

**BYLAWS OF THE
LEON COUNTY AFFORDABLE HOUSING ADVISORY COMMITTEE**

In order to govern its function and operation in a manner consistent with the Enabling Resolution No. 20-34 adopted by the Leon County Board of County Commissioners (hereinafter the “BOCC”) on September 29, 2020, the Leon County Affordable Housing Advisory Committee (hereinafter the “Committee”) hereby adopts as its Bylaws the following:

**ARTICLE I.
APPLICABLE FLORIDA LAWS AND BOCC POLICIES**

Section 1.1 Public Records Law and E-Mails: Each member of the Committee shall comply with the Florida’s Public Records Law, Chapter 119, Florida Statutes, and BOCC Policy No. 96-4, “Policy on Public Records Law and E-Mail”, as may be amended from time to time, and each member of the Committee shall be provided a copy of BOCC Policy No. 96-4.

Section 1.2 Government in the Sunshine Law: Each member of the Committee shall comply with the Florida Government in the Sunshine Law, Chapter 286, Florida Statutes, as may be amended from time to time.

Section 1.3 Code of Ethics: The Committee shall comply with the following state laws and BOCC Policies with regard to the Florida Code of Ethics for Public Officers and Employees:

Clause 1.3.1 Each member of the Committee shall comply with Section 112.3143, Florida Statutes, “Voting Conflicts”, as may be amended from time to time, and shall be provided a copy of Section 112.3143, Florida Statutes.

Clause 1.3.2 Each member of the Committee shall abide by the Standards of Conduct set forth in Section 112.313, Florida Statutes, as may be amended from time to time, and shall be provided a copy of Section 112.313, Florida Statutes.

**ARTICLE II.
OFFICERS AND DUTIES**

Section 2.1 Election: Upon adoption of these Bylaws, the Committee shall elect from among its members a Chairperson and a Vice-Chairperson, each of whom shall serve a term of one (1) year that shall commence on April 1 and expire March 31.

Section 2.2 Duties: The Chairperson shall preside at all meetings. In the event of the Chairperson’s absence, or at the direction of the Chairperson, the Vice-Chairperson shall assume the powers and duties of the Chairperson.

Section 2.3 Replacement: In the event that either the Chairperson or the Vice-Chairperson is unable to complete their terms, the Committee shall, as soon as reasonably possible, elect a replacement from among its members.

**ARTICLE III.
TERM OF MEMBERS**

Section 3.1 Terms: The duly appointed County Commissioner shall serve on the Committee for a term beginning on September 29, 2020 and expiring on December 31, 2022. Thereafter, the duly appointed County Commissioner shall serve on the Committee for a term of two (2) years. All other members serve on the Committee for staggered terms of three (3) years. Vacancies are filled for the remainder of the unexpired term.

Section 3.2 Reappointment: A member may be reappointed at the expiration of their term provided, however, no member may serve more than three (3) full consecutive terms.

**ARTICLE IV.
MEETINGS**

Section 4.1 Regular Meetings: The Committee shall hold regular meetings at a place and time agreeable to the members. In order to expedite meetings, the Chairperson may place time limits on discussion of agenda items.

Section 4.2 Special Meetings: The Chairperson may call a special meeting of the Committee to discuss any issue properly before the Committee. Such special meeting may be convened only after notification is given to each member of the Committee and after public notice is given no later than forty-eight (48) hours before the special meeting is scheduled to begin.

Section 4.3 Public Participation: Members of the public shall be given an opportunity to be heard on any proposition before the Committee.

Section 4.4 Meeting Agendas: The County Staff Support Person shall develop an agenda for each meeting of the Committee. Any member of the Committee may request that appropriate items be placed on the agenda.

Section 4.5 Official Acts and Quorum: Any and all official acts by the Committee shall require a majority vote of the members present. However, the Committee shall take no such action unless a quorum is present at the meeting. In order to constitute a quorum, there must be a majority of the Committee's current membership present at the meeting. The minutes of the meeting shall reflect the number of affirmative votes on a motion and shall specify the names of any members voting against the motion.

Section 4.6 Meeting Minutes: Minutes shall be taken at all regular and special meetings of the Committee. The County Staff Support Person shall prepare and maintain the minutes of each meeting.

Section 4.7 Procedure: Roberts' Rules of Order Revised shall guide the procedure of all meetings to the extent that they do not conflict with the Bylaws. In the event of a conflict or inconsistency between the Bylaws and Robert's Rules of Order, the Bylaws shall prevail. A failure to strictly adhere to the Roberts' Rules of Order shall not void any action taken by the Committee.

**ARTICLE V.
AMENDMENTS TO BYLAWS**

Section 5.1 Amendments: The Bylaws may only be amended by the County Administrator in conjunction with the County Attorney per County Policy No. 03-15. At any regular or special meeting of the Committee, the Committee may recommend amendments to the Bylaws by a majority vote and request the County Administrator amend the Bylaws.

Section 5.2 Approval: The Amended Bylaws shall become effective upon the approval of the County Administrator and the County Attorney.

**ARTICLE VI.
ATTENDANCE AND REPLACEMENT OF MEMBERS**

Section 6.1 Attendance at Meetings: Members shall provide notification of an absence, at least twenty-four (24) hours in advance of the meeting. In the event a member is absent from two of three successive regular meetings of the Committee, and the absences are unexcused, the member may be dismissed from the Committee. The Chairperson or the County Staff Support Person will advise the County Administrator, or designee, of the excessive absences and appropriate actions will be taken.

Section 6.2 Replacement of Members: In the event a vacancy occurs, a new member shall be appointed as soon as reasonably possible in accordance with the procedure for appointment of members to citizen committees contained in BOCC Policy No. 03-15.

**ARTICLE VII.
SPECIAL PROVISIONS**

Section 7.1 Reporting to the BOCC and to the entity providing statewide training and technical assistance for the Affordable Housing Catalyst Program: The Committee shall be charged with the duties and responsibilities as provided in Section 420.9076, Florida Statutes, as that section may hereafter be amended from time to time. Subject to those requirements, at a minimum, the Committee shall submit an annual report to the Board and to the entity providing statewide training and technical assistance for the Affordable Housing Catalyst Program which includes recommendations on the specific actions or initiatives to encourage or facilitate affordable housing in the areas set forth at Section 420.9076(4), Florida Statutes.

Section 7.2 Biannual Regional Workshops: The duly appointed County Commissioner, or a locally elected designee, must attend biannual regional workshops convened and administered under the Affordable Housing Catalyst Program as provided in Section 420.531(2), Florida Statutes.

Approved As To Form and Content:

Leon County Administrator's Office:

BY: Vincent S. Long
Vincent S. Long, County Administrator

Date: 3/4/21

Chasity H. O'Steen, County Attorney
Leon County Attorney's Office:

BY: Kyle L. Kemper
Kyle L. Kemper, Assistant County Attorney

Date: March 3, 2021

Digitally signed by Kyle L. Kemper
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