

**BYLAWS OF THE
GREATER FRENCHTOWN/SOUTHSIDE
COMMUNITY REDEVELOPMENT AREA
CITIZEN'S ADVISORY COMMITTEE
CITY OF TALLAHASSEE, FLORIDA**

ARTICLE I -- NAME AND AUTHORIZATION

A. NAME

The advisory committee shall be known as the Greater Frenchtown/Southside Community Redevelopment Area Citizen's Advisory Committee (the Advisory Committee).

B. AUTHORIZATION

1. The Advisory Committee exists by the authority of the City of Tallahassee Community Redevelopment Agency (the Community Redevelopment Agency) and the Tallahassee Community Redevelopment Plan approved by the City Commission on June 28, 2000, in Resolution No. 00-R-28.

2. The area of operation for the Advisory Committee consists of the area determined to be in need of redevelopment by Resolution No. 98-R-0039, adopted on the 26th day of August, 1998, by the City Commission approving the Greater Frenchtown/Southside Community Redevelopment Area (the Redevelopment Area), which is subject to the Redevelopment Plan adopted by the City Commission in Resolution No. 00-R-28, dated the 28th day of June, 2000.

3. The Advisory Committee shall operate under the authority of the Community Redevelopment Agency, and report to that agency.

ARTICLE II -- PURPOSE AND FUNCTION

A. PURPOSE

The purpose of the Advisory Committee is to advise the Community Redevelopment Agency on redevelopment strategies to be addressed and implemented in support of the Redevelopment Area.

B. FUNCTION

The functions of the Advisory Committee shall be as follows:

1. To review the Redevelopment Plan from time to time and, when necessary, submit written recommendations to the Community Redevelopment Agency for any changes to the plan;

2. To make written recommendations to the Community Redevelopment Agency on plan implementation, including developing an annual work program, setting project priorities and developing incentives to further the redevelopment efforts;

3. To hold public meetings for the purpose of receiving input from members of the public related to the Redevelopment Area and to report such information to the Community Redevelopment Agency; and

4. To make written recommendations on the expenditure or investment by the Community Redevelopment Agency of local, State and/or Federal funds for redevelopment activities within the Redevelopment Area boundaries.

C. ADDITIONAL RESPONSIBILITIES

The Community Redevelopment Agency may assign additional responsibilities to the Advisory Committee.

ARTICLE III -- MEMBERSHIP

A. MEMBERS

There shall be a total number of seven (7) members on the Advisory Committee, including two non-voting members.

B. ELIGIBILITY

Membership on the Advisory Committee will be comprised of one (1) representative from each of the organizations and/or areas within the Redevelopment Area listed below.

- a. Greater Frenchtown Front Porch Community;
- b. Southside Neighborhoods;
- c. Gaines Street Vitalization Committee;
- d. Capital City Chamber of Commerce;
- e. Southside Business Association;
- f. Florida Agricultural and Mechanical University (Non-Voting); and
- g. Florida State University (Non-Voting)

The representatives from the Greater Front Porch Community and Southside Neighborhoods must be a current resident of a neighborhood that is located within the Redevelopment Area. The neighborhood must be located at least partially within the boundaries of the Redevelopment Area. The representative for the Gaines Street Vitalization Committee must be a member of the Gaines Street Vitalization Committee. The representatives from the Capital City Chamber of Commerce and the Southside Business Association must either operate a business or own commercial/retail property within the Redevelopment Area. A committee member may only represent one organization or area.

C. APPOINTMENTS

1. Each of the organizations listed in Section 1 above may nominate up to three persons to represent its organization on the Advisory Committee. Each nominee shall complete an application form, available from the Treasurer-Clerk's Office. The Chair of

the Community Redevelopment Agency shall select one representative for each organization from the nominees.

2. If a vacancy occurs, the Community Redevelopment Agency will notify the affected organization of the vacancy. The affected organization will use the Citizen Advisory Board/Committee Application forms available from the City's Treasurer-Clerk's Office to nominate potential Advisory Committee members.

3. Members of the Advisory Committee shall adhere to all requirements delineated currently and in future revisions of City Commission Policy 110CP, Appointment of Citizens and Commissioners to Boards and Committees, unless otherwise provided herein or by formal action of the Community Redevelopment Agency.

D. TERMS

Following the initial terms, terms will be three years beginning October 1, and expiring September 30, three years later. A member may be appointed for no more than two full consecutive terms. The initial terms shall expire as follows:

- | | |
|---|--------------|
| 1. Greater Frenchtown Front Porch Community; | Oct. 1, 2009 |
| 2. Southside Coalition of Neighborhoods; | Oct. 1, 2008 |
| 3. Gaines Street Vitalization Committee; | Oct. 1, 2007 |
| 4. Capital City Chamber of Commerce; | Oct. 1, 2009 |
| 5. Southside Business Association; | Oct. 1, 2008 |
| 6. Florida Agricultural and Mechanical University (Non-Voting); | Oct. 1, 2007 |
| 7. Florida State University (Non-Voting); | Oct. 1, 2009 |

Thereafter, each term shall be for three years. Terms expiring in 2008 and 2009 will be considered full terms.

E. VACANCIES

1. A member's position shall become vacant when:

a. A member is absent with or without excuse from 33 percent of the regularly scheduled meetings in a given calendar year unless such absence is excused in advance by the Chair. All absences will be duly recorded in the meeting minutes. Absences from emergency or special called meetings will not be recorded against a member in calculating the percent of absences. Special conditions on the removal of members for absences may be made by the Chair of the Advisory Committee when the absences are due to health or to time-limited extenuating circumstances, and the absences do not affect the ability of the Advisory Committee to maintain a quorum; or

b. The Community Redevelopment Agency is notified by staff that a member no longer meets the membership requirements; or

c. The representative from the Greater Frenchtown Front Porch Community and/or the Southside Neighborhoods no longer resides within a neighborhood located at least partially within the boundaries of either area; or

- d. The representative from the Gaines Street Vitalization Committee is no longer a member of the Gaines Street Vitalization Committee; or
 - e. The representative from the Capital Chamber of Commerce and/or the Southside Business Association no longer operates a business or owns commercial/retail property within the Redevelopment Area; or
 - f. A member's term expires; or
 - g. A member resigns, is removed, or dies.
2. The Advisory Committee Chair shall promptly notify the Community Redevelopment Agency of any vacancy.

ARTICLE IV -- ORGANIZATION

A. OFFICERS

1. The officers of the Advisory Committee shall consist of a Chair and a Vice-Chair.
2. Each officer duly elected by the Advisory Committee shall serve a term of one year until the next annual election or appointment. All officers shall hold office until their successors have been elected or until their earlier resignation or removal from office. No person may simultaneously hold more than one office on the Advisory Committee. No officer may serve more than two consecutive one-year terms in that position.
3. Officers shall be elected annually at the first regular meeting of each year after October 1. Election requires nomination from the floor and an affirmative vote by a majority of the Committee members present, provided a quorum is present at such meeting. The term of officers shall begin immediately following their elections.
4. A vacancy in any office shall be filled through a special election and the affirmative vote of a majority of Advisory Committee members present and voting at a meeting of the Committee. The member(s) chosen at the special election shall serve until next scheduled election of officers.

B. QUORUM

A majority of the voting members of the Committee shall constitute a quorum to hold a meeting or take any action.

C. VOTING RIGHTS

Each voting member shall be entitled to one (1) vote and shall cast that vote on each item submitted. Proxy votes and absentee ballots shall not be permitted. Members shall only abstain from a vote when there is a valid conflict of interest addressed to the Committee. Members attending by telephone may vote as permitted by Florida law.

ARTICLE V -- OFFICERS AND DUTIES

A. CHAIR

The Chair shall preside at all meetings of the Advisory Committee and shall have the duties normally conferred by parliamentary usage on such officers. The Chair shall call special meetings, serve as the Advisory Committee liaison to the Community Redevelopment Agency, represent the Advisory Committee at public hearings and presentations, and other duties as are customary for the Chair. It is the Chair's responsibility to ensure the Advisory Committee's compliance with the by-laws.

B. VICE CHAIR

The Vice Chair shall act for the Chair in the Chair's absence. The Vice Chair shall also perform such duties as are delegated by the Chair.

C. REMOVAL

When an officer has been absent or has not performed the duties of that office for three (3) consecutive meetings, that officer may be removed from office by the Advisory Committee, with a majority vote, at a regularly scheduled meeting.

ARTICLE VI – SUB-COMMITTEES

- A. There shall be no standing sub-committees to the Advisory Committee.
- B. The Advisory Committee may create sub-committees as the need arises. When a sub-committee is created, the Advisory Committee will specify its mission or purpose, and determine when the sub-committee dissolves. Any sub-committee will be subordinate to the Advisory Committee. Sub-committees are subject to all provisions, policies, rules and laws applicable to standing Advisory Committees, including these by-laws.
- C. The members of each sub-committee shall be elected by the Advisory Committee for such term and shall have such qualifications as the Advisory Committee may desire.

ARTICLE VII -- COMMITTEE OPERATIONS

- A. The Advisory Committee shall have no authority other than as stipulated by the bylaws and approved by the Community Redevelopment Agency.
- B. Regular meetings of the Advisory Committee will be quarterly. The Chair may change the meeting date with notification in advance by mail to Committee members. Special/Emergency meetings may be called by the Chair or by a majority of the Advisory Committee members.
- C. Ad-hoc sub-committees will establish a regular meeting schedule convenient to the membership.
- D. Written notice of every meeting of the Advisory Committee, along with a prepared agenda, will be posted at least five (5) days in advance of regular meetings and two (2)

days in advance of special/emergency meetings. Notice will be posted on the Citizen Information Board in the Public Information Office, as well as provided to all Advisory Committee members, all Community Redevelopment Agency members, and the press. All Advisory Committee and ad-hoc sub-committees meetings are open to the public in accordance with Florida's Government in the Sunshine Law, Section 286.011, Florida Statutes. Meetings shall be held in facilities readily accessible to all citizens.

- E. The minutes of all meetings shall be promptly recorded, and such records shall be open to public inspection, in accordance with applicable law.
- F. The agenda for each meeting of the Advisory Committee, or any of its sub-committees, shall be outlined by the Chair and submitted to the Secretary for preparation and dissemination. Any Advisory Committee member may place an item on the agenda by submitting it to the Chair for forwarding to the Secretary prior to the deadline for publishing the notice of such meeting. All agendas of the Advisory Committee and ad-hoc sub-committees are available to the public in accordance with applicable law.
- G. The order of business at regular meetings shall be as follows, unless modified by the Chair:
 - 1. Roll Call
 - 2. Adoption of the Agenda
 - 3. Adoption of the minutes from the previous meeting
 - 4. Communications
 - 5. Old Business
 - 6. New Business
 - 7. Citizen's Comments
 - 8. Adjournment
- H. The Chair may refer to *Roberts' Rules of Order, Revised*, for guidance on parliamentary procedure at all meetings of the Advisory Committee.

ARTICLE VIII -- STAFF SERVICES

- A. The City of Tallahassee Economic Development Department shall serve as staff to the Advisory Committee with technical and resource staff support provided by other City Departments as needed. Staff services will include:
 - 1. Providing a schedule of meetings to the Public Information Office and Advisory Committee members, arranging meeting locations, maintaining summary minutes of the meetings, preparing and distributing appropriate information related to the meeting agenda;
 - 2. Informing the Advisory Committee of events, activities, policies, programs, etc. occurring within the scope of the Advisory Committee's function and informing the Advisory Committee of all City Commission or department requests for information or assistance;
 - 3. Ensuring the City Treasurer-Clerk is informed of all vacancies, expired terms, changes in officers, or any other changes to the Advisory Committee and that all requests

for review of applications by the Advisory Committee, and any subsequent recommendations by the Advisory Committee or staff, are returned in a timely manner to the City Treasurer-Clerk to facilitate the appointment process;

4. The responsibility for the continuous flow of information to the Community Redevelopment Agency, including providing reports, actions, and recommendations of the Advisory Committee and notification of noncompliance by the Board or Chair with the bylaws or statutes;

5. The responsibility for ensuring information provided by the Advisory Committee for Community Redevelopment Agency review is appropriately agendaed for the meetings of the Community Redevelopment Agency.

- B. A formal, standard orientation program will be provided by staff of the City of Tallahassee Economic Development Department to all new members. The program will address, but will not be limited to, the bylaws, conflict of interest, the State of Florida Sunshine Law, ethics violations, and stress the legal obligations and responsibilities. Staff will ensure responses are provided to any concerns the new members may have regarding the duties and responsibilities of the Advisory Committee and the members.
- C. Upon request, the City Attorney or his/her designee will address legal issues.

ARTICLE IX -- SUNSET PROVISION

The Community Redevelopment Agency, through the City of Tallahassee Economic Development Department will conduct a formal review of the activities and accomplishments of the Advisory Committee every four (4) years to determine if the Advisory Committee has completed its original objectives and to determine if the Advisory Committee should continue its activities.

ARTICLE X -- BYLAWS AND EFFECTIVE DATE

The Community Redevelopment Agency may amend these by-laws at any time provided the Advisory Committee has been allowed adequate opportunity to review and comment on the proposed changes.

These Bylaws shall become effective upon adoption by the Community Redevelopment Agency.

Reviewed by the Advisory Committee on _____.

Date Approved by Community Redevelopment Agency: _____.

Citizens Advisory Committee

Tallahassee Community Redevelopment Agency

Daniel Griffin, Chair

John R. Marks, III, Chair