

# ***Bylaws***

## ***Escambia County RESTORE Act Advisory Committee***

### **Article I – Escambia County RESTORE Act Advisory Committee**

#### Section A.

The official name of this body shall be the Escambia County RESTORE Act Advisory Committee.

#### Section B.

The committee shall exist only during such times as it may be authorized by the Escambia County Board of County Commissioners (BOCC).

#### Section C.

The purpose of the committee shall be to advise and make recommendations consistent with the RESTORE Act of 2012 for projects meeting the following eligible activities:

1. Restore and protection of the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands of the Gulf Coast region;
2. Reduce any damage to fish, wildlife, and natural resources;
3. Implement a federally approved marine, coastal or comprehensive conservation management plan, including fisheries monitoring;
4. Develop workforce and job creation;
5. Make improvements to or on state parks located in coastal areas affected by the Deepwater Horizon oil spill;
6. Infrastructure projects benefitting the economy of ecological resources, including port infrastructure;
7. Protect coastal flood and related infrastructure;
8. Conduct planning assistance; and
9. Administer costs of complying with the RESTORE Act, section 1603 (3), which cannot exceed 3 percent.

#### Section D.

The duties and responsibilities of the committee are as follows:

1. That within the first six months of formation, the committee shall develop a plan, taking public input into consideration, that sets forth the final goals for the community's use of the subject RESTORE funds.
2. The committee shall review projects submitted to the BOCC for consideration of funding pursuant to the RESTORE Act. The committee shall assign each project proposal into one of three categories: economic development and job creation, environmental, and infrastructure. A project may only be submitted for funding in one category. At the Committee's discretion, similar projects may be combined into

- a unified project proposal. Projects with a total estimated cost lower than \$500,000.00 will not be considered for funding using RESTORE Act funds.
3. The BOCC shall establish ranking criteria for the committee to use. The committee shall rely solely on the ranking criteria established by the BOCC.
  4. The committee shall rank each project and compile aggregate ranked lists of the projects submitted in each category. The committee shall then submit the lists to the BOCC for review and approval. The BOCC may adopt a timeline for the ranking and approval process and any other deadlines it deems necessary. This timeline and other deadlines shall be binding on the committee.

## **Article II – Terms of the Committee Members**

### Section A.

The advisory committee will consist of a minimum of nine (9) members and two (2) alternate members who are residents of Escambia County.

### Section B.

Appointments to the committee shall be made by the BOCC.

### Section C.

The committee membership will be drawn as follows:

1. A representative of the financial industry (economist, banker, accountant, or financial planner with five (5) years experience in the financial industry).
2. A business leader with five (5) or more years of economic development experience.
3. An individual with five (5) or more years of experience in the area of transportation.
4. An individual with five (5) or more years of complex governmental experience.
5. An at-large citizen representative.
6. An individual appointment by the City of Pensacola, as selected by the Mayor and ratified by the City County. This Committee member cannot be an elected official or a regular or contract employee of the City of Pensacola unless the City of Pensacola is not going to request funding for a project under consideration by the Committee.
7. An individual representing local environmental advocacy groups. A committee member may not be employed by or be a member of any organization that requests funding from or that will be making recommendations to, the committee.
8. Two individuals representing the citizens of Escambia County and selected by the Board of County Commissioners only after it has selected the other seven members.

### Section D.

Each appointment of an advisory committee member shall be until it has made all recommendations and completed its assignments as designated by the Board of County Commissioners. Should any committee member cease to be an elector to the County, he or she shall cease to be a committee member and shall be replaced by the Board of County Commissioners. Except for the committee member representing the City of

Pensacola, committee members may also be removed by the BOCC. Additionally, the committee shall recommend to the BOCC the removal of a committee member who accrues three unexcused absences from regularly-scheduled meetings of the committee during the calendar year. Absences may be excused by a vote of the members present any time.

### **Article III – Officers and Their Duties**

#### **Section A.**

The committee shall elect a Chairperson to preside at all meetings. The Chairperson shall be elected at the first meeting in January of each year and shall serve until the first meeting in January of the following year. There shall be no term limits for a member to serve as Chairperson.

The committee shall elect a Vice-Chairperson to preside and act on behalf of the Chairperson during his or her absence. The term of office and method of election for the Vice-Chairperson shall be the same as the Chairperson.

#### **Section B.**

Duties of the chair consist of:

1. Presiding at the meetings of the advisory committee;
2. Serving as chair of the executive committee; and
3. Appointing special subcommittees, which may include persons other than advisory committee members.

### **Article IV – Meetings and Voting**

#### **Section A.**

The committee shall establish a schedule of regular meetings, which shall be held at least every other month. A schedule of each year's regular meetings shall be distributed to all committee members in December of the preceding calendar year.

#### **Section B.**

Five (5) committee members shall constitute a quorum for the purpose of conducting business. Each member shall exercise one vote on all matters subject to a vote of the committee. All matters shall be decided by a majority vote of the quorum. No member shall abstain from voting unless the member has a conflict of interest.

#### **Section C.**

Meeting dates may be changed by consensus.

#### **Section D.**

The chairperson may call a special meeting of the committee on his or her initiative and shall call a special meeting at the request of any five members.

Section E.

All meetings will be held in a public facility of sufficient size to accommodate those present and at such locations as the committee may determine from time to time.

Section F.

The Chairperson shall prepare an agenda for all meetings. Any committee member may request that a matter be placed on the agenda. The agenda and related materials shall be distributed at least one day prior to the meeting date.

Section G.

Minutes shall be kept at each advisory committee meeting. The written summary of each meeting shall be submitted for approval of the members at the next regular meeting. Each written summary shall reflect the committee members in attendance, items discussed, each action taken at the meeting, and the vote of the members on each items presented at the meeting.

Section H.

Notice of regular or special meetings of the committee and the time and location of each meeting shall be published to the public.

The committee shall conduct its meeting in accordance with the current edition of Robert's Rules of Order, except to the extent that the provision thereof is inconsistent with Resolution R2012-50 and R2013-5.

**Article V – Sunshine Law**

The committee shall be subject to and each member shall be responsible for compliance with the Florida Sunshine Law and The Florida Public Records Act.