

RULES OF PROCEDURE FOR THE SCIENCE ADVISORY COMMITTEE

In order to govern its function and operation in a manner consistent with the Enabling Resolution No. 17-32 adopted by the Leon County Board of County Commissioners (hereinafter the "BOCC") on October 10, 2017, the **Science Advisory 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" 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 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, "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 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:** Meetings shall be held on an as-needed basis. Such meetings shall begin at 8:30 a.m. the first Friday of the month, unless there is a holiday, a quorum is not available, or the Staff Support Person cancels the meeting, and be held at the Renaissance Center, 435 North Macomb Street, Tallahassee, Florida, unless an alternate time and location is selected by the Support Staff Person.

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. The Staff Support Person may designate a member of the Committee to preside at the meetings.

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:

Section 1.1 Members shall serve 1-year, 2-year, 3-year, and 4-year staggered initial terms as follows: the City of Tallahassee shall appoint members with an initial term of four years; Districts 5 and 2, shall appoint members with initial terms of three years; Districts 1, At-Large 1 and At-Large 2 shall appoint members with initial terms of two years; and Districts 3 and 4 shall appoint members with initial terms of one year.

a) Following the initial term, each member shall serve on the Committee for a term of four (4) years, excluding any partial term to fill an unexpired term. Terms expire on September 30.

b) A current member may be reappointed at the expiration of their term provided, however, no member may serve more than three full consecutive terms, not including the staggered initial terms.

5. **Attendance and Replacement of Members**

a) **Attendance at Meetings:** In the event a member is absent from two of 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 citizen committees contained in BOCC Policy No. 03-15.

Approved As To Form and Content:


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11.6.17