

BYLAWS OF THE
GREATER FRENCHTOWN/SOUTHSIDE CRA
CITIZENS ADVISORY COMMITTEE

ARTICLE I -- NAME AND AUTHORIZATION

A. NAME

The advisory committee shall be known as the Greater Frenchtown/Southside (GFS) CRA Citizens Advisory Committee (referred to herein as the "CAC").

B. AUTHORIZATION

1. The CAC exists under the authority of the City of Tallahassee Community Redevelopment Agency (the "CRA") and the Tallahassee Community Redevelopment Plan.

2. The Advisory Committee shall consult and advise the CRA concerning the Greater Frenchtown/Southside Community Redevelopment Area.

3. The Advisory Committee shall operate under the authority of and report to the CRA.

ARTICLE II -- PURPOSE AND FUNCTION

A. PURPOSE

The purpose of the CAC is to advise the CRA on redevelopment strategies to be addressed and implemented in support of the GFS Community Redevelopment Area.

B. FUNCTION

The functions of the Advisory Committee shall be as follows:

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

2. To make recommendations to the CRA on plan implementation, including development of an annual work program, setting project priorities and development of incentives to further the redevelopment efforts;

3. To hold public meetings to receive input from the public related to the GFS Community Redevelopment Area and to report such information to the CRA; and

4. To make written recommendations concerning the expenditure or investment by the CRA on funding for redevelopment activities within the GFS Community Redevelopment Area boundaries.

5. Additional responsibilities as requested by the CRA.

ARTICLE III -- MEMBERSHIP

A. MEMBERS

There shall be nine members for the CAC: seven voting members and two non-voting members.

B. ELIGIBILITY

Membership on the CAC shall be as provided below.

- a. Greater Frenchtown Front Porch Community (two representatives)
- b. Southside Neighborhoods (two representatives)
- c. Capital City Chamber of Commerce (one representative)
- d. Southside Business Representative (one representative)
- e. Interested Citizen (one representative)
- f. Florida Agricultural and Mechanical University (one representative; non-voting)
- g. Florida State University (one representative; non-voting)

Representatives from the Greater Frenchtown Front Porch Community and Southside Neighborhoods must reside, work, or own property in a neighborhood that is at least partially located within boundary of the GFS Redevelopment Area. The applicant must demonstrate a clear history of activities designed to improve the residential areas of the GFS District. The representatives from Greater Frenchtown will be selected from applicants recommended by the Greater Frenchtown Front Porch organization. Representatives from Southside will be selected from applicants recommended by a neighborhood association, homeowners association or similar group located in Southside section of the GFS District.

Representatives from the Capital City Chamber of Commerce must be recommended by the Capital City Chamber of Commerce.

Southside Business representative must own or operate a business, or own or lease commercial property within the District.

The Interested Citizen may be any citizen who lives within the City of Tallahassee with an interest in redevelopment, who has been actively involved in the GFS District and understands the GFS Community Redevelopment Plan goals and objectives.

Representatives from Florida Agricultural and Mechanical University and the Florida State University may serve as Chair or Vice Chair. These representatives may move or second items before the CAC but shall be non-voting members.

C. APPOINTMENTS

1. The Chair of the CRA Board of Commissioners shall appoint members of the CAC.

2. If a vacancy on the CAC occurs, any affected organization with representation on the CAC (as provided in Art. III, § B) will be notified. The affected organization may nominate persons to fill the vacancy (using forms available from the City's Treasurer-Clerk's Office).

D. TERMS

Members serve three-year terms ending on September 30th three years after date of appointment. A member may not be re-appointed without a break in service after serving two full consecutive 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 CAC 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 CAC Chair when the absences are due to health or to time-limited extenuating circumstances, and the absences do not affect the ability of the CAC to maintain a quorum; or

b. The member no longer meets the membership requirements; or

c. A member's term expires; or

d. A member resigns, is removed, or dies.

2. The CAC shall promptly notify the CRA of any vacancy.

ARTICLE IV -- ORGANIZATION

A. OFFICERS

1. The officers of the CAC shall be Chair and Vice-Chair.

2. Each officer shall hold the office for a one-year term but shall hold office until election of his or her successor. No person may simultaneously hold more than one office on the CAC. 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 the CAC after October 1. Election requires nomination from the floor and an affirmative vote by a majority of the CAC members present. Terms of office shall begin immediately upon election.

4. A vacancy in any office shall be filled through a special election at the first meeting of the CAC after the vacancy has occurred. A member elected to fill a vacancy in office shall serve until the next scheduled election of officers.

B. QUORUM

A majority of the voting members of the CAC shall constitute a quorum to take any action.

C. VOTING RIGHTS

Each voting member shall be entitled to one vote and shall vote on each matter before the CAC for action. Proxy votes and absentee ballots shall not be permitted. Members shall only abstain from a vote upon a conflict of interest or as provided in law. Members may attend and participate by telephone. Any member participating by telephone shall not be counted in determining the presence of a quorum.

ARTICLE V -- OFFICERS AND DUTIES

A. CHAIR

The Chair shall preside at all meetings of the CAC and shall have the duties normally conferred by parliamentary usage on such officers. The Chair shall call special meetings, serve as the CAC liaison to the Community Redevelopment Agency, represent the CAC at public hearings and presentations, and other duties as are customary for the Chair. The Chair shall ensure that the CAC complies with these Bylaws.

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 consecutive meetings, that officer may be removed from office by the CAC, with a majority vote, at a regularly scheduled meeting.

ARTICLE VI – SUB-COMMITTEES

1. There shall be no standing sub-committees to the CAC.

2. The CAC may create sub-committees as the need arises. When a sub-committee is created, the CAC will specify its mission or purpose, and determine when the sub-committee

dissolves. Any sub-committee will be subordinate to the CAC. Sub-committees are subject to all provisions, policies, rules and laws applicable to the CAC, including these Bylaws.

3. The members of each sub-committee shall be elected by the CAC for such term and shall have such qualifications as the CAC may desire.

ARTICLE VII -- COMMITTEE OPERATIONS

1. The CAC shall have no authority other than as stipulated by the Bylaws and approved by the CRA.

2. Regular meetings of the CAC will be bi-monthly, or more often if needed. The Chair may change the meeting date with notification to the members. A Special or Emergency meeting may be called by the Chair or by a majority of the CAC members.

3. Ad-hoc sub-committees will establish a meeting schedule convenient to the members.

4. Written notice of every meeting of the CAC, along with a prepared agenda, will be posted at least five days in advance of regular meetings and two days in advance of special or emergency meetings. Notice will be posted on-line City at Talgov.com and provided to all CAC members and CRA Board members via email. All CAC meeting and sub-committee 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.

5. The minutes of all meetings shall be recorded, and such records shall be open to public inspection, in accordance with applicable law.

6. The agenda for each meeting of the CAC, or any of its sub-committees, shall be prepared by CRA staff and disseminated to CAC members for review. Any CAC member may place an item on the agenda by submitting it to staff prior to the deadline for publication. All agendas of the CAC and sub-committees shall be available to the public in accordance with applicable law.

7. The order of business at regular meetings shall be as follows, unless modified by the Chair:

- a. Roll Call/Roll Call/Introduction/Chair Comments
- b. Agenda Modifications
- c. Public Comments on Agenda Items
- d. Consent Items
- e. Greater Frenchtown/Southside District Policy Formation and Direction
- f. Unagendaed Business/Speakers
- g. GFS CAC Information and Sharing of Ideas
- h. Adjournment

8. Proceedings of the CAC will be generally conducted in accordance with Roberts' Rules of Order, Revised.

ARTICLE VIII -- STAFF SERVICES

1. CRA staff will serve as staff to the CAC, with technical and resource staff support provided by other City departments as needed. Staff services will include:

- a. Public notice of meetings, distribution of agenda materials to members, preparation of minutes;
- b. Inform CAC of events, activities, policies, programs, etc. occurring within the scope of the CAC's function and inform CAC of all City Commission or City department requests for information or assistance;
- c. Notify CRA Board and City Treasurer-Clerk of any vacancy or expired term and assist in processing and review of applications to fill any vacancy;
- d. Maintain continuous flow of information between CRA Board and CAC, including reports and recommendations of the CAC; and
- e. Ensure information provided by the CAC is appropriately presented for review by the CRA Board including presentation of agenda items for CRA Board.

2. Staff will provide orientation to all new members on topics which will include the Bylaws, conflicts of interest, Florida Sunshine Laws, and ethical rules and regulations.

3. Upon request, the City Attorney's Office will address legal issues.

ARTICLE IX -- SUNSET PROVISION

The CRA will conduct a formal review of the activities and accomplishments of the CAC every four years to determine if the CAC has completed its objectives and to determine whether the CAC should continue its activities.

ARTICLE X -- BYLAWS AND EFFECTIVE DATE

Any amendment to these Bylaws must be approved by the CRA Board with review and comment by the CAC.

These Bylaws shall become effective upon approval by the CRA Board.

Reviewed by the Advisory Committee on June 8, 2021.

Approved by Community Redevelopment Agency on July 1, 2021.



Dianne Williams-Cox, Chair
City of Tallahassee Community Redevelopment
Agency