

## **BYLAWS OF THE THE J.R. ALFORD GREENWAY CITIZEN'S COMMITTEE**

In order to govern its function and operation in a manner consistent with the Enabling Resolution adopted by the Leon County Board of County Commissioners (hereinafter the "BOCC") on October 8, 2024, the J.R. Alford Greenway Citizen's Committee (hereinafter the "Committee") hereby adopts as its Bylaws the following:

### **ARTICLE I. APPLICABLE FLORIDA LAWS AND BCC 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, "Public Records, Electronic Communications, and Records Retention", 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 and local laws 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 the Leon County Code of Ethics as outlined in Chapter 2, Article XII, of the Leon County Code of Laws.

**Clause 1.3.2** 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.

**Clause 1.3.3** 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** Upon adoption of these Bylaws, the Committee shall elect from among its members a Chairperson and a Vice-Chairperson, each of whom shall serve until the dissolution of the Committee.

**Section 2.2** 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** In the event that either the Chairperson or the Vice-Chairperson is unable to complete their term, the Committee shall, as soon as reasonably possible, elect a replacement from among its members.

### **ARTICLE III. TERM OF MEMBERS**

**Section 3.1** Each member shall serve on the Committee until the dissolution of the Committee.

### **ARTICLE IV. MEETINGS**

**Section 4.1 Regular Meetings:** The Committee shall hold regular meetings at a place and time agreeable to the members. Such regular meetings shall begin at **[\*\*enter beginning time of meetings\*\*]** and be held at **[\*\*enter place at which meetings will be held\*\*]** unless an alternate time and location is selected by the Committee. The duration of meetings shall not exceed **[\*\*enter number of hours\*\*]** hours unless extended by a majority vote of the Committee in attendance. In order to expedite meetings, the Chairperson may place reasonable 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 item directly germane to the Committee's purpose. Any citizen wishing to speak must complete a speaker card and present it to the County staff support person. Their remarks shall be limited to no more than three (3) minutes. The Chairperson has the discretion to either extend or reduce the time limits, based on the number of speakers. Order must be preserved. No person shall, by speech or otherwise, delay or interrupt the proceedings or the peace of the Committee or disturb any person having the floor. Any person who becomes disorderly or who fails to confine remarks to the identified subject or business at hand shall be cautioned by the Chairperson and given the opportunity to conclude remarks in a orderly manner and within the designated time limit. Any person failing to comply as cautioned shall be barred from making any additional comments during the meeting by the Chairperson, unless permission to continue or again address the Committee is granted by a majority vote of the Committee members in attendance. Any person who becomes disruptive or interferes with the orderly business of the Committee may be asked to leave the meeting room for the remainder of the meeting.

**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 meeting minutes.

**Section 4.7 Procedure:** Roberts' Rules of Order Revised shall guide the procedure of all meetings. A failure to strictly adhere to Roberts' Rules of Order Revised 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. At any regular or special meeting of the Committee, the Committee may request the County Administrator amend the Bylaws by a majority vote.

**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:** The County Staff Support Person shall take attendance at each meeting, and keep and maintain attendance records.

**Section 6.2 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 shall be subject to dismissal from the Committee at the discretion of the County Administrator. The County staff support person shall inform the County Administrator, or designee, of the excessive absences and appropriate actions will be taken as deemed appropriate by the County Administrator. For the purposes of this Section, a member is considered absent if he/she is absent from more than half the duration of the meeting.

**Section 6.3 Communication Media Technology:** Upon the determination of a majority of the members present in the meeting room and voting, that extraordinary circumstances exist to justify the physical absence of a member or members from said meeting, and assuming a quorum of the Board is otherwise physically present as provided in 4.5, the Committee may, by motion made and approved, allow the participation of the physically absent member or members by communications media technology ("CMT") that includes both video and audio communication (Zoom, or other comparable electronic medium). In such case, the CMT must be configured so that interactive access by members of the public is available to see and hear the physically absent member or members. The decision of the Committee shall either be made at the immediately preceding meeting of the Committee or at the beginning of the meeting where participation by

CMT is anticipated to be used and shall be based upon the facts and circumstances of each request. The physically absent member or members may not vote on any motion authorizing such participation. A physically absent member must take all steps necessary to provide the interactive communication between the meeting location and the member's location.

**Section 6.4 Replacement of Members:** In the event a vacancy occurs, the County staff support person shall immediately notify County Administration. 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 Essential Tasks:** Throughout the term of the J.R. Alford Greenway Citizen's Committee, members will be tasked with collecting public input and making recommendations to staff regarding the ten-year land management plan goals and objectives for submittal to the BOCC and then ultimately to the State for final approval. The Committee shall conduct at least one public hearing and the updated Plan shall be available to the public for a period of 30 days before the public hearing.

Approved As To Form and Content:

County Administrator's Office:

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

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

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Date: 12/16/2024

Date: 12/14/2024