

**BLUEPRINT 2000 CITIZENS ADVISORY COMMITTEE
BYLAWS, POLICIES AND PROCEDURES**

ADOPTED February 7, 2002

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 as may be amended from time to time, 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 of these Bylaws, Policies and Procedures is to provide guidance for the operation of the CAC to ensure 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 Intergovernmental Agency Board of Directors (“Board of Directors” or “Board”).
- (3) The CAC shall be responsible for the review of and revisions to work plans for the Blueprint Projects and the Blueprint 2020 Infrastructure Projects that the Blueprint Director prepares, in accordance with guidance from the Director of PLACE, to implement the projects adopted in the Interlocal Agreement, as may be amended from time to time.
- (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 Intergovernmental Agency Board of Directors, the CAC shall:
 - a. Transmit to the Blueprint Intergovernmental Agency Board and share with other committees all significant findings and comments on matters related to Blueprint Projects and Blueprint 2020 Infrastructure Projects;
 - b. Conduct any other functions assigned to the CAC by the Intergovernmental Agency Board.

1.3 CAC MEMBERSHIP

(1) It is the intention of Blueprint Intergovernmental Agency that the CAC be representative of the diversity of the community in general. CAC membership is established in the Interlocal Agreement, as may be amended from time to time, setting the minimum standards for the CAC. The Interlocal Agreement, dated October 27, 2000, required at least 12 members on the committee, the Bylaws provided for at least 13 CAC members. The Second Amended and Restated Interlocal Agreement, dated December 9, 2015, requires 14 CAC members serving three year staggered terms, which shall be selected as follows:

1. Four members shall be selected by Blueprint Intergovernmental Agency Board from a list of applicants that shall include at least one from each of the following categories:
 - a. At least one financial expert with bonding experience
 - b. At least one planner
 - c. At least one natural scientist/biologist

The Board shall take into consideration as part of the selection process those individuals that formerly served on the Economic and Environmental Citizens Committee (EECC).

2. Three members shall be selected by the Board from a list of three names for each position provided by the CAC and shall include one member from the civil rights community, one member from the elderly community and one member from the disability community.
3. The remaining seven members shall be selected as follows:
 - a. Board Member of the Greater Tallahassee Chamber of Commerce
 - b. Board Member of the Capital City Chamber of Commerce
 - c. Board Member of the Big Bend Minority Chamber of Commerce
 - d. Chairperson of the Planning Commission or Designee thereof
 - e. Representative from the Council of Neighborhood Associations
 - f. Representative from the Big Bend Environmental Forum
 - g. Representative from the Network of Entrepreneurs and Business Advocates in Tallahassee

(2) CAC memberships are attained through the appointment of members by the Blueprint Intergovernmental Agency Board of Directors, with the exception of the member described above at (1)3.(d), which shall either be the Chairperson of the Planning Commission or a Designee selected by the Chairperson of the Planning Commission. In order to be eligible for appointment by the Board from the remaining categories listed above interested persons must submit applications directly to Blueprint staff who will review an applicant's qualifications and present its recommendations to the CAC. The CAC will review the

applicant's qualifications and make its recommendations at one of its publicly noticed meetings. Blueprint staff will prepare an agenda item to present to the Board for final agency action that will include both Blueprint staff's recommendation(s) and the CAC's recommended action(s). All CAC members serve at the pleasure of the Intergovernmental Agency Board of Directors.

- (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 Board of Directors 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 Board of Directors 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 or fulfillment of partial terms, all members shall still be eligible to serve two full terms in addition to fulfillment of partial terms or of the initial appointments.
- (6) In the event more than one person is nominated by an organization, or more than one organization provides a nomination, the steps for review and recommendation by Blueprint staff and the CAC will follow the process outlined above.

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's officers will consist of a Chairperson and Vice-Chairperson elected from its membership.
- (2) The Chairperson and Vice-Chairperson shall be elected by a majority of the votes of CAC members present.
- (3) The Chairperson shall serve as Chair for a period of one year effective January 1 of each year.
- (4) At the last meeting of the CAC each year, a new Vice-Chairperson shall be elected for a term of two years, the first year to serve as the Vice-Chairperson and the second year as the Chairperson. **(This will become effective with the election conducted in late 2010.)** Nominations for the Vice-Chairperson shall be made at the meeting. The current Vice-Chairperson can decline becoming the Chairperson if so desired.
- (5) 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.
- (6) In the event that either the Chairperson or the Vice-Chairperson position 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.
- (7) The Chair shall appoint Chairs of all committees, standing or special.
- (8) It is the Chair's responsibility to ensure compliance with the Bylaws. The Chair will notify members of removal from the CAC for non-compliance. Specific questions regarding conflict of interest will be addressed by the attorney for the Intergovernmental Agency Board of Directors.
- (9) The Chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the Chair of the Intergovernmental Agency Board of Directors 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 Board of Directors, Blueprint staff, or a 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) Public input will be allowed for each CAC Discussion Agenda Item following CAC discussion and prior to CAC vote. A “Citizens to be Heard” item will be added to the end of the CAC Agenda. In order to keep the CAC meeting on schedule, the Chairperson may limit the number of speakers, the amount of time allotted to each speaker, or in extreme cases, allow for no public input. Citizens will be required to fill out a Speaker Request Form.
- (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 majority of current members appointed to the Committee.

- (5) Any CAC member who has a conflict of interest on any particular matter shall declare the conflict of interest before discussion and if a vote is taken shall be excused from voting on that issue.
- (6) As related to members who cannot physically attend the CAC meeting, the CAC will utilize, as appropriate, the intent of the “Telephonic Participation in Agency Meetings Policy” (Policy 105) as adopted by the Intergovernmental Agency Board on February 16, 2004. The following specific items are noted:
 - a. A member participating telephonically will not count in the determination of a quorum;
 - b. A member participating telephonically shall be able to vote as required and in accordance with the Bylaws;
 - c. Only two members may participate telephonically at any meeting.

1.10 ADMINISTRATION

- (1) A special meeting may be called by the CAC Chairperson, Intergovernmental Agency Board of Directors, or Director of PLACE. 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 Board of Directors, or Director of PLACE 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 staff shall serve as the staff of the CAC.
- (5) The Blueprint staff is responsible for the minutes of all CAC meetings and all notices and agendas for the meetings.
- (6) The Blueprint staff shall transmit CAC recommendations to the Intergovernmental Agency Board of Directors.

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 CAC bylaws shall become effective immediately after the approval of the Intergovernmental Agency Board of Directors.

1.12 EFFECTIVE DATE

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

Revised:

September 9, 2003
March 1, 2010
June 17, 2013
September 12, 2016