

CITY OF TALLAHASSEE
BYLAWS OF THE
RISK MANAGEMENT ADVISORY BOARD

ARTICLE I—NAME AND AUTHORIZATION

A. NAME

The name of the Board shall be the Risk Management Advisory Board herein referred to as the "*Board*".

B. AUTHORIZATION

The Board exists by the authority of the City Commission and may be modified and abolished by action of the City Commission.

ARTICLE II—PURPOSE AND FUNCTION

A. PURPOSE

This Board shall serve in an advisory capacity to the City Commission and the Treasurer/Clerk Department on issues presented to the Board related to the Risk Management program.

B. FUNCTION

The functions of the Board shall be as follows:

1. To provide a forum to discuss ideas and share expertise with the Risk Management program including self-insurance and risk transfer and to enhance the operations of the program.
2. Review and comment on the quarterly performance of the City's loss prevention program as submitted by the City's Safety Officer.
3. Review and comment on the loss information and Risk Management's staff's activity/analysis reports and the loss prevention program's activity reports.
4. Prepare recommendations and/or reports to the City Commission as required.
5. Assist and advise the Risk Management Division as requested.

ARTICLE III—MEMBERSHIP

A. MEMBERS

The Risk Management Advisory Board shall be comprised of five (5) members appointed by the City Commission. Board members will be selected based on their qualifications and willingness to serve. Members will be selected without regard to race, creed, national origin, age, gender or the presence of a disability. As much as possible, the Board will be made up of an equitable representation of City residents based on race and gender according to the demographic ratio of the City. In consideration of the Americans with Disabilities Act, efforts should be made to include members with disabilities.

B. ELIGIBILITY

1. To serve on the Board, an individual must be or have been employed in some aspect of the commercial insurance industry or risk management profession for a minimum of five (5) years. Individuals possessing specific licensing, certifications, or education as a consultant, instructor, or professor may be substituted for the professional experience and/or years served in the industry.
2. Members may not be employed or professionally associated with a firm providing insurance products or services to the City's Risk Management program.

C. APPOINTMENTS

Members shall be appointed for three (3) year terms beginning June 1, and may serve a maximum of two (2) full consecutive terms.

D. VACANCIES

A vacancy of the Board resulting from any reason shall be appointed by the City Commission. The new member will fill the unexpired portion of the term vacated. It is the responsibility of the Mayor to fill the vacancy within thirty (30) days. If the appointment is not made within thirty (30) days, the Board shall ask to have an appointment agendaed for the next available Commission meeting.

ARTICLE IV—ORGANIZATION

A. OFFICERS

The Board shall annually elect, from among its members, a chairman, who shall serve at the discretion of the full membership. The chairman shall preside at all meetings, sign all official correspondence and represent the Board before the

City Commission. The Board shall also elect a vice-chairman to serve in the absence of the chairman.

B. QUORUM

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

C. VOTING RIGHTS

Each member shall be entitled to one (1) vote. Proxy votes and absentee ballots shall not be permitted.

ARTICLE V—OFFICERS AND DUTIES

A. CHAIR

1. The Chair shall appoint chairs of all committees, standing and special.
2. It is the Chair's responsibility to ensure compliance with the bylaws. The Chair will notify members of removal from the Board for noncompliance. Specific questions of conflict of interest will be addressed by the City Attorney or designee.
3. The Chair shall immediately upon receipt of a resignation, or when advised of a vacancy, notify the City Treasurer/Clerk to begin the appointment process.
4. The Chair may approve special exceptions on the removal of members for absences at regularly scheduled meetings when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the Board to maintain a quorum.

B. VICE CHAIR

The Vice Chair shall perform these duties in the absence of the Chair.

C. REMOVAL

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

ARTICLE VI—COMMITTEE OPERATIONS

- A. The Board shall have no authority other than as stipulated by the bylaws and approved by the City Commission.

- B. The Board will meet routinely based upon an adopted meeting schedule, which will be provided by the City Treasurer/Clerk. The Chair may change the meeting date with notification in advance by mail to Board members. Special meetings may be called by the Chair or by a majority of the Board members.
- C. All meetings will be open to the public. For advertising purposes, the Board will provide to the Public Information Office, a schedule of their meetings and will ensure agendas and minutes are available to the public in accordance with the State of Florida Sunshine Laws.
- D. All meetings shall be conducted in accordance with Robert's Rules of Order.

ARTICLE VII—STAFF SERVICES

- A. The City Treasurer/Clerk Department shall act as the liaison for the Board with the City Commission and the appropriate appointed official. The City Treasurer/Clerk Department–Risk Management Division will provide staff services to the Board. Staff services will include:
 - 1. providing a schedule of meetings to the Public Information Office and Board members, arranging meeting locations, maintaining summary minutes of the meetings, and preparing and distributing appropriate information related to the meeting agenda;
 - 2. informing the Board of events, activities, policies, programs, etc. occurring within the scope of the Board's function, and informing the Board 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 Board, and that all requests for review of applications by the Board, and any subsequent recommendations by the Board or staff are returned in a timely manner to the City Treasurer/Clerk to facilitate the appointment process;
 - 4. being responsible for the continuous flow of information to the appropriate appointed official, including providing reports, actions and recommendations of the Board, and notification of noncompliance by the Board or Chair with the bylaws or statutes;
 - 5. being responsible for ensuring information provided by the Board for City Commission review is appropriately agendaed for the City Commission meetings.
- B. Staff will provide a formal, standard orientation program to all new members. The program will address, but 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 Board and the members.

ARTICLE VIII—SUNSET PROVISION

The City Commission will review the activities and accomplishments of the Board every four (4) years, based on a formal review by the City Treasurer/Clerk, to determine if the Board has completed its original objectives and to determine if the Board should continue its activities.

ARTICLE IX—BYLAWS AND EFFECTIVE DATE

- A. Any changes to the bylaws will be reviewed and approved by the Board and the City Commission and filed with the Risk Management Division and the City Treasurer/Clerk.
- B. These Bylaws shall become effective upon adoption by the City Commission. Each member, at the time of his appointment, shall be provided a copy of the Bylaws. These Bylaws shall become effective upon adoption by the City Commission.

These Bylaws were adopted by the City Commission at its regular meeting held on the ____ day of _____, 2002.