

**BYLAWS OF THE  
Public Safety Coordinating Council**

In order to govern its function and operation in a manner consistent with the Enabling Resolution No. R21-55 adopted by the Leon County Board of County Commissioners (hereinafter the “BOCC”) on **October 12, 2021**, the Public Safety Coordinating Council (hereinafter the “Council”) 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 Council 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 Council 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 Council 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 Council 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 1.3.2** Each member of the Council 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 Council shall elect from among its members a Chairperson and a Vice-Chairperson, each of whom shall serve a one-year term.

**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 terms, the Council 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 Council, pursuant to section 951.26, Florida Statutes, as follows:

**Clause 3.1.1** All constitutional officers shall serve for the duration they hold office.

**Clause 3.1.2** All non-elected members shall be appointed by position as identified in Florida Statute or as appointed by the Chair of the Board of County Commissioners.

**Clause 3.1.3** Following the initial term, each member shall serve on the Council for a term of four years, excluding any partial term to fill an unexpired term. Terms expire on December 31<sup>st</sup>.

**Section 3.2** A member may be reappointed at the expiration of their term.

### **ARTICLE IV. MEETINGS**

**Section 4.1 Regular Meetings:** The Council shall hold regular meetings at a place and time agreeable to the members. Such regular meetings shall begin at 4:00 p.m. and be held at the Leon County Commission Chambers of the Leon County Courthouse unless an alternative time and location is selected by the Council. The duration of meeting shall not exceed one hour unless extended by a majority vote of the Council. 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 Council to discuss any issue properly before the Council. Such special meeting may be convened only after notification is given to each member of the Council 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 Council.

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

**Section 4.5 Official Acts and Quorum:** Any and all official acts by the Council shall require a majority vote of the members present. However, the Council 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 Council's current membership physically present at the meeting.

**Clause 4.5.1** 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

Council is otherwise physically present, the Council may, by motion made and approved, allow the participation of the physically absent member or members by telephone or communications media technology (“CMT”) that includes both video and audio communication. In such case, the communications media technology must be configured so that interactive access by members of the public is available to see and hear the physically absent member or members.

**Clause 4.5.2** The vote of the Council to allow a physically absent member to participate by telephone or CMT shall either be made immediately preceding the Council meeting or at the beginning of the meeting where participation by telephone or electronic media technology 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.

**Clause 4.5.3** A physically absent member must take all steps necessary to provide the interactive communication between the meeting location and his or her location, and at a minimum must provide interactive voice communication but should also endeavor to provide interactive video communication whenever possible.

**Section 4.6 Voting:** At all meetings of the Council, each member attending shall be required to cast a vote on all matters requiring an official action with exception of the following:

**Clause 4.6.1** Any member who has a conflict of interest on any issues being voted on shall recuse themselves from voting on matters relating to the issue. The member must have a special gain or loss as defined by the Florida Commission of Ethics in order to have a conflict of interest. The member should consult with the County Attorney’s Office on whether a conflict exists. In the event of a conflict, the required form must be completed and made a part of the minutes. The conflict and recusal shall be stated in the minutes of the Council. Otherwise, the member is required to cast a vote.

**Clause 4.6.2** Any member authorized by section 951.26(a)(1) to assign a designee may also authorize said designee to cast a vote on any matter in their absence.

**Clause 4.6.3** In instances in which the physically absent member participates in the meeting, this member shall also be allowed to cast his/her vote, but only to the extent that the physically absent member’s vote does not break a tie vote of those members present in the meeting room and voting.

**Section 4.7 Meeting Minutes:** Minutes shall be taken at all regular and special meetings of the Council. 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. The County Staff Support Person shall prepare and maintain the minutes of each meeting.

**Section 4.8 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 Council.

**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 Council, the Council 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 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 appointed by the Chairman of the Board of County Commissioners is absent from two of three successive regular meetings of the Council, and the absences are unexcused, the member may be dismissed from the Council. 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, 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.

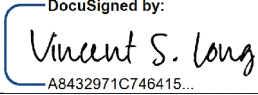
**ARTICLE VII.  
SPECIAL PROVISIONS**

**Section 7.1 Reporting to the BOCC:** The Committee shall provide a report of the actions of the Committee to the BOCC no less than annually.

Approved As To Form and Content:

County Administrator's Office:

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

BY:   
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Vincent S. Long  
County Administrator

BY:   
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Date: 1/20/2022

Date: 1/19/2022