

**RULES OF PROCEDURE FOR THE
TALLAHASSEE-LEON COUNTY BICENTENNIAL STEERING COMMITTEE**

In order to govern its function and operation in a manner consistent with the Enabling Resolution No. 22-54 adopted by the Leon County Board of County Commissioners (hereinafter the “BOCC”) on December 13, 2022, the **Tallahassee-Leon County Bicentennial Steering Committee** (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 BOCC Policy No. 03-15, “Board-Appointed Committees” by prohibiting voting among the members of the Committee thus preventing any voting conflicts and to protect the members of the Committee from the legal requirement to comply with the Government in the Sunshine Law.

2. **Applicable Florida Laws and BOCC Policies:**

a) **Public Records:** 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.

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 place 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. **Term of Members:** The term of the Committee members shall be as follows:

a) Each member shall serve on the Committee for a term of 2 years.

5. **Attendance and Replacement of Members**

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

b) **Attendance at Meetings:** In the event a member is absent from two of three successive meetings of the Committee, the County Staff Support Person will advise the County Administrator, or designee, of the excessive absences and appropriate actions will be taken. 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.

c) **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.

6. **Essential Tasks and Timelines**

a) Throughout 2023 and 2024 the Bicentennial Steering Committee shall conduct regular meetings to ensure achievement of the Strategic Goals of the two-year initiative:

- Provide leadership and structure for the 2024 Tallahassee/Leon County Bicentennial and be a conduit, collaborator, clearinghouse, and communicator for the 2-year-long initiative. (2023-2024)
- Create and/or expand public and private/not-for-profit partnerships
- Expand outreach and education on the 200-year anniversary, create opportunities to engage the community to make history come alive and look to the future/next 200 years.
- Encourage and promote Bicentennial events to take place every month during 2024.
- Generate investment in, and development of, Bicentennial marketing programs, themed events, and lasting legacies of public art/infrastructure.

b) The Bicentennial Steering Committee will establish Task Forces as identified in the Operational Management Plan and hold regular meetings throughout 2023 and 2024 (as necessary) to engage every sector of the community.

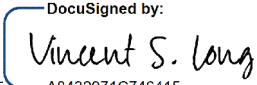
c) Calendar year 2023 is envisioned to be a planning and development year, leading up to the Bicentennial in 2024. Beginning in March 2023, the newly formed Bicentennial Steering Committee will convene to review the plan and start formulating an inventory of the current assets as well as the development, inclusion and creation of the planned programs, events, and activities for 2024. The Steering Committee, and

utilizing the Task Forces, will begin building community-wide awareness, outreach, engagement, planning, and collaboration throughout 2023, all leading up to the 2024 Bicentennial.

d) The Bicentennial Steering Committee will finalize the draft of the 2024 Plan by October 6th for staff to present a status update to the Board of County Commissioners at the November 14, 2023 meeting, prior to the start of the anniversary year.

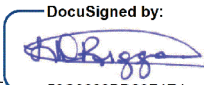
Approved as to Form and Content:

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