

**BY-LAWS OF THE LEALMAN COMMUNITY REDEVELOPMENT AREA
ADVISORY COMMITTEE**



**ARTICLE I. NAME, MISSION, DUTIES, AND RELATIONSHIP TO
PINELLAS COUNTY (“COUNTY”)**

Section 1. Name, History and Location

The name of this Committee is the Lealman Community Redevelopment Area Advisory Committee (“Committee”). The Committee was created on July 21, 2015 by resolution of the Pinellas County Board of County Commissioners. The Committee shall be non-partisan and non-sectarian in all of its activities. There is no principal office for the Committee. For mailing purposes, the address of the Committee shall be that of the Pinellas County Planning Department.

Section 2. Mission and Duties

A. Mission

The mission of the Committee is to advise the Community Redevelopment Agency for the Lealman Community Redevelopment Area (“CRA”) on the proposed Community Redevelopment Plan and any amendments thereto (“Plan”), and to advise the Community Redevelopment Agency on issues and policies within the Lealman CRA.

B. Duties

The following duties will assist the Committee in achieving its mission:

1. Provide guidance and assistance in drafting the original Plan.
2. Review and make recommendations on the original Plan and any amendments to that Plan.
3. Develop measures of success for the Plan after its adoption.
4. Develop an annual work plan to implement the Plan.
5. Review and accept each annual report on the Plan.
6. Review Lealman neighborhood plans for consistency with the Plan.
7. Recommend capital improvement and operating programs to the County Administrator’s Office.
8. Hold an Open Forum for Public Comment during each regularly scheduled meeting.
9. Assisting with any other function and duty assigned by the Community Redevelopment Agency.

Section 3. Relationship to the County

A. Staff Liaison(s)

At the discretion of the County Administrator, staff members(s) will be provided as non-voting member(s) of the Committee and will provide direct support to the Committee. The staff member(s) will be responsible for taking minutes of the meetings and making the minutes available for public inspection upon request.

B. Consultants

The Committee may request that consultants appear before the Committee. If staff liaison(s) are provided by the County, the staff liaison(s) will arrange for such consultants as needed.

ARTICLE II. MEMBER COMPOSITION, TERMS, & VACANCIES

Section 1. Composition

Members of the Committee should be civic minded volunteers with a desire to serve their community. The Committee shall be composed of nine (9) members, appointed and confirmed by the Pinellas County Board of County Commissioners. All members shall be residents, business and/or property owners, or other stakeholders from within the CRA.

Section 2. Term

A. Regular Members

Committee members serve for a term of three (3) years. Terms expire on the 31st of December, in the third year.

B. Initial Terms

In order to reduce the impact of turnover to the Committee upon their expiry, the initial terms of the members shall be staggered. Three (3) members shall serve initial terms of one (1) year (expiring Dec. 31st, 2016). Three (3) members shall serve initial terms of two (2) years (expiring Dec. 31st, 2017). Three (3) members shall serve initial terms of three (3) years (expiring Dec. 31st, 2018).

Section 3. Member Responsibilities

Committee members have the right and responsibility to actively participate in the advisory process of the Committee. Member responsibilities include, but are not limited to the following:

1. Attending regular scheduled meetings and any special sessions as may be called by the County or the Community Redevelopment Agency and any separate standing or working sub-committee meetings of their chosen participation; and
2. Reviewing materials and documentation prior to voting on matters before the Committee.

Section 4. Communication

The Committee speaks as a body only through voted consensus motions of the Committee. Public announcements and public communications by the Committee shall be reviewed and approved by the County Planning Director before issuance. Members are free to speak for themselves concerning Committee matters but shall make it clear that they speak as private individuals and that their views are not representative of the Committee. The Committee may specifically authorize a member to speak on its behalf after giving the member explicit directions concerning a particular matter.

Section 5. Vacancies

A vacancy shall be filled as soon as is practicable by the Board of County Commissioners. The new member will be able to serve for the remainder of the unexpired term of the member being replaced. The partial term served by the new member shall not be considered part of the member's first term. The Committee, through its staff liaison(s) if provided, shall notify the County Administrator of any vacancy and request the solicitation of new applicants.

Section 6. Resignation

Any member who wishes to resign from the Committee may do so by submitting a resignation in writing to the County Administrator and the Committee Chair. Resignations shall be effective as of the date stated in the resignation letter or, if no date is stated, upon the date of receipt by the County Administrator.

Section 7. Member Conduct

Member conduct shall be governed by Chapter 112 of the Florida Statutes, the Public Records Act and the Sunshine Laws. Each Member is charged with the responsibility of having knowledge of these laws.

ARTICLE III. MEETINGS

Section 1. Regular Meetings

The Committee shall hold meetings, at least on a quarterly basis, in a public location which is appropriate and noticed to the public. The time and location may be changed by the Chair who shall provide at least two weeks advance written notice to members, the County Planning Director or staff liaison, and the Clerk of Court.

Section 2. Special Meetings

Special Meetings of the Committee may be called by the Chair or by action of the Committee at a Regular Meeting, provided that at least one (1) week written notice is given to the public.

Section 3. Governance

All meetings of the Committee shall be guided by the latest edition of Robert's Rules of Order except as modified by these By-laws or a vote of the members. All meetings shall be open to the public.

Section 4. Quorum

A quorum shall consist of five members of the Committee, unless otherwise specified elsewhere in these By-laws.

Section 5. Absences

Any member who has three (3) unexcused absences from meetings during a twelve (12) month period shall be removed from the Committee. If a twelve (12) month period has fewer than twelve (12) meetings, then any member who has unexcused absences in 25% or more meetings in that period shall be removed from the Committee. The Chair shall notify the member prior to the member being removed from the Committee.

Section 6. Vote Required to Adopt

Except as provided elsewhere in these By-laws, a simple majority of the votes cast shall be sufficient for the adoption of any matter, question or proposal that may properly come before the Committee.

Section 7. Abstentions

Pursuant to Section 286.012, Florida Statutes, members may abstain from voting only in the instance where the member has a conflict of interest on the matter which is put before the Committee for a vote.

Section 8. Sub-committee Meetings

A. Authority to Create

The Committee may establish standing sub-committees and may form ad hoc working sub-committees as necessary to address a specific objective or issue requiring due consideration if there is no existing standing sub-committee or affiliated organization able to address the issue. Such ad-hoc sub-committees will be temporary and consist of at least one Committee member and any additional consultants and County staff. All sub-committee meetings which include more than one Committee member and will address any issue which may come before the Committee will be noticed to the public.

C. Standing Sub-committee Duties

Sub-committees shall perform duties consistent with the designated purpose of the sub-committee, including but not limited to identifying the objective and scope; project plan or timeline, if applicable; resources; funding options, if applicable; and related documentation and materials. Sub-committees may also identify potential projects and bring them to the Committee for review

and recommendation and shall perform additional duties or tasks assigned by the Chair. Sub-committees shall report observations, reactions, or actions during a regular meeting of the Committee.

ARTICLE IV. OFFICERS

Section 1. Composition, Term and Vacancies

The Officers of the Committee shall be a Chair and a Vice Chair. The Officers shall be elected by the Committee. All Officers shall serve a term of one (1) year. Officers shall take office immediately upon election and hold office until their successors are duly elected. Officers may succeed themselves. Officer vacancies shall be filled by the Committee as they occur.

Section 2. Duties

A. Chair

The Chair shall be the head of the Committee and shall be responsible for the active management of the general business and affairs of the Committee. The Chair shall preside at all meetings of the Committee. The Chair shall appoint members to any standing or ad hoc sub-committees and may designate chairpersons of those committees. The Chair shall represent the Committee at all occasions where such representation is appropriate or necessary. The Chair shall execute, on behalf of the Committee, all documents which may be necessary to carry out the mission and duties of the Committee.

B. Vice Chair

The Vice Chair shall perform the duties of the Chair in his or her absence and perform other duties as assigned by the Chair.

C. If no Officer is present at a Regular Meeting and a quorum of members is present, the meeting will be chaired by the staff liaison.

Section 3. Election of Officers

A. The Officers shall be regular members of the Committee. The Officers shall be nominated and elected by the members of the Committee at the first meeting of a calendar year, effective the 1st day of the following month; provided, that the initial Officers shall be nominated and elected at the first Committee meeting in 2015 for terms expiring on December 31, 2016, or at such later date as their successors are elected.

C. The Officers shall serve for a term of one (1) year beginning on January 1 and ending the following December 31, or at such later date as their successors are elected, and shall be eligible to succeed themselves.

D. If a Chair is unable to serve a full term, the Vice Chair shall serve as Chair for the remainder of the term, and a new Vice Chair shall be elected as soon as is practicable.

ARTICLE V. AMENDMENTS

Section 1. Authority

The By-laws of the Committee may be amended by a majority vote of the Community Redevelopment Agency members present at a regular monthly meeting. Proposed amendments to the By-laws shall be reviewed and recommended for approval by the Committee prior to action by the Community Redevelopment Agency.

Section 2. No Conflicts

The By-laws are subject to, and must not conflict with, the Pinellas County Code, Board of County Commissioner resolutions or ordinances, policies or any other law.

Section 3. Effective Date

These By-laws shall be effective as of the date they are initially approved by the Board of County Commissioners, and any subsequent amendments as they are approved by the Community Redevelopment Agency.