

**BY-LAWS OF THE JOINT CITY AND COUNTY CANOPY ROADS CITIZENS  
COMMITTEE**

Article I – Name and Authorization

- A. The committee’s name shall be the Canopy Roads Citizens Committee.
- B. The committee was created by the City and County Commissions in 1991. They were subsequently made a standing committee by both commissions in January 1993.

Article II – Purpose and Duties

- A. Purpose of the Committee
  - 1. To function as a standing committee that will make recommendation s to the City and County Commissions on matters related to Canopy Road Preservation.
  - 2. Assist in coordinating the efforts of government, private sector, civic groups and individuals in an effort to protect, maintain, enhance and where applicable, re-evaluate canopy roads.
- B. Duties
  - 1. Assist in coordinating the efforts of the government, private sector, civic groups and individuals in an effort to maintain, protect and enhance existing canopy roads and incorporate new canopy roads.
  - 2. Oversee the re-evaluation of existing officially designated canopy roads segments.
  - 3. Make recommendations to the City and County Commissions on any item related to canopy roads that are referred to the committee by the elected officials.
  - 4. Assist both local governments through their designated Canopy Roads Coordinators to implement the Canopy Road Management Plan.
  - 5. Review and report annually to the full commissions regarding the progress of the Canopy Road Management Plan. Commission liaisons will receive quarterly status report from Chairperson.
  - 6. Help develop a Canopy Road Design Manual and Criteria for designating new canopy roads.
  - 7. Actively encourage participation from groups of individuals outside of the committee.

### Article III – Guidelines

- A. By-laws will be reviewed by the Canopy Roads Citizens Committee and approved by both the City and County Commissions. The by-laws may be amended by the City and County Commissions at anytime, subject to the committee reserving the privilege to review and comment on the proposed changes.
- B. The Canopy Roads Citizens Committee has no authority other than to serve in an advisory capacity to the City and County Commissions.
- C. The Canopy Road Citizens Committee shall serve as advisors to the City and County Commissions to encourage citizen participation, present or discuss policies and programs affecting the preservation and maintenance of canopy roads, study issues, provide input on the values and goals of programs affecting canopy roads, and contribute continuous feedback and make recommendations regarding the preservation of canopy roads. Additional functions of the committee may be defined by the City and County Commissions.
- D. A quorum will consist of five voting members; decisions shall be made by a simple majority of members present. A tie vote (deadlock) will defeat a motion.

### Article IV – Membership

- A. **Members.**  
The committee will consist of eight members, four members appointed by the City and four members appointed by the County. Appointments by the elected officials shall be done in a manner determined by each commission.
- B. **Members should consist of a balance of persons who have expertise in the fields of forestry, local history, live along a canopy road, or have demonstrated a willingness to serve for enhancement of the community.**
- C. **An ex-officio member shall be included from the Apalachee Land Conservancy. Members of other groups may also be included as ex-officio members at the discretion of the committee. These members will have non-voting status.**
- D. **Appointments.**  
Committee appointments will be made initially for one and two-year terms, after the initial appointments all terms will be for three-year terms. Committee appointees may not serve more than two consecutive terms.
- E. **Vacancies.**  
A vacancy can be declared on the committee for any of the following causes:
  - 1. The member no longer resides in the City or County.
  - 2. A member is absent from three consecutive regularly scheduled meetings in a given calendar year. All absences will be recorded in the meeting summary.

Absences for emergency or specially called meetings will not be recorded against a member in calculating absenteeism.

3. A member resigns prior to the end of his term or for any other reason cannot serve the full term.

F. How Vacancies are Filled.

1. The Advisory Committee Chairperson shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the Mayor for the City and the Chairperson for the County and their Community Relations staff person. It will be the responsibility of the City and County Commission to insure the appointment of a member within 30 days. If an appointment is not made within 30 days, the committee may request an appointment be agendaed for the next available commission meeting.
2. Vacancies will be advertised in the manner determined by the City and County policy.

Article V – Members Responsibilities

All members' votes are equal. Members' responsibilities include:

1. Attending one regularly scheduled meeting per month.
2. Being responsible for assigned tasks.
3. Making agenda requests.
4. Attending relevant public hearings and special committee meetings.
5. Listening to understand public opinion.
6. Actively expressing their concerns, questions and opinions at meetings and hearings.
7. Electing a chairperson from within the committee.
  - a) The chairperson's term shall be for one year, and shall serve at the pleasure of the committee. The chairperson may be elected for consecutive terms during his/her tenure on the committee.
  - b) The chairperson shall conduct all meetings.
  - c) The chairperson shall appoint a vice-chair to act in his/her absence.

Chairperson's responsibilities include:

1. Insuring that accurate records are kept.
2. Setting Agenda.
3. Filing reports with both Commissions and appropriate local governmental agencies and departments.
4. Scheduling public hearings and special business meetings.
5. Presenting formal requests and recommendations to the Commissions.
6. Assigning tasks to committee members.
7. Assisting the Canopy Roads Coordinator as a liaison coordinating governmental, private sector and civic group actions.
8. Serving as a contact person for the media and general public.

## Article VI – Staff Responsibilities for the Committee

- A. Staff will have the responsibility of informing the committee of events, activities, policies, programs, etc. occurring within the scope of its functions and to make members aware of all City and County Commission requests for information or input.
- B. Upon being informed by the Chair, staff will inform the City and County of all vacancies, expiration of terms, changes in offices and any other changes to the committee relative to their jurisdiction.
- C. Staff will be responsible for continuous flow of information to the appropriate officials, City or County and appropriate community relations personnel. Such information shall include, but not limited to, a provision of by-laws, minutes of the committee meetings, membership, reports, actions, recommendations of the committee and non-compliance of the board or chairperson with the by-laws or statutes.
- D. The staff will coordinate with the City and County Attorney, or his/her designee, non-compliance issues by the chairperson of the statutes and by-laws. The City and County Attorney or their designee will be responsible for resolution of non-compliance issues.
- E. Staff will assemble information needed by the committee in order for them to perform their function.

## Article VII – Role of City and County Commissioners

- A. The City and County Commissions shall appoint all members to the committee.
- B. The City and County Commissions shall designate City and County staff to provide clerical and technical support for committee business.
- C. The City and County Commissions shall each designate a Commissioner to act as a liaison to the committee.
- D. The City and County Commissions shall review, consider, and respond to all recommendations from the committee.