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MEETING NOTICE

EXECUTIVE COMMITTEE

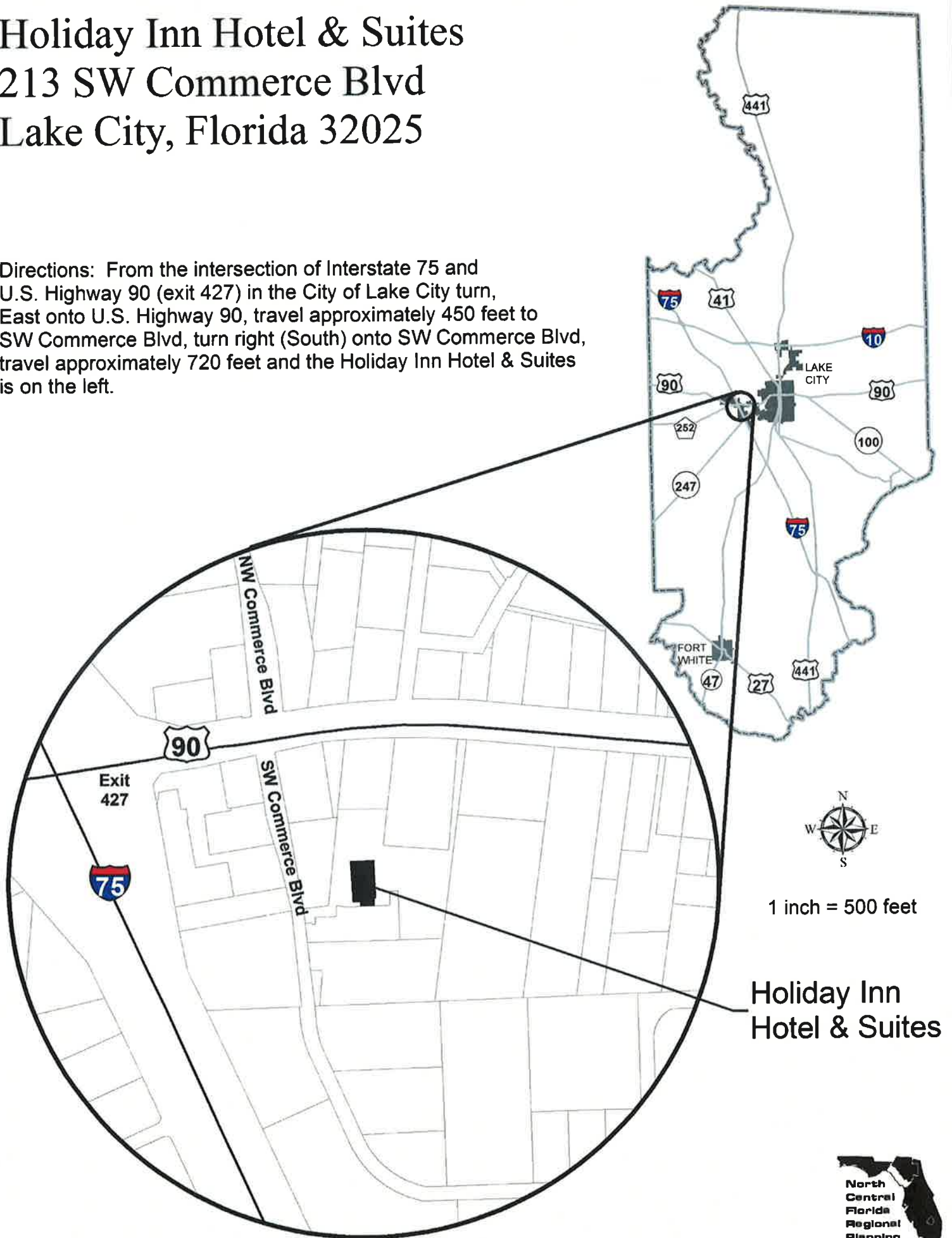
There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on **October 26, 2017**. The meeting will be held at the Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida at 6:00 p.m.

(Location Map on Back)

Holiday Inn Hotel & Suites

213 SW Commerce Blvd
Lake City, Florida 32025

Directions: From the intersection of Interstate 75 and U.S. Highway 90 (exit 427) in the City of Lake City turn, East onto U.S. Highway 90, travel approximately 450 feet to SW Commerce Blvd, turn right (South) onto SW Commerce Blvd, travel approximately 720 feet and the Holiday Inn Hotel & Suites is on the left.





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AGENDA EXECUTIVE COMMITTEE

Holiday Inn Hotel & Suites
Lake City, Florida

October 26, 2017
6:00 p.m.

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C. Employee Holiday Luncheon	

* See Attachments

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Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

EXECUTIVE COMMITTEE
MINUTES

Holiday Inn Hotel & Suites
Lake City, Florida

September 28, 2017
6:00 p.m.

MEMBERS PRESENT

Lorene Thomas, Chair
Louie Davis, Vice-Chair
Rick Davis, Immediate Past Chair
Larry Sessions, Member

MEMBER ABSENT

Robert Wilford, Secretary/Treasurer

STAFF PRESENT

Scott Koons

GUESTS PRESENT

Stew Lilker

Chair Thomas called the meeting to order at 6:16 p.m.

I. APPROVAL OF MINUTES - August 24, 2017

Chair Thomas asked that the minutes for the August 24, 2017 Executive Committee meeting be approved as written.

ACTION: Mayor Davis made the motion, with a second by Commissioner Davis to approve the minutes for August 24, 2017 as written. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS - None

III. PROGRAM REPORT - North Florida Economic Development Partnership
Experience North Florida Sponsorship

ACTION: Mayor Davis made the motion, with a second by Commissioner Davis, to recommend that the Council approve the Council being a Titanium Level Sponsor for the North Florida Economic Development Partnership Experience North Florida event in the amount of \$1,000.

Stew Lilker, Columbia County Observer, addressed the Executive Committee concerning this matter and requested that the Council not be a sponsor for the Experience North Florida event. In addition, Mr. Lilker requested that this item be removed from the Consent Agenda and moved to the regular agenda for the Council meeting to be held September 28, 2017 at 7:00 p.m. Following discussion by the Executive Committee, the following action was taken.

The motion carried unanimously.

IV. GENERAL ADMINISTRATION -

A. Proclamation Declaring October 2017 as Community Planning Month

ACTION: Commissioner Sessions made the motion, with a second by Mayor Davis to recommend that the Council approve a proclamation declaring October 2017 as Community Planning Month. The motion carried unanimously.

B. Proclamation Declaring October 6, 2017 as Manufacturing Day

ACTION: Mayor Davis made the motion, with a second by Commissioner Davis to recommend that the Council approve a proclamation declaring October 6, 2017 as Manufacturing Day. The motion carried unanimously.

C. Proclamation Declaring October 23-29, 2017 as Florida City Government Week

ACTION: Commissioner Davis made the motion, with a second by Commissioner Sessions to recommend that the Council approve a proclamation declaring October 23-29, 2017 as Florida City Government Week. The motion carried unanimously.

D. Engagement Letter for Auditor Fiscal Year 2016-17 Audit

ACTION: Commissioner Davis made the motion, with a second by Commissioner Sessions to recommend the Council authorize the Chair to execute an engagement letter with the auditing firm of Powell and Jones, Certified Public Accountants of Lake City, to conduct the Fiscal Year 2016-17 audit of the Council's accounts, for a lump sum fee for of \$15,801, with the understanding that this engagement letter includes an audit of the Council's Employee Pension Plan for the same fiscal year. The motion carried unanimously.

E. Executive Director Annual Performance Evaluation

Following discussion by the Executive Committee, the following action was taken.

ACTION: Commissioner Sessions made the motion, with a second by Mayor Davis, to award the Executive Director a five percent merit pay adjustment, based upon the performance evaluation conducted by the members of the Executive Committee resulting in "exceeds job requirements" for all evaluation criteria and resulting in an overall score of 5.0 on a 5.0 scale and to concur with the request by Mr. Koons to defer his merit pay increase for Fiscal Year 2018, along with the deferred Fiscal Year 2017 merit pay increase, to Fiscal Year 2019. The motion carried unanimously.

V. OTHER BUSINESS - Executive Director Elected First Vice-President
National Association of Development Organizations

Chair Thomas congratulated Executive Director Scott Koons for recently being elected First Vice-President of the National Association of Development Organizations. She stated that the Association was founded in 1967 and provides advocacy, education, networking and research for the network of 540 regional development organizations. She also stated that the organization also promotes programs and policies that strengthen local governments, communities and economies through regional cooperation, program delivery and comprehensive strategies.

The meeting adjourned at 6:46 p.m.

Lorene J. Thomas, Chair

10/26/17
Date

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October 19, 2017

TO: Council Members

FROM: Scott Koons, AICP, Executive Director 

SUBJECT: Community Development Block Grant Fiscal Year 2016
Administrative Services Agreement - Bradford County

RECOMMENDATION:

Authorize the Chair to sign an agreement with the Bradford County to provide Community Development Block Grant administrative technical assistance services for their Housing Rehabilitation Project for a fixed fee amount of \$110,000.

BACKGROUND:

The Council proposes to enter into a technical assistance agreement with the Bradford County to provide assistance with the administration of their Fiscal Year 2016 Community Development Block Grant Housing Rehabilitation Project. This agreement will be funded with Community Development Block Grant Program funds. The amount of the administrative technical assistance services agreement with the County will be a fixed fee amount of \$100,000.

If you have any questions concerning this matter, please do not hesitate to contact me.

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October 19, 2017

TO: Council Members

FROM: Scott Koons, AICP, Executive Director 

SUBJECT: Community Development Block Grant Fiscal Year 2016
Administrative Services Agreement - City of Madison

RECOMMENDATION:

Authorize the Chair to sign an agreement with the City of Madison to provide Community Development Block Grant administrative technical assistance services for their Neighborhood Revitalization Project for a fixed fee amount of \$55,000.

BACKGROUND:

The Council proposes to enter into a technical assistance agreement with the City of Madison to provide assistance with the administration of their Fiscal Year 2016 Community Development Block Grant Neighborhood Revitalization Project. This agreement will be funded with Community Development Block Grant Program funds. The amount of the administrative technical assistance services agreement with the City will be a fixed fee amount of \$55,000.

If you have any questions concerning this matter, please do not hesitate to contact me.

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October 19, 2017

TO: Council Members

FROM: Scott Koons, AICP, Executive Director

SUBJECT: Agreement with the North Central Florida Regional Hazardous Materials Response Team for Pipeline Safety Technical Assistance Fiscal Year 2017-18

RECOMMENDATION:

Authorize the Chair to execute an agreement for Fiscal Year 2017-18 Pipeline Safety Technical Assistance agreement with the North Central Florida Regional Hazardous Materials Response Team for the fixed fee amount of \$61,500 for planning, training, public outreach and exercising components.

BACKGROUND:

The North Central Florida Regional Hazardous Materials Response Team was recently awarded a \$98,000 grant from the U.S. Department of Transportation to improve pipeline safety. Grant activities include planning, training, public outreach, and exercising components. The Team has requested that the planning activities be conducted under a \$61,500 fixed fee agreement with the Council.

The project will include three functional exercises involving emergency response activities with the compressor stations located in Bradford County at Brooker, Gilchrist County at Bell, and Taylor County at Perry. In addition, the project will also include one tabletop exercise involving emergency response activities with the compressor station located in Suwannee County at O'Brien for the Sabal Trail Natural Gas Pipeline. Also, air monitoring equipment will be purchased using \$24,000 of grant funds.

Press releases will be prepared and distributed to local media outlets, including a press release advising the public of measures being taken to enhance pipeline safety by emergency responders. The project will also include support for a Florida Pipeline Emergency Responders Initiative using \$12,500 of grant funds.

If you have any questions concerning this matter, please do not hesitate to contact me.

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October 19, 2017

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Florida Transportation Disadvantaged Program -
Community Transportation Coordinator Designations for
Bradford and Lafayette Counties

RECOMMENDATION:

- **Recommend the use of the competitive request for proposals process to designate the Community Transportation Coordinators for Bradford and Lafayette Counties.**
- **Authorize the Executive Director to appoint a Technical Review Committee of at least three Council employees who have experience and knowledge of Florida's Transportation Disadvantaged Program.**
- **Authorize the Technical Review Committee to review and assign points to the proposals and make recommendations to the Council concerning the designation of the Community Transportation Coordinators for Bradford and Lafayette Counties.**

BACKGROUND:

The Council is the Designated Official Planning Agency for the Transportation Disadvantaged Program in Bradford and Lafayette Counties. The Florida Commission for the Transportation Disadvantaged requires that the designated official planning agencies use the competitive request for proposals process to recommend the designation of non-governmental Community Transportation Coordinators at the end of each contract period.

Suwannee River Economic Council, Inc. is the designated Community Transportation Coordinator for Bradford and Lafayette Counties. Suwannee River Economic Council, Inc.'s Memorandums of Agreement will expire June 30, 2018. Therefore, the Council must use a competitive request for proposals process to recommend the Community Transportation Coordinators for Bradford and Lafayette Counties.

The Council will accept proposals from qualified agencies or firms for the award of a contract to coordinate transportation services for the transportation disadvantaged in Bradford and Lafayette Counties. The selected contractors will be the designated Community Transportation Coordinators under Florida's Transportation Disadvantaged Program, as authorized by Chapter 427, Florida Statutes, and more fully described in Rule 41-2, Florida Administrative Code.

Council Members
October 19, 2017
Page 2

A Technical Review Committee will be appointed by the Executive Director. The Technical Review Committee will be comprised of at least three Council employees who have experience and knowledge of Florida's Transportation Disadvantaged Program. Each Technical Review Committee member will assign points to the proposals. A numerical ranking will be established for all proposals received by the Council.

The proposals and rankings by the Technical Review Committee will be provided to the Bradford and Lafayette County Transportation Disadvantaged Coordinating Boards for review. The Boards may provide non-binding comments concerning the proposals to the Council.

The Council will review the recommendations of the Technical Review Committee and any comments provided by the Bradford and Lafayette County Transportation Disadvantaged Coordinating Boards and forward recommendations to the Florida Commission for the Transportation Disadvantaged concerning the designation of the Community Transportation Coordinators including any terms of designation. The Florida Commission for the Transportation Disadvantaged will make the final designations.

If you have any questions concerning this matter, please do not hesitate to contact me.




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October 19, 2017

TO: Executive Committee

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Organizational Policies (Bylaws) Proposed Amendments

As you know, the member local governments of the Council adopted an amended interlocal agreement creating the Council effective January 1, 2016. In order to bring the Organizational Policies (Bylaws) of the Council in conformance with the amended interlocal agreement, Council staff has reviewed the Organization Policies (Bylaws) and prepared proposed amendments for review and consideration by the Executive Committee.

Please find attached proposed amendments to the Organizational Policies (Bylaws) in underline and strike through format. Words bolded and underlined are proposed to be added and words bolded and struck through are proposed to be deleted.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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Organization Policies Bylaws

Draft Amendments
October 26, 2017

September 26, 2013



~~Organization Policies~~ **Bylaws**

North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, Florida 32653-1603
352.955.2200

Adopted February 27, 2003
Amended August 26, 2010
Amended September 26, 2013
Draft Amendments October 26, 2017



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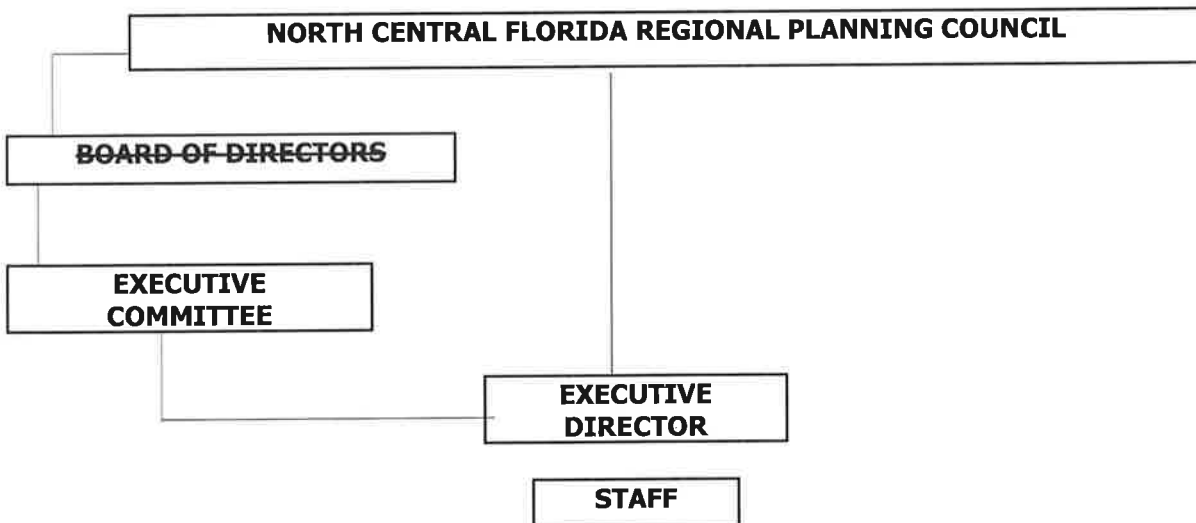
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Section 1: Organization

There is hereby organized a regional planning council under the authority of Section 186.504, Florida Statutes, with the formal organization being formed under authority of Section 163.01, Florida Statutes, pursuant to a properly executed interlocal agreement, which shall be known as the NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL, an association of the local governmental units located within the counties of Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee, Taylor and Union counties. The organization chart shall be as shown below. Council offices shall be in those urban centers designated as Metropolitan Statistical Areas as defined by the ~~U.S.~~ United States Office of Management and Budget.

ORGANIZATION CHART





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Section 2: Definitions.

As used in these Policies **Bylaws:**

(1) "Agency Head" shall mean the North Central Florida Regional Planning Council.

~~(2) "Board" shall mean the Board of Directors of the Council.~~

~~(2) (3)~~ "Council" shall mean the North Central Florida Regional Planning Council composed of the general voting membership.

~~(3) (4)~~ "Governmental Unit" or "General Governmental Unit" shall mean any county or incorporated municipality located within the "region" or "planning region" as defined herein.

~~(4) (5)~~ "Interlocal Agreement" shall mean the "Interlocal Agreement Creating the North Central Florida Regional Planning Council" as amended, said Interlocal Agreement being more particularly described as that document filed in the Office of the Circuit Court Clerk of Alachua County, Florida, on October 10, 1975, in Official Records Book 968, pages 195 through 206, and subsequent amendments.

~~(5) (6)~~ "Population" shall mean the population according to the last official estimate of population **approved being determined annually by the Florida ~~Legislature for Revenue Sharing~~ purposes. Office of Economic and Demographic Research or its successor agency pursuant to Chapter 186, Florida Statutes, as amended.**

~~(6) (7)~~ "Region" shall mean the area embraced by the counties of Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, **Levy,** Madison, Suwannee, Taylor and Union; and such other counties as may from time to time be added **or deleted** by the Executive Office of the Governor **or the Florida Legislature.**



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Section 3: Objectives and Purposes.

The Council has been empowered by the member governmental units to carry out the following purposes:

- (1) To provide a means of exercising the rights, duties and powers of a regional planning agency set forth by Chapters ~~23, 160, 163,~~ and 380 of the Florida Statutes, and other applicable Florida, Federal and local law.
- (2) To serve as regional coordinator for local government activities in the Region.
- (3) To exchange, interchange and review various programs of the individual members which have a relationship to regional problems.
- (4) To promote communication between the members for conservation and compatible development of the member counties.
- (5) To cooperate with federal, state, local and non-governmental agencies to accomplish these objectives.



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Section 4: Membership, Representation, Voting and Finances.

(1) Type of Membership and Representation.

Each unit of general purpose local governments within the Region may become a member of the Council with direct, allotted representation as provided in Section 3.a. of the Interlocal Agreement used by member governmental units to create the Council. The Governor of the State of Florida, as required by Chapter 186, Florida Statutes may also appoint representatives as provided in the Interlocal Agreement.

(2) Terms of Representatives and Representation Composition.

(a) Terms---Terms of city and county representatives allotted to member counties, member cities and the Governor, respectively, shall be as stipulated in the Interlocal Agreement used in forming the Council. However, the term of a representative appointed by the Governor whose term has expired shall continue indefinitely until the representative is reappointed or a replacement representative is appointed.

(b) Composition.

1. At least two-thirds (2/3) of the representatives serving on the Council shall be officials elected to serve on the governing body of local governments or other county elected officials chosen by said governing bodies or the Governor.

~~2. In order to ensure adequate representation of the Region's minority population and local elected officials, the Council shall request selected member units of local governments to appoint additional representatives in accordance with the provisions of Section 3.a.(3) of the Interlocal Agreement.~~

(3) Voting

Each representative shall have one vote on matters considered by the Council.



(4) Finances

- (a) On or before ~~June 15th~~ **July 1st** of each year, the Council shall adopt a budget and ~~certify a copy thereof to establish the member unit dues assessment for the subsequent fiscal year and shall notify~~ the chief administrative officer of the governing body of the member units **of such member dues assessments**. Each member unit shall include in its annual budget an amount sufficient ~~to fund its proportionate share of the Council budget to pay such member unit dues assessment.~~
- (b) The fiscal year of the Council shall commence on the first day of October and end on the last day of September in each year. **On or before September 30th of each year, the Council shall adopt a budget for the subsequent fiscal year.**
- (c) The Council shall have the right to receive and accept in furtherance of its functions, funds, grants and services from federal, state and local governments, or their agencies and from private and community sources, and to expend therefrom such sums of money as shall be deemed necessary from time to time for the attainment of its objectives.
- (d) ~~The proportionate share of the general budget of the Council shall be an amount which bears the same ratio to the total budget as the population of each member unit bears to the total population of all member units, such population being determined annually by the Executive Office of the Governor pursuant to Section 186.901, Florida Statutes, for the year preceding each budget determination;~~ **Any member unit dues assessment based upon a per capita formula shall use the population being determined annually by the Florida Office of Economic and Demographic Research or its successor agency pursuant to Chapter 186, Florida Statutes, as amended, for the year preceding the member unit annual dues assessment;** provided, however, that the minimum contribution due from any member unit shall be \$750, ~~and further provided, that said~~



~~membership fee shall be reduced by one (1) percent of funds expended by a member for local planning activities during the preceding fiscal year, but such reduction shall not reduce the total fee to an amount which is less than \$20,000.~~ Any cost incurred by the Council in providing special services to member units

shall be the sole responsibility of the member unit receiving such services.

- (e) Any unit of local government eligible for membership under this agreement, which is not a member of the existing North Central Florida Regional Planning Council shall make an initial contribution based upon the per capita assessment as established annually at the time the budget is adopted, provided that membership is acquired during the first six months of the fiscal year; whereas, if membership is acquired during the last six months of the fiscal year, the initial contribution shall be based upon one-half (1/2) of the per capita assessment established for that fiscal year.



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Section 5: Council.

- (1) There shall be a Council composed of all voting representatives of each member governmental unit and of the voting representatives appointed by the Governor of the State of Florida as provided in the Interlocal Agreement used in forming the Council.
- (2) Powers of the Council shall be as stated in the Interlocal Agreement used by member governmental units to create the Council, which are all powers granted by law, including without limiting the generality of the powers granted by Chapters ~~23~~, 163, 186, ~~505~~ and 380 of the Florida Statutes as now existing or as from time to time amended; and furthermore, shall have the specific powers:
 - (a) To adopt ~~rules of procedure and organization, to regulate bylaws, for the regulation of~~ its affairs and conduct business, ~~including, but not limited to, personnel policies and regulations, and budgetary and fiscal control procedures~~ and to elect from among its members a chair to serve annually.
 - (b) To adopt an official name and seal.
 - (c) ~~Because of the concentrations of planning activities in areas with high population density, It~~ to maintain an office(s) in ~~those~~ an urban center(s) designated as metropolitan statistical area(s) by the United States Office of Management and Budget.
 - (d) To employ and to compensate ~~staff members and~~ such personnel consultants, and technical and professional assistants ~~including an executive director, and others such as planning specialists, clerical personnel, attorneys, engineers as~~ the Council it deems necessary and desirable to exercise the powers and the performance of its duties ~~and exercise of its rights and powers.~~ set forth herein. Compensation to staff members shall be consistent with that which is provided in pay plans adopted by local general purpose governmental units in the vicinity of the Council's offices having similar positions.



- (e) ~~To utilize staff members employed by member units as agreed by the member unit and determined by the Council to be desirable to solve regional and local problems and establish Council policies.~~ To accept gifts, grants, assistance, funds or bequests.
- (f) To hold public hearings and sponsor public forums in any part of the Region whenever the Council deemed necessary or useful in the execution of the functions of the Council.
- (g) To acquire, own, hold in custody, operate, maintain, lease and sell real or personal property and hold title thereto in the name of the Council.
- (h) ~~To fix and determine by resolution rules and regulations relating to advertisement of bids, manner of bidding and a maximum amount, below which same will not be required.~~ To dispose of any property acquired through the execution of an interlocal agreement under Section 163.01, Florida Statutes as amended.
- (i) To sue and be sued, ~~implead and be impleaded, complain and defend in appropriate courts.~~ in its own name.
- (j) To ~~enter into any contract or agreement with any~~ accept and receive in furtherance of its functions, funds, grants and services from the federal, ~~state or local~~ government ~~which benefits the region~~ or its agencies, from departments, agencies and instrumentalities of municipal or local government, or from private or civic sources.
- (k) To receive and expend such sums of money as shall be, from time to time, appropriated for its use by any member unit ~~of government.~~ when approved by the Council and act as an agency to receive and expend federal funds for planning.



- (l) To make and enter into all contracts and agreements, ~~and do and perform all acts and deeds~~ necessary and incidental to the performance of its duties and the exercise execution of its powers **as provided herein.**
- (m) To incur debts, liabilities or obligations which do not constitute the debts, liabilities or obligations of any of the parties ~~of this~~ **to the Interlocal Agreement, as amended, creating the Council.**
- (n) To act in an advisory capacity to ~~the its~~ constituent local governments in regional, metropolitan, county and municipal planning matters.
- (o) To cooperate, in the exercise of its planning functions, with federal and state agencies in planning for ~~disaster preparedness,~~ **emergency management.**
- (p) To fix and collect membership dues, rents or fees where appropriate.
- (q) To conduct studies of the ~~region's~~ resources **of the Region.**
- (r) To participate with other governmental agencies, educational institutions, and private organizations in the coordination or conduct of its activities.
- (s) To enter into contracts to provide, at cost, such services related to its responsibilities as may be requested by local governments within the ~~R~~Region and which the Council finds feasible to perform;
- (t) To ~~approve appointments of special~~ **select and appoint such** advisory ~~committees to assist in carrying out its purposes, functions, duties and responsibilities, methods of appointment, the size, composition and purposes shall be at the discretion of the Council.~~ **bodies as the Council may find appropriate for the conduct activities;**
- (u) **To provide technical assistance to local governments on growth matters;**
- (v) **To perform a coordinating function among other regional entities relating to preparation and assurance of regular review of its regional plan, with the**



entities to be coordinated determined by the topics addressed in its regional plan;

(w) To coordinate land development and transportation policies in a manner that fosters regionwide transportation systems;

(x) To use personnel, consultants, or technical or professional assistants of the Council to help local governments within the geographic area covered by the Council conduct economic development activities; and

(y) To provide consulting services to a private developer or landowner for a project, if not provided in a review capacity in the future, except that statutorily mandated services may be provided by the Council regardless of its review role.

- (3) The Council shall establish its meeting dates at its annual meeting each year, and the May meeting shall be the Annual Meeting.
- (4) At the Annual Meeting, the Council shall elect ~~the Board of Directors~~ **officers**, adopt the annual Budget and Work Program **(Overall Program Design)**, and conduct other business which may be deemed appropriate.
- (5) Special meetings of the Council may be called for any appropriate purpose by the ~~Ce~~**chairman** or by written request of any ~~nine (9)~~ **fifteen (15)** voting members of the Council.
- (6) Written notice of Council meetings shall be mailed **or sent electronically** to each member at the member's **mailing or email** address, as it appears on the records of the Council, at least seven (7) days prior to that meeting. The notice shall state the time, place and object of the meeting and the business to be transacted.
- (7) A majority of the Council shall constitute a quorum at any Council meeting. When a quorum is present, the majority of the votes cast shall decide any question, other than amendments to the Strategic Regional Policy Plan, which shall require an affirmative vote of a majority of the total representatives on the Council.



- (8) All regular and special meetings, workshops or **public** hearings of the Council or of any Council Committee shall be open to the general public.
- (9) The Chair, in consultation with the Executive Director, shall have the authority to cancel or reschedule any regular or special meeting of the Council.**



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Section 6: Officers---Duties---Term of Office.

- (1) The members of the Council shall elect a Chair~~man~~, Vice-Chair~~man~~ and Secretary-Treasurer to serve as officers of ~~both~~ the Council ~~and of the Board of Directors~~. The officers shall be elected from among the members of the Council and may be elected or ~~non-elected officials~~, gubernatorial appointees no more than one (1) of who may be from representatives appointed by the same general purpose local governmental unit and no more than one (1) may be a gubernatorial appointee from the same county as another gubernatorial appointee. Should a vacancy occur among the officers, the vacancy shall be filled in the same manner in which the preceding officers were originally elected.
- (2) The officers shall perform the duties enumerated below and other duties prescribed by the Council:
 - (a) The Chair~~man~~ shall preside at meetings of the Council and of the Board; sign, with the counter-signature of the Secretary-Treasurer, or Executive Director, as authorized by the Council, any contracts or other instruments which is deemed in the Council's best interest; and perform such other duties incident to the office as may be prescribed by the Council.
 - (b) The Vice-Chair~~man~~ shall assist the Chair~~man~~ in the performance of the Chair~~man~~'s duties, and either in the absence of the Chair~~man~~ or in the event of the Chair~~man~~'s inability or refusal to act, shall have the powers and shall perform the duties of the Chair~~man~~.
 - (c) The Secretary-Treasurer shall ~~keep~~ see that minutes of the meetings and the records of the Council ~~and of the Board are kept~~; attest the signatures of the Council officers; and see that notices are duly given in accordance with the provisions of these **Policies** Bylaws or as required by law.
 - (d) The Secretary-Treasurer shall, ~~with the Finance Committee, periodically review the financial needs of the Council and at least quarterly, report to the Council~~



~~regarding its fiscal condition. The Secretary-Treasurer shall also monitor and periodically report to the Council as to whether the Executive Committee and staff are complying with policies of the Council in matters relating~~ see that proper financial records of the Council are maintained in accordance with generally accepted governmental accounting principles. ~~to: 1) Receiving monies due the Council and depositing them in a depository designated by the Council, and 2) Expending the funds of the Council as authorized by the Council.~~ Further, the Secretary-Treasurer shall, in general, perform all duties that may be assigned to him/her by the Chairman or the Council.

- (3) Each member elected to an office shall serve for one (1) year or ~~until reelected~~ or until a successor is elected, and shall not be eligible for reelection to the same officer position in a succeeding year once their service for the one (1) year term of office has been completed and provided ~~except~~ that the ~~Chairman's term of office shall be limited to two (2) consecutive one-year (1) terms and a past-immediate past-Chairman~~ shall not be eligible to be elected to another officer or Executive Committee member position again until two (2) ~~additional~~ years have elapsed following the end of their term as immediate past-Chair nor shall a an elected official immediate past-Chairman be succeeded in the office of Chair by a representative appointed by the same general purpose governmental unit or a gubernatorial appointee from the same county as another gubernatorial appointee.
- (4) Newly elected officers shall be declared installed following the election, and shall assume the duties of office upon adjournment of the Annual Meeting at which they are elected.



~~Section 7: Board of Directors.~~

~~(1) The membership of the Board of Directors shall be elected by the whole Council at its Annual Meeting as follows:~~

~~(a) The composition of the Board shall consist of the Executive Committee and ten (10) other Council representatives. Of these fifteen, ten (10) shall be representatives appointed by city and county members, and five (5) shall be selected from among the representatives appointed by the Governor of the State of Florida. At least two-thirds (2/3) of the representatives serving on the Board shall be officials elected to the governing body of local governments or other county elected officials chosen by said governing boards or the Governor.~~

~~(b) The ten (10) non-Executive Committee Members of the Board shall be selected in the following manner. A slate of nominees to fill each of the ten (10) positions shall be presented by the Nominating Committee. In selecting nominees, the Committee shall:~~

- ~~1. Ensure broad and equitable representation throughout the membership, with consideration being given to proper representation:
1) From both counties and cities, 2) From rural as well as urban areas, and 3) According to population distribution; and further, consideration should be given to nominating minority representatives in number sufficient to provide minority representation on the Board in approximately the same proportion as minority population exists in the Region's total population.~~
- ~~2. Select at least one (1) nominee from a sufficient number of counties to ensure that eight counties are represented on the Board, including members of the Executive Committee. Furthermore, there shall be a~~



~~sufficient number of nominees selected from among the
representatives from all counties with more than 75,000 population to
ensure that at least three members of the Board represent said county,
including members of the Executive Committee.~~

~~(c) — Nominations may also be made from the floor providing that such nominees
shall challenge specific nominees designated by the Committee, and such
nominees shall satisfy the requirements set forth in Paragraphs (b)1. and
(b)2.~~

~~(2) — Should a vacancy(ies) occur among the directors, the successor(s) shall be filled in
the same manner in which the preceding directors were originally filled. Otherwise,
all board members shall serve one (1) year or until successor is elected.~~

~~(3) — A majority of the Board of Directors shall constitute a quorum for the transaction of
business. In the event a member of the Board resigns, or for other reasons is no
longer a representative to the Council, then the position vacated by that member
shall not be included in the total number of Board positions for the purpose of
determining a quorum until such time as the position is filled. When a quorum is
present at any meeting, a majority of the directors present shall decide any question
under consideration.~~

~~(4) — The Board shall keep minutes of its proceedings and records of its official actions, all
of which shall be filed in the office of the Council and shall be of public record.~~

~~(5) — The Board shall have the duties and responsibilities as may be delegated to it by the
Council which will best effectuate and carry out the purposes and functions for which
the Council is created and as outlined in these Policies.~~

~~(6) — In the event the Council fails to assemble a quorum for the purposes of transacting
business at any regular or called meeting, the Board is authorized to act on behalf of
the Council with respect to all items. In such instances, all members of the Council~~



~~who are present may vote on items considered by the Board, and a majority of those voting shall decide any question under consideration. Actions of the Board shall be final,~~



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Section 8 Z: Executive Director.

The Executive Director shall be responsible for all personnel and administrative matters as prescribed by the Council through adopted policies. ~~and rules.~~ The Executive Director shall function as agency clerk responsible for filing final Council decisions. The Executive Director is also authorized to attest the signatures of Council officers when appropriate, and to execute contracts and other documents when authorized by the Council.

The Executive Director shall be responsible for the execution of the Council approved work program and activities of the Council and staff management. The Executive Director shall exercise supervision over professional and technical planning employees and support staff. The work of the Executive Director shall be performed with independence, subject to Council policies and professional standards, in accordance with broad directives from the Council.



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Section 9 8: Standing and Special Committees.

(1) There shall be maintained four standing committees as follows:

(a) Executive Committee

1. The Executive Committee shall be composed of the Council officers and the immediate past-Chairman, or another Council member selected by the ~~Board~~ Council if the immediate past-Chairman is not a member of the Council, and one (1) additional member selected by the Council.
2. The Executive Committee shall have the duty to conduct the business of the Council between regular meetings and advise the Council of matters of day-to-day operations. Any action taken by the Executive Committee between regular meetings shall be placed on the agenda to be ~~voted on~~ ratified by the Council at the next regularly scheduled meeting.
3. In the event the ~~Board of Directors~~ Council fails to assemble a quorum for the purpose of transacting business at any regular or called meeting, ~~or when the Board is acting on behalf of the Council, as provided in Section 7, Paragraph (6),~~ the Executive Committee is authorized to act on behalf of the ~~Board~~ Council at the time and place of a scheduled meeting. In such instances, all members of the Council who are present may vote on items considered by the Executive Committee, and a majority of those voting shall decide any question under consideration. Actions of the Executive Committee shall be final.
4. The Executive Committee shall also act as the Personnel Committee for the Council.



(b) Finance Committee:

The Finance Committee shall be composed of two (2) ~~Board Council~~ members ~~selected~~ appointed by the Chair~~man~~ and ratified by the Council, and the Secretary-Treasurer who shall be the Finance Committee Chair~~man~~. The purpose of the Finance Committee shall be to develop and to recommend ~~to the Council~~ an annual budget and budget amendment(s) to the Council for consideration. The Finance Committee shall also, ~~at least quarterly, report to the Council regarding its fiscal condition, and as to whether the fiscal policies are being observed.~~ review the annual financial audit of the Council and recommend the annual financial audit to the Council for consideration.

(c) Program Committee:

The Program Committee shall be composed of eight (8) members appointed by the Chair~~man~~ and ratified by the Council, and the Vice-Chair~~man~~ who shall be the Program Committee Chair~~man~~. The purpose of the Program Committee shall be to develop and recommend ~~policy statements and~~ an Annual Work Program (Overall Program Design) to the Council for consideration.

(d) Clearinghouse Committee:

The Clearinghouse Committee shall be composed of nine (9) Council members appointed by the Chair~~man~~ and ~~approved~~ ratified by the Council. The Clearinghouse Committee shall have the following responsibilities:

1. To review amendments to Developments of Regional Impact and make recommendations to the Council for final action;
2. To review proposals to nominate for consideration possible Areas of Critical State Concern and make recommendations to the Council for final action;
3. To review comprehensive plans or amendments thereto of local governments and make recommendations to the Council for final action, except in the case of



~~local plans and amendments~~ comprehensive plans or amendments

thereto of local governments which require action prior to the next regular

meetings of the Council, in which case, the Clearinghouse Committee is

delegated the responsibility for forwarding comments, ~~recommendations or~~

~~findings~~ to the Florida Department of ~~Community Affairs~~ Economic

Opportunity or its successor agency pursuant to Chapter 163, Florida

Statutes as amended, and local governments; and

4. To provide policy oversight to staff reviews of proposals/projects submitted to the Council for review pursuant to Presidential Executive Order 12372 and Gubernatorial Executive Order 83-150, the Intergovernmental Coordination and Review (IC&R) Process.

The Clearinghouse Committee shall develop procedures where necessary to guide actions of the Clearinghouse Committee and staff and present the proposed procedures to the Council for approval.

- (2) ~~Special~~ Ad Hoc or Advisory Committees:

The Council shall establish and maintain such Special ~~and~~ Ad Hoc or Advisory Committees as it deems necessary to carry out the purposes and objectives of the Council. Special Ad Hoc or Advisory Committees shall be created or dissolved by the Chairman ~~subject to approval of the~~ Council.

- (3) Committee Appointment:

All committees and chair~~men~~persons thereof shall be appointed by the Council Chair~~man~~ with the approval of subject to ratification by the Council unless otherwise provided herein.



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Section ~~10~~ 9: Waiver of Notice.

Whenever any notice is required to be given under the provisions of these ~~Policies~~ **Bylaws** to any member, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated herein, shall be deemed equivalent thereto.



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Section ~~11~~ 10: Disclosure; Legal Defense.

- (1) All voting members of the Council shall comply with the provisions of Chapter 112, Part III, Florida Statutes, as amended relating to Standards of Conduct for Public Officials and Employees, particularly those portions requiring Disclosure of Private Interests for Public Officials and Employees, and those portions requiring that no official use his/her position to secure special privilege or exemption for himself/herself and others.
- (2)
 - (a) When any Council member or staff shall be sued individually as a result of activities connected with his/her Council association, the Council shall provide funds for the legal defense of the affected member or staff so long as that person has acted in good faith within the limits of his/her responsibility and authority.
 - (b) Upon written request presented to the Executive Director, the Council, at its next regularly scheduled meeting, shall make a determination of good faith, solely for purposes of deciding whether the Council shall finance the legal defense of the member or staff. Should the Council determine that the member or staff has acted in good faith within the limits of his/her responsibility and authority, the Council shall obligate the Council to provide financial resources in an amount to be determined by the Council but in no event to exceed its unobligated cash fund balance and any insurance voluntarily maintained for that purpose to defend any member or staff against whom legal action has been taken. To qualify for payment pursuant to this Policy, the attorney for the member or staff must be chosen by the member or staff from a list of three (3) ~~no less than 4 nor more than 10~~ eligible attorneys provided by the Council.



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Section ~~12~~ 11: Amendments.

These ~~Policies~~ **Bylaws** may be altered, amended or added to by vote of the Council provided that:

- (1) Notice of the proposed changes shall normally contain a full statement of the proposed amendments.
- (2) The proposed amendment(s) is/are placed on the agenda of the next scheduled meeting following such presentation.
- (3) The proposed written changes shall be mailed or sent electronically to all Council members at least seven (7) days prior to the meeting at which a vote will be held.
- (4) Council members may propose relevant changes from the floor to any proposed amendment under consideration on the agenda.
- (5) The Council adopts the proposed amendment(s) by a two-thirds (2/3) majority vote of the ~~members~~ representatives to the Council present at the Council meeting for this purpose, a quorum having been established.



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Section ~~13~~ 12: Proxy.

Voting by proxy ~~will~~ is not ~~be~~ allowed. Voting members must be present to cast a vote.



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Section ~~14~~ 13: Removal From Office.

The Council shall request that appointing governmental units or the Governor, as applicable, consider removing voting representatives with excessive absences from regular meetings in accordance with the following procedure:

- (1) The Executive Director shall annually notify the Council in writing the attendance record of all voting representative(s) for the Program Year ending in the month of May by September 1st of each year.
- (2) The Chair~~man~~ shall annually notify in writing all appointing governmental units or the Governor, as applicable, the attendance record of their voting representative(s) for the Program Year ending in the month of May by October 1st of each year.
- (3) Should a voting representative have absences equal to or greater than one-half of the regular meetings for the Program Year ending in the month of May, the Chair~~man~~ shall request that the appointing governmental unit or Governor, as applicable, encourage the offending voting representative to attend meetings on a regular basis or consider removing the offending voting representative and replacing them with another qualified person.



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Section ~~15~~ 14: Adoption.

These ~~rules~~ Bylaws shall be effective upon their adoption by a two-thirds (2/3) majority of the representatives to the ~~North Central Florida Regional Planning~~ Council present at a meeting of the Council for this purpose, a quorum having been established.



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Section ~~16~~ 15: Procedure.

Unless otherwise provided for herein, Robert's Rules of Order as revised shall rule.



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Section ~~17~~ 16: Information Inquiries and Public Access.

The principal office of the ~~North Central Florida Regional Planning~~ Council is located at 2009 N.W. 67th Place, ~~Suite A,~~ Gainesville, Florida (32653)-~~1603~~. The office hours are Monday through Friday, from 8:00 a.m. to 5:00 p.m. All official forms, publications and documents of the ~~North Central Florida Regional Planning~~ Council are available for public inspection, except those forms and documents exempt from public inspection pursuant to Chapter 119, Florida Statutes, as amended, at the Council's principal office during regular business hours. Persons wishing photocopies may receive same at the prevailing cost per sheet.



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Section ~~18~~ 17: Public Participation.

Members of the public shall be given a reasonable opportunity to be heard on a proposition before the Council. The opportunity to be heard need not occur at the same meeting at which the Council takes official action on the proposition if the opportunity occurs at a meeting that is during the decisionmaking process and is within reasonable proximity in time before the meeting at which the Council takes the official action. This provision does not prohibit the Council from maintaining orderly conduct or proper decorum in a public meeting. Except during the public comment portion of a duly advertised Council public hearing or as provided herein members of the public shall be prohibited from making statements or asking questions during any Council public meeting or any committee of the Council. The opportunity for members of the public to be heard is subject to policies adopted by the Council as provided herein.

- (1) Policies of the Council which govern the opportunity for members of the public to be heard at public meetings are, as follows:
 - (a) Members of the public shall be allowed three **(3)** minutes to address the Council or any committee of the Council following the making of a motion that has been properly seconded concerning a proposition before the Council or any Committee of the Council;
 - (b) The Council may, at its discretion, require representatives of groups or factions on a proposition to address the Council or any committee of the Council, rather than allowing all members of such groups or factions to address the Council or any committee of the Council, at meetings in which a large number of individuals wish to be heard;
 - (c) Forms shall be provided at public meetings of the Council or any committee of the Council for citizens and groups to use in order to inform the Council of a desire to be heard; to indicate support, opposition or neutrality on a proposition before the Council or committee of the Council; and to indicate designation of representatives to speak



for members of the public, groups or factions on a proposition before the Council or any committee of the Council if desired; and

- (d) The Council shall include an item on the agenda of Council public meetings for public comment offering members of the public and representatives of groups or factions an opportunity to comment or to be heard on any matter pertinent to the Council not included as an agenda item at such public meeting. Such comments shall be limited to three (3) minutes. Forms shall be provided at public meetings of the Council for citizens and groups to use in order to inform the Council of a desire to make a public comment or be heard on any matter pertinent to the Council not included as an agenda item at such public meeting.

DULY ADOPTED by the North Central Florida Regional Planning Council on the 27th day of February 2003.

DULY AMENDED by the North Central Florida Regional Planning Council on the 26th day of August 2010.

DULY AMENDED by the North Central Florida Regional Planning Council this 26th day of September 2013.

DULY AMENDED by the North Central Florida Regional Planning Council this day of
2018.

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

ATTEST:

SEAL

Scott R. Koons, AICP
Executive Director

~~Garth R. Nobles, Jr.~~ Lorene J. Thomas
Chair

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North Central Florida Regional Planning Council

~~Organization Policies~~ Bylaws Team

Scott R. Koons, AICP, Executive Director

** ~~Carol Laine~~ **Jean Strong**, Executive Assistant to the Executive Director

- * Primary Responsibility
- ** Secondary Responsibility



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October 19, 2017

TO: Council Members

FROM: Lorene J. Thomas, Chair

SUBJECT: Executive Director Recognized by Florida Chamber Foundation as a
Top Three Economic Forecaster

Our executive director, Scott Koons, has been recognized by the Florida Chamber Foundation as a Top Three Economic Forecaster. Each year, the Foundation conducts an economic forecasting contest among its Trustees. Contestants forecast leading economic indicators such as number of jobs created and unemployment rate.

Dr. Jerry Parrish, Chief Economist and Director of Research for the Foundation, announced the following 2016 Florida Chamber Foundation Trustee Forecasting Contest winners.

- **First Place:** John Hoy, President
Florida Operations, Utilities, Inc.
- **Second Place:** Dr. Mark Pritchett, Senior Vice-President for Community Investment
Gulf Coast Community Foundation
- **Third Place:** Scott Koons, Executive Director
North Central Florida Regional Planning Council

Congratulations to Scott.

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