

1994

**OFFICIAL BYLAWS, RULES AND REGULATIONS FOR THE  
NORTH  
COMMUNITY AND NEIGHBORHOOD  
OUTREACH AND PARTICIPATION PROGRAM  
CITIZENS PLANNING ADVISORY COMMITTEE**

**ARTICLE I: PURPOSE OF RULES**

The purpose of these Official Bylaws, Rules and Regulations is to establish procedures for the conduct of business and the internal administration of the North Citizens Planning Advisory Committee in accordance with, Executive Order No. 93-170, which created the Mayor's Community and Neighborhood Outreach and Participation Program.

**ARTICLE II: MEMBERSHIP**

- I. Membership on the Committee shall be as provided in Executive Order No. 93-170.
  - A. Membership shall consist of fifteen (15) to twenty-five (25) members reflecting the following factors:
    1. Composition
      - a. Representatives from the neighborhood, civic and homeowner's associations in the district.
      - b. Representatives from the business/professional organizations active in the district.
      - c. A representative from the PTA organizations.
      - d. Representatives from other unique community based organizations and entities in the district.
      - e. One City Department Head assigned as an *ex officio member* who will directly report back to the Mayor its activities, findings, conclusions and recommendations.
      - f. City Council appointments from Council District 11.
      - g. Council members from District 11 may sit as *ex officio* members.

**2. Criteria**

- a. **Persons occupying leadership positions in their respective organizations should be considered for nomination.**
- b. **Members shall serve by virtue of their affiliation with the local organization or be individually named for a period of two (2) years.**

**3. Vacancy**

- a. **Filled in the same manner as original appointment.**

**B. A list of potential members shall be kept by the Planning and Development Department of all persons who have expressed an interest in serving on the Committee. With the exception of the City Council designees, all appointments to the Committee shall be made by the Mayor.**

**ARTICLE III. ELECTION OF OFFICERS**

**I. The Mayor will appoint an initial Chairman and the Committee will elect succeeding Chairmen.**

**A. Initially, the Mayor will appoint a Chairman.**

**B. At the last regularly scheduled meeting of the calendar year, the Committee shall elect a Chairman to serve for the succeeding year whose term will commence at the first regularly scheduled meeting in the next year. This process shall continue to occur each succeeding year.**

**II. The Committee shall elect a Vice-Chairman and other officers as they see fit.**

**A. Term of Office**

**1. The Vice Chairman and other officers shall serve for a period of one year.**

**2. A Vice-Chairman and other officers as deemed appropriate shall be elected at the last regularly scheduled meeting of the calendar year, and their term shall commence at the first regularly scheduled meeting of the next year. This process shall continue to occur each succeeding year.**

## **ARTICLE IV. OFFICERS, DUTIES**

- I. **Presiding Officer**
  - A. **The Chairman shall preside over all meetings.**
  - B. **The Vice-Chairman shall preside in the absence of the Chairman.**
  - C. **If the Chairman and Vice Chairman are absent the members present shall select a member to preside.**
  
- II. **Formal Action of the Committee**
  - A. **The Chairman, or in his absence the Vice-Chairman or other member presiding, shall sign all formal written motions and resolutions adopted by the Committee.**
  - B. **The Committee may adopt or make provisions for the adoption of rules of procedure.**
  - C. **The Committee may conduct other business as deemed necessary in order to perform its functions.**
  
- III. **Appointment of Sub-Committees, nomination of officers of Sub-Committees**
  - A. **The Chairman, in consultation with the Director of Planning and Development, may appoint Sub-Committee(s) and nominate Officers of the Sub-Committee(s), who shall be members of the Committee.**
  - B. **The Sub-Committee may include additional members who are not members of the Committee.**
  - C. **The Chairman shall be an ex-officio member of each Sub-Committee of which he is not a regular member.**
  - D. **Each Sub-Committee shall consist of a minimum of three (3) members.**
  - E. **The Chairman shall charge the Sub-Committee with a specific task, i.e., secure more information, investigate a situation, and bring back an adopted report or a recommendation to the membership and to set a regular meeting date for the report to be received by the full Committee.**

**IV. Constitution of a Quorum**

- A. A majority of the total membership shall constitute a quorum for a lawful meeting of the Committee. Ex-officio members shall not be counted as members in determining a quorum.**
- B. A majority of those present during a lawful meeting shall be required to pass any action.**

**V. Voting**

- A. Voting may be by voice vote.**
- B. No proxy votes will be permitted.**
- C. No member may abstain from voting. Each member shall vote yes, no, or declare a conflict, pursuant to § 286.112, Florida Statutes.**
- D. If a conflict has been declared, the person declaring the conflict must abstain from voting. Form 4 Memorandum of Voting Conflict shall be obtained from the staff representative and shall be completed and returned to the staff representative within fifteen (15) days, pursuant to §112.317(1993), Florida Statutes.**
- E. In the event that the Chairman or other officer presiding has a possible conflict of interest on any item before the Committee, then, in addition to the above, he shall step down from the chair prior to the commencement of that agenda item.**

**ARTICLE V. MEETINGS**

- I. The Committee shall meet bi-monthly at a minimum and meetings may be called by the either the Chairman or the Director of Planning and Development.**

**A. Attendance**

- 1. Members of the North Citizen's Planning Advisory Committee shall make every reasonable effort to attend all regular and special meetings.**

- 2. If any member fails to attend two of three consecutive regular meetings of the Committee without just cause and without prior approval of the Chairman, the Chairman shall notify the Mayor and request that the member be relieved of his duties and another person be appointed to the Committee.**

3. A member may be relieved of his or her duties upon presentation to the Mayor of a letter requesting to be relieved of his or her duties.

#### **ARTICLE VI. GENERAL RULES**

- I. All meetings of the Committee and its Sub-Committees shall be open to the public and be subject to the provisions of the following chapters in the *Florida Statutes* and City of Jacksonville Ordinance Code regarding Public Records and Government in the Sunshine:
  - A. Chapter 119, *Florida Statutes*
  - B. Chapter 286, *Florida Statutes*
  - C. All applicable provisions of the City of Jacksonville Ordinance Code.
- II. Roberts Rules of Order will be the accepted authority on all business or actions which come before the Committee, except in cases when they are not consistent with these bylaws.

#### **ARTICLE VIII: ADMINISTRATIVE SUPPORT TO THE COMMITTEE**

- I. The Planning and Development Department shall provide administrative support which includes:
  - A. Secretarial;
  - B. Clerical;
  - C. Technical; and
  - D. Professional services.
- II. The Director of Planning and Development shall assign appropriate professional staff to the Committee who will coordinate the activities of the Committee, including setting the agenda of all meetings and shall be assisted by:
  - A. The appropriate Zone Commander from the Office of the Sheriff;
  - B. An Assistant Superintendent from the Duval County School System; and
  - C. Appropriate staff from other City Departments, Authorities and Independent Agencies;
- III. Heads of City Departments, Authorities and Independent Agencies are directed to make appropriate staff available to the Committee upon the request of the Director of Planning and Development or his designee.

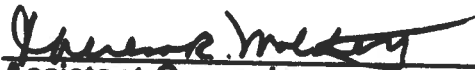
**ARTICLE IX: AMENDMENTS**


**I. Amendments, Repeal, Alter**

- A. These operating procedures may be adopted, amended, repealed or altered in whole or in part, at any meeting, regular or special, by the unanimous vote of all members of the Committee, or by a majority of the members present at any meeting, regular or special, if notice of the proposed amendment, and of the time and place of the meeting at which the amendment is to be voted on shall have been given in writing to each member of the Committee, at least fifteen (15) days before such meeting is scheduled.**

**ADOPTED AND APPROVED this 11 day of April, 1994.**

**Approved as to form:**

  
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**Assistant Counsel**  
**(jhc:cds 3/2/94)**

  
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**Dorothy Mathias, Chairman**  
**Planning District 6**

4-11-94  
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**Dated**