

**BYLAWS OF THE
NORTHWEST JACKSONVILLE ECONOMIC DEVELOPMENT FUND ADVISORY COMMITTEE**

ARTICLE I: ORGANIZATION

Establishment: Executive Order No. 2014-05.

The purpose of these Bylaws, Rules and Regulations is to establish procedures for the conduct of business and the internal administration of the Northwest Jacksonville Economic Development Fund Advisory Committee (the "Advisory Committee") in accordance with Executive Order No. 2014-05 (the "Executive Order"), which, together with Ordinance No. 2016-140-E (the "Ordinance") re-established, updated and clarified Advisory Committee purposes and functions, Advisory Committee membership and organization, and the responsibilities of the Office of Economic Development (the "Department") concerning the Advisory Committee and, the administering of the Northwest Jacksonville Economic Development Fund.

These bylaws and any amendments thereto shall be consistent with the Executive Order, Ordinance and any amendments to the Executive Order and Ordinance.

1.1 Advisory Committee Membership. Members of the Committee are appointed by the Mayor pursuant to Executive Order No. 2014-05. The Advisory Committee shall consist of nine (9) members to be appointed within the following categories with preference given to persons that reside in or be employed in the Northwest Jacksonville area or have a stated interest in economic development activity in the Northwest Jacksonville area as described and defined within the Executive Order:

Category 1: Two (2) small business owners.

Category 2: Two (2) persons with knowledge of the construction industry (builder, developer, architect, etc.)

Category 3: Two (2) persons with knowledge of the financial industry (bankers, accountant, etc.)

Category 4: One person with knowledge of workforce preparation (educator, etc.)

Category 5: Two persons of varied backgrounds other than the above.

1.2 Appointments, Reappointments. Initially, three Members are appointed for a one year term. Thereafter, each appointment shall be for a three-year term. Members shall not be eligible for reappointment after serving three consecutive full terms. The Mayor is charged by the Executive Order to fill by appointment any vacancy on the Advisory Committee which may occur. Members shall serve at the pleasure of the appointing authority and may be removed at any time in the same manner in which the member was appointed.

1.3 Vacancy. A vacancy occurring during a term shall be filled by appointment of the Mayor for the unexpired term by a person who is otherwise eligible for appointment.

1.4 Quorum. All decisions and recommendations of the Advisory Committee shall require a concurring vote of a majority of the members present. Five (5) Members of the Advisory Committee shall constitute a quorum for the purpose of conducting the official business of the Advisory Committee. If the Advisory Committee is comprised of less than nine (9) members at any time, a majority of the membership at that time shall constitute a quorum. A simple majority of those present and voting during a meeting shall be required to take any official action.

1.5 Attendance. Advisory Committee Members are required to attend 75% of all held meetings per year. The Advisory Committee Member must notify the Chair or the Executive Director of the Office of Economic Development via email or phone, if they will not be able to attend the noticed meeting. If an Advisory Committee Member misses three consecutive meetings without cause and prior approval of the Chair, or for any other reason of just cause, the Chair may notify the Mayor and request that the member be relieved of his or her duties.

1.6 Committees. The Advisory Committee may conduct such other business as deemed necessary or proper in order to perform its function. The Committee shall make funding recommendations to the Mayor's Budget Review Committee and Jacksonville City Council from among a vetted pool of applications for various community-development related projects. The Chair of the Advisory Committee shall appoint the chair and members of any subcommittees formed, who shall be Members of the Advisory Committee. The Chair shall be a voting member of each subcommittee of which he or she is not a regular member. The Chair has the right, but not the obligation, to participate in the proceedings of each subcommittee. Each subcommittee shall consist of a minimum of three (3) members, and a simple majority of its members shall constitute a quorum.

ARTICLE II: OFFICERS, DUTIES, AND ELECTIONS

2.1 General. The officers of the Advisory Committee shall be a Chairperson (the "Chair") and a Vice Chairperson (the "Vice-Chair"). Such officers shall be elected at the meeting of the Advisory Committee held in October of each year, and the office holders shall hold office from two (2) years the date of said meeting. The Chair of the Committee shall be elected by a majority vote of the Members of the Advisory Committee, with a quorum present and voting. The Vice-Chair of the Committee shall be elected by a majority vote of the Members of the Committee, with a quorum present and voting.

2.2 Powers and Duties of the Chairperson. The Chair shall preside over all meetings of the Advisory Committee. The Chair shall give notice for and preside at all meetings of the Advisory Committee. He or she shall have general charge and supervision of the business of the Advisory Committee. He or she

shall from time to time make such reports of the affairs of the Advisory Committee as required. He or she shall perform such other duties as may from time to time be assigned by the Advisory Committee.

2.3 Powers and Duties of the Vice Chairperson. The Vice-Chair shall possess the power and may perform the duties of the Chair in the Chair's absence. He or she shall perform such other duties as may from time to time be assigned by the Committee.

ARTICLE III: MEETINGS

3.1 Meetings. The Advisory Committee shall meet at least once a month, beginning in October of each year, provided there is some official action to be taken. Otherwise, the Advisory Committee shall meet at least once every quarter three (3) months. Additional meetings of the Advisory Committee may be called at the discretion of the Chair. All meetings shall be open to the public and members of the public shall be given a reasonable opportunity to be heard on a proposition before the Advisory Committee, in accordance with Sec. 286.0114, Chapter 286, Florida Statutes.

3.2 Place of the Meetings. The meeting location, time and date of the Advisory Committee meeting will be included in the public meeting notice per Section 286.0114, Chapter 286, Florida Statutes (Public Business: Miscellaneous Provisions).

ARTICLE IV: GENERAL RULES

4.1 All meetings of the Advisory Committee, including subcommittee meetings, shall be open to the public and are subject to the provisions of the following laws:

1. PART III, Chapter 112, Florida Statutes (Code of Ethics for Public Officers and Employees).
2. Chapter 119, Florida Statutes (Public Records Act).
3. Chapter 286, Florida Statutes (Government in the Sunshine Law)

In addition, all applicable provisions of the City of Jacksonville Ordinance Code, including Part 2, Chapter 50 (Procedures Governing Conduct of Public Officials with Respect to Ex-parte Communications) and Chapter 602 (Jacksonville Ethics Code), must be followed.

4.2 All Advisory Committee meetings, including subcommittee meetings, whether formal or informal, and which include two (2) or more members to discuss an item that may foreseeably come before the Advisory Committee, must be properly Noticed as required by the laws referenced in Article 4.1., above.

4.3 All minutes, resolutions, motions, reports or other official records of the Advisory Committee are public records as defined by Florida law.

ARTICLE V: ADMINISTRATION

5.1 The Office of Economic Development (the "Department") shall provide and coordinate the appropriate professional and technical support to the Advisory Committee, including subcommittees. The Department may provide such support as is deemed necessary and appropriate, including: administrative, technical and professional services.


5.2 The Executive Director of Economic Development shall assign appropriate professional staff to the Advisory Committee, who will then coordinate the activities of the Advisory Committee, including assisting the Chair to set meeting agendas. A staff member shall attend each meeting and shall prepare and maintain the minutes from each meeting. The staff will be assisted by the other appropriate personnel from the Office of Economic Development, the Office of General Counsel and such staff from other City Departments, Authorities and Independent Agencies as may be required from time to time.


ARTICLE VI: ANNUAL REPORT

6.1 **Reports.** The Office of Economic Development shall file with the Finance Committee each year a report of its activities for the preceding fiscal year, October 1st – September 30th.

ARTICLE VII: AMENDMENTS

7.1 **Amendment to Bylaws.** These Bylaws may be amended at any regular or special meeting of the Agency by an affirmative vote of at least five (5) Committee Members. **The proposed Bylaws or amendment shall have received the prior review and approval of the Executive Director of the Office of Economic Development and the Office of General Counsel and shall also be listed on the Agenda as a proposed action item. All amendments to the Bylaws shall be consistent with the Executive Order, Ordinance and any amendments to the Executive Order and Ordinance and this sentence may not be amended.**

ADOPTED AND APPROVED this 21st day of November, 2017


Joseph E. WHITAKER, Chairman


Date

Northwest Jacksonville Economic Development Fund
Advisory Committee