts or recommendations of the CAC shall be made unless the meeting consists of a majority of the CAC members. Meetings and discussions may be held without a quorum, but votes may not be taken on issues without a quorum.

ARTICLE VI - OFFICERS

The members of the CAC shall elect one of its appointed members to Chairperson for a term equal to the duration of the Tharpe Street Corridor Study. The CAC members shall also elect one of its appointed members as Co-Chairperson for a term equal to the duration of the Tharpe Street Corridor Study. The Co-Chairperson shall serve as Chairperson in the absence of the elected Chairperson. If the Chairperson can not attend a Project Team meeting, the Chairperson shall contact the Co-Chairperson at least 48 hours in advance of the scheduled meeting.

ARTICLE VII - PASSAGE OF MOTIONS OR MATTERS

Section 1. Motions or Matters for Regular Business. At any meeting of the CAC, no motion or matter pertaining to the regular business of the CAC shall be passed unless the minutes reflect an affirmative vote by a majority of the CAC members in attendance for the motion or matter under consideration. In those cases where an affirmative vote of the majority is not recorded, the motion or matter shall be recorded as being defeated.

Section 2. Motions or Matters Amending By-Laws. These By-Laws may be amended at a regular or special meeting of the CAC by affirmative vote of the majority of the CAC members. The amended By-laws must be approved by the Board of County Commissioners.

ARTICLE VIII - OTHER RULES OF PROCEDURE

Except as expressly provided herein, the CAC shall generally adhere to *Robert's Rules of Order* in conducting its business and meetings.

ARTICLE IX - MEETING RECORDS

The County's Consultant shall be responsible for preparing a non-verbatim written summary of each CAC meeting. The meeting summaries thus prepared become the official minutes of the CAC once they have been presented to and approved by the CAC. Copies of the minutes shall be available at the Department of Public Works offices.

ARTICLE X - RECORDS

The records of the CAC shall be subject to the Florida Public Record Laws, as amended from time to time.

ARTICLE XI - REPORTING RESPONSIBILITIES TO THE BOARD OF COUNTY COMMISSIONERS

The CAC shall report to the Board through its Department of Public Works Director (the "Director"). The County's Transportation Coordinator shall be responsible for assisting the CAC with its reporting responsibilities.

The CAC shall provide a Tharpe Street Corridor Study Final Report to the Director summarizing the CAC's recommendations for improvements for Tharpe Street between Capital Circle NW and Ocala Road (the "Final Report"). The Final Report, in conjunction with the Director's final set of recommendations, shall be presented to the Board in workshop format for its use and consideration in making decisions regarding the project.

ARTICLE XII - ATTENDANCE

Under Board Policy No. 00-5, "Volunteer Boards and Committees", a member missing two of three successive meetings without cause or without prior approval from the CAC Chairperson shall relinquish his or her seat on the CAC and shall be replaced by the appointing County Commissioner.

ARTICLE XIII - TERMS OF MEMBERS

Members of the CAC shall serve until completion of the Tharpe Street Corridor Study, except as provided for under Article XII..

ARTICLE XIV

No member of the CAC, nor a relative of any member of the CAC, shall be the owner, tenant, or occupant of a property adjoining Tharpe Street, nor shall any member or member's relative be employed by an owner, tenant, or occupant of a property adjoining Tharpe Street. For purposes of this Article, the term "relative" includes any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

I HEREBY CERTIFY that the foregoing By-Laws were duly adopted by the Project Team at its regular meeting on the _____ day of _____, 2003 and ratified on the _____ day of _____, 2003.

_____
Chairperson

_____
Attest Date

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