

RESOLUTION NO. 2018- 88

A RESOLUTION OF THE BOARD OF COUNTY COMMISSISONERS OF ST. JOHNS COUNTY, FLORIDA CREATING AND ESTABLISHING THE CITIZENS FLOOD MITIGATION ADVISORY COMMITTEE; ADOPTING BYLAWS FOR THE CITIZENS FLOOD MITIGATION ADVISORY COMMITTEE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, St. Johns County ("County") participates in the National Flood Insurance Program ("NFIP") Community Rating System ("CRS"), a voluntary incentive program administered by the Federal Emergency Management Agency that recognizes and encourages community floodplain management activities that exceed the minimum NFIP requirements; and

WHEREAS, as of 2016, the County has a CRS rating of 5, on a scale from 9 to 1; and

WHEREAS, the County intends to fulfill the requirements to achieve a rating of 4, reflecting the County's proactive approach to flood preparedness and resulting in a savings on flood insurance premiums paid by landowners in the County;

WHEREAS, as a component of its proactive approach, the County desires to form the Citizens Flood Mitigation Advisory Committee as an advisory committee to the Board of County Commissioners of St. Johns County;

WHEREAS, the Citizens Flood Mitigation Advisory Committee will review and provide public input into the County's Local Mitigation Strategies and Public Outreach programs; and

WHEREAS, the County has determined that it is beneficial and protects and furthers the public health, safety, and welfare and benefits all citizens of St. Johns County to create the Citizens Flood Mitigation Advisory Committee; and

WHEREAS, the Board of County Commissioners, at its discretion and as it deems appropriate or desirable, is authorized to adopt, amend, abolish, or otherwise change the rules and directives under which the Citizens Flood Mitigation Advisory Board operates; and

WHEREAS, at this time, the Board of County Commissioners wishes to adopt the attached bylaws in order to further the efficient and organized governance of the Citizens Flood Mitigation Advisory Committee.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County, as follows:

Section 1. The above recitals are true and correct and are incorporated herein and adopted as legislative findings of fact.

Section 2. St. Johns County hereby creates and establishes the Citizens Flood

Mitigation Advisory Committee to exist and serve as an advisory body, at the discretion, pleasure, and direction of the Board of County Commissioners.

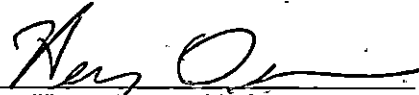
Section 3. The Board of County Commissioners approves the Citizens Flood Mitigation Advisory Committee bylaws, which are attached hereto and incorporated herein as an Exhibit to this Resolution. The Citizens Flood Mitigation Advisory Committee shall be operated pursuant to the attached bylaws.

Section 4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval of the Board of County Commissioners.

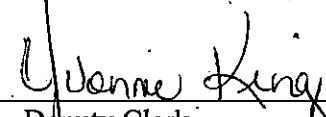
Section 5. This Resolution shall be effective upon its adoption by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 20 day of March, 2018.

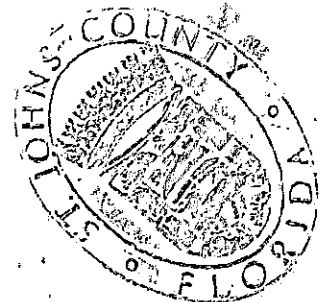
**BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY FLORIDA**

BY: 
Henry Dean, Chair

ATTEST: Hunter S. Conrad, Clerk

By: 
Deputy Clerk

RENDITION DATE **MAR 22 2018**



St. Johns County
Bylaws of the Citizens Flood Mitigation Advisory Committee

Created:

Revised:

ARTICLE I

PURPOSE

The purpose of the Citizens Flood Mitigation Advisory Committee ("Committee") is to advise the Board of County Commissioners on floodplain management and hazard mitigation strategies. The Committee's primary responsibilities are to:

- Help evaluate a Program for Public Information, an ongoing public information effort to design and transmit the messages that the community determines are most important to its flood safety and the protection of its floodplains' natural functions.
- Help evaluate a flood insurance coverage improvement plan.
- Help evaluate a floodplain management or hazard mitigation plan, including evaluating progress on any adopted plan and recommending changes.

ARTICLE II

MEMBERSHIP

Establishment. The Committee shall consist of nine (9) regular members. Members shall be appointed by the Board of County Commissioners. All Members shall serve at the pleasure of the Board of County Commissioners and may be removed at any time without cause.

Membership Requirements.

- a. All members must be St. Johns County residents or business owners or must conduct a majority of their business in St. Johns County.
- b. At least one (1) member shall be a non-governmental representative from a local insurance agency or an insurance agency that normally does business in St. Johns County.
- c. At least eight (8) members shall be non-governmental individuals who have demonstrated experience or expertise in compatible areas, including but not limited to neighborhood or homeowner associations, insurance, emergency/disaster response, utilities, chamber of commerce or other business organization, trade associations of builders or contractors, developers/real estate organizations, environmental organizations, engineering, planning, agriculture, handicap accessibility, education, non-profit organizations, business leadership, residence in the floodplain, or any other interested parties comprising the general public.

Initial Term.

In order to ensure continuity on the initial Committee, the terms of the initial appointee Members shall be staggered as follows:

- a. Two (2) regular member shall be appointed to a one (1) year term.
- b. Two (2) regular member shall be appointed to a two (2) year term.
- c. Two (2) regular member shall be appointed to a three (3) year term.
- d. Three (3) regular member shall be appointed to a four (4) year term.
- e. Initial appointee members serving an initial term of less than four (4) years may serve for another two (2) consecutive four (4) year terms.
- f. Initial appointee members serving an initial term of four (4) years may only serve for one (1) additional consecutive term.

The Board of County Commissioners may appoint specific Members to specific terms, or the initial appointee Members may draw lots at the first meeting of the Committee to determine which members will serve which terms.

Regular Term and Appointments

Except for the governmental Members and the initial term of the appointee Members, Members shall be appointed by the Board of County Commissioners to a four (4) year term, with an additional term of four (4) years as may be approved by the Board of County Commissioners. Except for the governmental Members, no Member shall serve more than two (2) consecutive terms unless otherwise approved by the Board of County Commissioners. All terms shall begin October 1 of the first year of the term and shall end September 30 of the last year of the term.

In the event that a member is appointed to complete an unexpired term two (2) years or less in length, that member is eligible to serve an additional two (2), four (4) year terms. A Member whose term has expired may be allowed to continue to serve until said Member's successor has been appointed and has commenced service on the Committee.

Regular Members

Regular members shall be those appointed to such position by the Board of County Commissioners and shall meet the attendance requirements as provided in Article IV. Regular members shall have full voting rights and privileges provided all fully executed appointment documents have been filed.

Subject to Ethics, Government in the Sunshine, and Public Records Laws

The Committee is an appointed committee subject to the State of Florida ethics laws, chapter 112, the Government in the Sunshine Laws, chapter 286, and the Public Records Laws, chapter 119. Members shall be provided with a copy or summary of Chapters 112, 119 and 286, Florida Statutes. Training may be provided by the County Attorney's Office.

ARTICLE III
ORGANIZATION

Officers. The Committee shall elect a Chair and a Vice-Chair. The Chair shall serve for two (2) years and until a successor is chosen, and the Vice-Chair shall serve for one (1) year and until a successor is chosen. Staff support will notify the Board of County Commissioner's Office annually of the names of members who serve as officers. The officers shall serve at the pleasure of the majority of the Committee and may be removed and replaced at the pleasure of a majority of the full membership of the Committee.

Method of Election of Officers. Officers shall be elected at the first meeting of the Committee and at each of the Committee's October meetings thereafter. Any member may make a nomination for an officer. Each officer shall be elected one at a time beginning with the Chair, followed by the Vice-Chair, and concluding with the Secretary. The vote will be *viva voce* for each office and the nomination serves as a motion. The nomination must be seconded. The different names shall be repeated by the outgoing or acting Chair as they are moved and seconded. The vote shall be taken after the Chair declares that nominations are closed and shall be taken on each nominee in the order in which they were nominated until one is elected by a majority of the votes.

Duties and Authority of the Chair. The Chair shall be the presiding officer of the Committee and shall take the Chair at every meeting precisely at the time for the meeting to begin, immediately call the Committee to order, call the roll on the appearance of a quorum, and proceed to the business of the Committee. The Chair shall sign all written determinations or recommendations approved by the Committee. The Chair shall be responsible for the proper execution of these bylaws and the orderly proceeding of the meeting.

Duties and Authority of the Vice-Chair. The Vice-Chair shall, in the absence, disability, or conflict of the Chair, or in the event the position of Chair becomes vacant for any reason, be the presiding officer of the Committee and exercise such administrative powers vested in the Chair.

Minutes. Minutes will be taken and maintained by a County staff member, be it the Staff Support person or staff designated as recording secretary for the purpose of the meeting. Copies of minutes will be made available as requested. Minutes shall be approved by the Committee at the following Committee meeting.

Term Limitations. Regular appointments of appointee Members will be made for four (4) year terms. No appointee member may serve more than two (2) consecutive terms.

Staff and Administrative Support. A County employee shall be appointed by the County Administrator to serve as Staff Support for each Committee appointed by the Board of County Commissioners. The Staff Support will be assigned to monitor activities, serve as liaison, and promote communication. The Staff Support may prepare Agenda packets in coordination with the Chair and present items and applications for determination by the Committee. The Staff Support may receive authorization to sign a written determination previously authorized by the Committee.

One or more employees from the County office responsible for floodplain management and one or more employees from the County public information office should be in attendance at each meeting of the Committee.

Legal Assistance. Legal advice will be provided by the County Attorney's Office as reasonably requested, and approved by the Board of County Commissioners. At the request of the Committee, the County Attorney's Office may provide information and training on ethics, the Government in the Sunshine law, the Public Records law, and procedural duties.

Annual Reports. The Committee must submit an Annual Report to the Board of County Commissioners by April 1st indicating its activities and accomplishments for the previous calendar year. The report should include the mission statement of the Committee, projections for the current calendar year, long-term goals and projections, and any other relevant information, such as the proposed budget, if applicable.

ARTICLE IV

MEETINGS

Meeting Schedule. The Committee shall hold regular quarterly meetings, and may meet more frequently if needed or may meet on an alternate day as provided in its rules.

Agenda. Staff Support shall prepare an agenda for all Committee meetings and workshops in accordance with Committee instructions. Items on the Agenda shall be reasonably noticed.

Quorum. A majority of the membership of the Committee shall constitute a quorum for the purpose of meetings and transacting business. The physical presence of five (5) Members shall constitute a quorum.

If the Committee is unable to obtain a quorum at a regularly scheduled meeting, it shall continue all items until the next regularly scheduled meeting. If the Committee is unable to obtain a quorum at the next regularly scheduled meeting, all items may be administratively approved.

Attendance. If any appointed member of a Committee fails to attend three (3) consecutive regularly scheduled meetings or five (5) of twelve (12) regular or special meetings or workshops of the Committee, the Committee shall declare the member's office vacant and the vacancy shall be filled. Staff shall maintain a record of absences and enforce the attendance policy.

Rules of Decorum and Civility. It shall be the responsibility of the Chair, or in the Chair's absence, the Vice-Chair, to promote and preserve order and decorum. Members shall neither by conversation nor otherwise delay or interrupt the proceedings or peace of the Committee nor disturb any member while speaking or refuse to obey the orders of the Committee or its Chair.

Public Comment. Members of the public shall be given a reasonable opportunity to be heard on a proposition before the Committee prior to any official action. Additionally, members of the public shall be given an opportunity to be heard on items not appearing in the agenda and which reasonably may need the attention of the Committee. No person shall address the Committee unless

permitted by the Chair. Each person addressing the Committee shall limit comments to three (3) minutes, unless extended by the Chair for good cause. Public Comment shall not require an immediate response by any member of the Committee.

Committee Member to Vote. Sections 112.311–.326, Florida Statutes, set forth a code of ethics for public officers and employees. A Committee member may not abstain from voting unless there is, or appears to be, a possible conflict of interest under sections 112.311, 112.313, or 112.3143, Florida Statutes. A Committee member may not participate in any matter which would inure to the member's special private gain or loss, knows would inure to the special private gain or loss of any principal, or inures to the special private gain or loss of a relative or business associate, without first disclosing the nature of the interest. In a quasi-judicial proceeding, a Member may abstain from voting on such matter if the abstention is to assure a fair proceeding free from potential bias or prejudice.

Voting. Action by the Committee shall be by motion nominated and seconded. Approval of the motion shall be by majority vote of those Members present. Failure to receive a majority vote shall act as a denial of the proposed motion.

ARTICLE V

AMENDMENTS, SUSPENSION, INTERPRETATION

Proposal. Any member of the Committee or the Board of County Commissioners may propose amendments to these Bylaws. Bylaws may be amended by resolution accepted and approved by Board of County Commissioners.

Suspension. A motion to suspend any provision of these rules may be made by any County Commissioner. A suspension is a non-debatable motion. These Bylaws may only be suspended by a majority plus one of the Commissioners present. Once suspended, the rules remain suspended only for the time indicated in the motion.

No Invalidation. These Bylaws are for the efficient operation of the Committee. Non-compliance of any particular Rule shall not independently be grounds for the invalidation of any Committee action.

Conflict. In the event of a conflict between the Bylaws and Section 2 of the Board of County Commissioners Rules and Policies, the Bylaws shall prevail, unless approved by a super majority vote of the Board of County Commissioners.