

**BYLAWS OF THE  
CHARTER REVIEW COMMITTEE  
CITY OF TALLAHASSEE**

**ARTICLE I -- NAME AND AUTHORIZATION**

**A. NAME**

The name of the Committee shall be the Charter Review Committee herein after referred to as the "Committee".

**B. AUTHORIZATION**

The Committee exists by the authority of the Tallahassee City Commission.

**ARTICLE II -- PURPOSE AND FUNCTION**

**A. PURPOSE**

This Committee shall serve in an advisory capacity to the Tallahassee City Commission on issues relating to the role, duties, and functions of the Mayor and City Commissioners.

**B. FUNCTION**

The functions of the Committee shall be:

1. Review the role, duties, and functions of the Mayor and City Commissioners during the month of November 2003.
2. Within 60 days of appointment, prepare a formal, written report that contains any recommendations on amendments to the City Charter, which the Committee deems appropriate and necessary.

**ARTICLE III -- MEMBERSHIP**

**A. MEMBERS**

The Committee shall be comprised of 10 members appointed by the City Commission, with each Commissioner and the Mayor/Commissioner appointing two such members. Committee members will be selected based on their qualifications and willingness to serve. Members will be selected without regard to race, creed, national origin, age, sex or the presence of a disability. As much as possible, the Committee will be made up of an equitable representation of City residents based on race and sex 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**

All members of the Committee shall be City electors.

**D. VACANCIES**

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

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- a. a member no longer meets eligibility requirements, or
  - b. a member's term expires, or
  - c. when a member resigns.
2. The Chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the City Treasurer-Clerk.
  3. Should a resignation be submitted to staff, they will immediately notify the Chair and the City Treasurer-Clerk.

**ARTICLE IV -- ORGANIZATION**

**A. OFFICERS**

The Committee shall elect from its members a Chair and Vice Chair.

**B. QUORUM**

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

**C. VOTING RIGHTS**

Each 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.

**ARTICLE V -- OFFICERS AND DUTIES**

**A. CHAIR**

1. It is the Chair's responsibility to ensure compliance with the bylaws. The Chair will notify members of removal from the Committee for noncompliance. The City Attorney or designee will address specific questions of conflict of interest.
2. 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.
3. 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 Committee to maintain a quorum.

**B. VICE CHAIR**

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

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**C. REMOVAL**

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

**ARTICLE VI -- COMMITTEE OPERATIONS**

- A. The Committee shall have no authority other than as stipulated by the bylaws and approved by the City Commission.
- B. The Committee will meet routinely based upon an adopted meeting schedule, which will be provided to the City Treasurer-Clerk. Special meetings may be called by the Chair or by a majority of the Committee members.
- C. All meetings will be open to the public. For advertising purposes, the Committee will provide to the Department of Communications 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 Attorney and Treasurer-Clerk's Office will provide staff services to the Committee. Staff services will include:
  - 1. Providing a schedule of meetings to the Department of Communications and Committee members, arranging meeting locations, maintaining summary minutes of the meetings, preparing and distributing appropriate information related to the meeting agenda;
  - 2. Informing the Committee of events, activities, policies, programs, etc. occurring within the scope of the Committee's function and informing the 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 Committee, and that all requests for review of applications by the Committee, and any subsequent recommendations by the 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 City Commission, including providing reports, actions, and recommendations of the Committee and notification of noncompliance by the Board or Chair with the bylaws or statutes;
  - 5. The responsibility for ensuring information provided by the Committee for City Commission review is appropriately agendaed for the City Commission meetings.
- B. A formal, standard orientation program will be provided by staff to all new members. The program will address, but not be limited to, the bylaws, conflict of interest, the State of Florida Sunshine Law, and ethics violations, and will stress the legal obligations and responsibilities. Staff will ensure responses are provided to any concerns the new

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members may have regarding the duties and responsibilities of the Committee and its members.

**ARTICLE VIII -- SUNSET PROVISION**

The City Commission will review the activities and accomplishments of the Committee to determine if the Committee completed its original objectives and to determine if the Committee should continue its activities.

**ARTICLE IX -- BYLAWS AND EFFECTIVE DATE**

- A. These Bylaws shall become effective upon adoption by the City Commission.