

## RULES OF PROCEDURE OF THE ADVISORY COMMITTEE FOR QUALITY GROWTH

In order to govern its function and operation in a manner consistent with the Enabling Resolution No. 17-05 adopted by the Leon County Board of County Commissioners (hereinafter the "BCC") on May 9, 2017, the Advisory Committee for Quality Growth (hereinafter the "Committee") shall be governed in accordance with the following rules of procedure (hereinafter the "Rules"):

1. **Intent:** These rules are intended to assure that the Committee function and operate as a Focus Group in accordance with BCC Policy No. 03-15, "Board-Appointed Committees" and thus prevent any voting conflicts among the members of the Committee and protect the members of the Committee from the legal requirement to comply with the Government In The Sunshine Law.
  
2. **Applicable Florida Laws and BCC Policies:**
  - a) **Public Records:** Each member of the Committee shall comply with the Florida's Public Records Law, Chapter 119, Florida Statutes, and BCC 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 BCC Policy No. 96-4, "Public Records Law."
  
  - b) **Standards of Conduct:** 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.
  
3. **Meetings:** The meetings of the Committee shall be conducted as follows:
  - a) **Time and Place:** The meetings of the Committee shall be conducted at a time and as determined by the County Staff Support Person. Although regular meeting times and locations are encouraged, the County Staff Support Person may, if appropriate, schedule meetings on an as-needed basis.
  
  - b) **Staff to Preside:** There shall be no Chairperson elected from among the members of the Committee. The Staff Support Person shall preside at all meetings of the Committee and shall direct the Committee with regard to its purpose, function, goals, and responsibilities as provided in the Enabling Resolution.
  
  - c) **No Votes Taken:** In providing input to County staff persons, there shall be no votes taken by the members of the Committee. Rather, it is intended that County staff be given the collective input of the individual members of the Committee in achieving the goals and responsibilities set forth in the Enabling Resolution.

d) **Meeting Agendas:** The County Staff Support Person shall develop and prepare an agenda for each meeting of the Committee and shall distribute the agenda to the members of the Committee no later than 48 hours prior to the starting time of the meeting.

4. **Members:** The Advisory Committee for Quality Growth shall have fifteen (15) members, specifically to represent a balance of community interests. The members shall be residents of Leon County and shall have demonstrated experience and interest in community development, and environmental management-related issues within Leon County. The following members, appointed by the full Board, are to be appointed based on the following criteria:

- a) Seat 1: a person who is engaged in providing construction development, planning or environmental-related services, nominated by the Tallahassee Builders Association;
- b) Seat 2: a person who is engaged in providing construction development, planning or environmental-related services, nominated by the Big Bend Contractors Association;
- c) Seat 3: a person who is engaged in providing construction development, planning or environmental-related services, nominated by the National Association of Women in Construction;
- d) Seat 4: a person who is engaged in providing construction development, planning or environmental-related services, nominated by the Associated Builders and Contractors of North Florida;
- e) Seat 5: a person who is employed by the university or local school system;
- f) Seat 6: a person who serves on a neighborhood association board or represents a neighborhood-based organization, nominated by the Council of Neighborhood Associations;
- g) Seat 7: a person employed by or represents, a community-based, environment-related organization;
- h) Seat 8: a person employed by or represents, a community-based, environment-related organization;
- i) Seat 9: a resident of Leon County;
- j) Seat 10: a resident of Leon County;

- k) Seat 11: a resident of Leon County;
- l) Seat 12: a person who represent a business association or organization, nominated by the Greater Tallahassee Chamber of Commerce;
- m) Seat 13: a person who represent a business association or organization, nominated by the Big Bend Minority Chamber of Commerce;
- n) Seat 14: a person who represent a business association or organization, nominated by the Network of Entrepreneurs & Business Advocates; and
- o) Seat 15: a person who represent a business association or organization, nominated by the Capital City Chamber of Commerce.

5. **Term of Members:** Each member shall serve on the Committee for a term of 3 years. Committee appointments will be made initially for staggered two-year, and three-year terms, with even numbered seats serving two-year terms and odd numbered seats serving three-year terms. After the initial appointments, all terms will be for three years, with no member serving more than three consecutive three-year terms. Vacancies are filled for the remainder of the unexpired term.

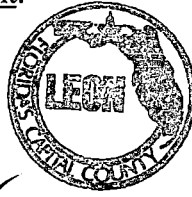
6. **Attendance and Replacement of Members**

a) **Attendance at Meetings:** In the event a member is absent from two or three successive meetings of the Committee, the member may be dismissed from the Committee at the discretion of the County Staff Support Person. 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.

b) **Replacement of Members:** In the event a vacancy occurs in the membership of the Committee, either through dismissal, voluntary termination, or other means, the County Staff Support Person shall determine whether the vacancy should be filled. If it is determined that the vacancy will be filled, a new member shall be appointed as soon as reasonably possible in accordance with the procedure for appointment of members to advisory committees contained in BCC Policy No. 03-15 "Board-Appointed Advisory Committees".

Approved As To Form and Content:

County Administrator's Office



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ATTEST:

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By

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