



# MEMORANDUM

AGENDA ITEM #VII.A

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DATE: JULY 18, 2022

TO: COUNCIL MEMBERS

FROM: STAFF

SUBJECT: ATTENDANCE FORM / STATEMENT OF ORGANIZATION (ADOPTED APRIL 26, 2021)

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## Statement of Organization – Adopted April 26, 2021

### 6.0 Removal from Office

Should a Council Member have three (3) consecutive, unexcused absences from regular meetings or miss more than one-half of the regularly scheduled meetings in a calendar year without providing the Council a justifiable reason for the absence in writing, the Secretary shall so advise the appropriate member government, or the Governor, and request another appointment. Justifiable reasons shall be defined as:

- (a) Sickness;
- (b) Disability;
- (c) Temporary absence from the jurisdiction;
- (d) Excused absence by the Chair or the Executive Director; or
- (e) Required attendance at another public meeting or hearing called pursuant to Chapter

286, Florida Statutes, as amended from time to time. Members may be removed from the Council by the legal appointing authority which made the appointment only after written notice of such action has been received by the Council.

### 8.0 Meetings

(9) Council Members are strongly encouraged to physically attend Council Meetings. However, special circumstances may necessitate a member's participation via teleconferencing. In the event, the following shall apply:

- (a) A quorum must otherwise be present at that meeting.
- (b) An absent member can be present as a voting member via teleconferencing or virtual meeting conducted in accordance with Communications Media Technology (CMT) under Chapter 120, Florida Statutes, as amended from time to time, throughout the discussion on a specific matter pending before the South Florida Regional Planning Council. Use of cellular phones while driving is strongly discouraged.

### Information only.



South Florida Regional Planning Council  
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954.924.3653 Phone, 954.924.3654 FAX  
[www.sfrationalcouncil.org](http://www.sfrationalcouncil.org)

2021/2022 ATTENDANCE RECORD

COUNCILMEMBERS	7/26	9/27 **	9/27	10/25	11/8 MC	01/24 MDC	2/28	3/18 *	4/25 EC/CM	6/27
<b>BAILEY, Mario,</b> <i>Immediate Past Chair</i> Governor's Appointee	P	*	*	VP	P	P	VP	*	VP	VP
<b>CATES, Craig,</b> Monroe County Commission	-	-	-	-	-	P	VP	*	VP	*
<b>COLDIRON, Michelle,</b> <i>Secretary</i> Monroe County Commission	VP		VP	VP	P	P	P	P	P	*
<b>CORRADINO, Joseph</b> Mayor, Village of Pincrest	*		*	*	*	*	P	*	P	P
<b>FURR, Beam, 2<sup>nd</sup> Vice-Chair</b> Broward County Commission	P	P	P	P	P	VP	P	P	P	P
<b>GARCIA, René, Treasurer</b> Miami-Dade Co. Commission	VP	VP	VP	VP	*	VP	VP	*	VP	VP
<b>GELLER, Steve, Chair</b> Broward County Commission	P	P	P	*	VP	P	VP	P	P	P
<b>GILBERT, III, Oliver</b> Miami-Dade Co. Commission	*		A	A	A	A	*	*	A	A
<b>GOLDBERG, Cary</b> Governor's Appointee	*		VP	P	A	*	P	*	P	A
<b>KAUFMAN, Samuel,</b> <i>First Vice Chair</i> Commissioner, Key West	VP	*	VP	VP	VP	VP	VP	*	VP	*
<b>LEONARD, Jordan,</b> Councilmember, Bay Harbor Islands	P		*	P	VP	*	VP	*	-	-
<b>McGHEE, Kionne</b> Miami-Dade Co. Commission	-	-	-	-	-	P	*	*	A	A
<b>ROSS, Greg</b> Mayor, Cooper City	P	*	*	*	VP	VP	VP	P	*	*
<b>UDINE, Michael</b> Mayor, Broward County	VP	VP	VP	P	*	VP	VP	*	VP	VP
<b>ZIADE, Ana M.</b> Mayor, North Lauderdale	VP	P	P	P	P	VP	P	P	P	P

2021/2022 ATTENDANCE RECORD

EX-OFFICIO MEMBERS	7/26	9/27 **	9/27	10/25	11/8 MC	01/24 MDC	2/28	3/18 *	4/25 EC/CM	6/27
<b>ANDREOTTA, JASON</b> Florida Dept. of Environmental Protection	*		D	D	*	D	VP	P	VP	D
<b>HUYNH, DAT</b> Florida Dept. of Transportation	VP		*	VP	VP	VP	VP	*	VP	VP
<b>MAYERS, Lorraine</b> South Florida Water Management District	VP		VP	*	VP	VP	P	P	VP	*
Department of Economic Development	-	-	-	-	-	-	-	-	-	-

A majority of the meetings were physical/virtual meetings

P = Present

VP = Virtually Present

A = Absent

D = Designee Present

\* = Excused Absence

- = Not Yet Appointed

MDC = MIAMI-DADE COUNTY

MC = MONROE COUNTY

\* *Joint Meeting March 18, 2022*

\*\* Exec. Committee/Workshop only



# Statement of Organization

*~ Adopted April 26, 2021 ~*



*Proudly serving South Florida since 1974*

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## *1.0 – Organization*

The South Florida Regional Planning Council (Council) is organized under the authority of Chapter 186, Florida Statutes, as amended from time to time. The Council is located in Comprehensive Planning District Ten and consists of the counties of Broward, Miami-Dade and Monroe. Council headquarters shall be in a central location as determined by a majority vote of the Council. Field offices may be maintained at other locations.

Council is further organized pursuant to the terms, conditions and provisions of that certain Interlocal Agreement creating the Council by and between the Counties of Broward, Miami-Dade, and Monroe, each being a political subdivision of the State of Florida and recorded in the Public Records of each County in 1993.

## *2.0 – Purpose*

The Council's purpose is:

- (1) To exercise the rights, duties, and powers of a regional planning council as defined in Chapters 186 and 163 and Section 403.723, Florida Statutes, as amended from time to time and of a regional planning agency as defined in Chapter 23, Section 403.723, and Chapter 380, Florida Statutes, as amended from time to time, including those functions enumerated by legislative finding and declarations of Chapter 186, Florida Statutes, as amended from time to time and other applicable federal, State and local laws.
- (2) To conduct the comprehensive regional planning process.
- (3) To provide regional coordination for the local governments in the South Florida Region.
- (4) To exchange, interchange, and review the various programs referred to it which are of regional concern.
- (5) To promote communication among local governments in the Region.
- (6) To identify and resolve regional problems and issues.
- (7) To cooperate with federal, State, local and non-governmental agencies and citizens.
- (8) To assure the orderly and balanced growth and development of this Region, consistent with the protection of the natural resources and environment of the Region, and to promote safety, welfare and quality of life of the residents of the Region.
- (9) To encourage and promote communications between neighboring regional planning districts in an attempt to insure compatibility in development and long-range planning goals.
- (10) To establish, manage and maintain various revolving loan programs.

- (11) To coordinate and host conferences and other events intended to facilitate the exchange of ideas with interested community stakeholders, including private organizations, on issues relevant to the region.

### *3.0 – Definitions*

- (1) Council Member(s) - representatives appointed by the Governor, member county, or Municipal League of Cities.
- (2) Council - the South Florida Regional Planning Council.
- (3) Strategic Regional Policy Plan - a long-range guide for physical, economic and social development of the Region which identifies regional goals and objectives, and policies.
- (4) Elected official - a member of the governing body of a municipality or county.
- (5) Ex-Officio Members - the Governor or appropriate Department shall appoint certain ex-officio, non-voting members to each regional planning council:
  - (a) A representative of the Department of Transportation;
  - (b) A representative of the Department of Environmental Protection;
  - (c) A representative nominated by Enterprise Florida, Inc. or the Department of Economic Opportunity; and
  - (d) A representative of the South Florida Water Management District.

The Governor may also appoint ex-officio, non-voting members representing appropriate metropolitan planning organizations and regional water supply authorities, as applicable. (See Section 186.504, Florida Statutes, as amended from time to time)

- (6) Federal or federal government – the government of the United States of America or any department, commission, agency or instrumentality thereof.
- (7) Local general purpose government – any municipality or county created pursuant to the authority granted under Section 1 and 2, Article VIII of the Constitution for the State of Florida.
- (8) Member County – the principal member units representing each of the counties in the Region: Miami-Dade, Broward, and Monroe counties.
- (9) Municipal League of Cities - the respective league of cities representing Miami-Dade, Broward, and Monroe county municipal governments.
- (10) Region or South Florida Region – the geographical area, including both land and water, within or adjacent to the counties of Broward, Miami-Dade and Monroe.
- (11) State or State government – the government of the State of Florida, or any department, commission, agency or instrumentality thereof.

## *4.0 – Membership, Voting and Term of Office*

- (1) Broward County and Miami-Dade County shall each be represented by three (3) county commissioners, and Monroe County shall be represented by two (2) county commissioners. All members shall be selected from the respective elective governing body by the Chair of the County Commission.
- (2) Monroe County, in addition to the membership in (1), shall be entitled to one (1) elected official member to serve on the Council. Broward and Miami-Dade counties, in addition to the membership in (1) shall be entitled to two (2) elected official members to serve on the Council. Such members shall be elected officials of general-purpose municipal government appointed by the respective League of Cities representing the county.
- (3) The Governor of the State of Florida shall appoint a maximum of six (6) voting members. Each county in the Region shall be represented by a minimum of one (1) appointment by the Governor.
- (4) The names of all Council Members shall be recorded in the Council minutes.
- (5) For the conduct of all business, each Council Member shall have one (1) equal vote.
- (6) The basic term of office for Council Members appointed by the Governor shall not exceed three (3) years. All appointed representatives shall be eligible for reappointment. This section shall not be construed to limit the authority or ability of governmental, collegial bodies to change their appointments to the Council.
- (7) The initial term and any subsequent terms of office for Council Members appointed by the Chairs of the county commissions shall be determined by the Commission Chairs as otherwise provided by law.
- (8) It is the express purpose and intent of this Statement of Organization that the composition of Council Members reflects the diversity in the community of South Florida and that appointments made by the Governor, by principal member units and member governments shall, in all instances, embrace the multi-cultural, multi-ethnic, multi-lingual and multi-racial environment of South Florida.
- (9) No Council Member may serve more than ten (10) consecutive years.

## *5.0 – Vacancies*

Any vacancy in membership shall be filled for the unexpired term in the same manner as the initial appointment.



## *6.0 – Removal from Office*

Should a Council Member have three (3) consecutive, unexcused absences from regular meetings or miss more than one-half of the regularly scheduled meetings in a calendar year without providing the Council a justifiable reason for the absence in writing, the Secretary shall so advise the appropriate member government, or the Governor, and request another appointment. Justifiable reasons shall be defined as:

- (a) Sickness;
- (b) Disability;
- (c) Temporary absence from the jurisdiction;
- (d) Excused absence by the Chair or the Executive Director; or
- (e) Required attendance at another public meeting or hearing called pursuant to Chapter 286, Florida Statutes, as amended from time to time.

Members may be removed from the Council by the legal appointing authority which made the appointment only after written notice of such action has been received by the Council.

## *7.0 – Officers, Term of Office and Duties*

- (1) The regular January meeting shall be the annual meeting of the Council, and shall be for the purpose of electing the new officers and conducting such other business as may come before the members. The Council shall elect from its membership the following officers: Chair, First Vice-Chair, Second Vice-Chair, Treasurer and Secretary. It is the express intent of this provision that at all times there shall be a balanced representation among the member governments and governor's appointees as members of the Executive Committee so that there is at least one (1) county or municipal representative from each County. Each member so elected shall serve for one (1) year or until reelected or a successor is elected. It is the intent of the Council that Executive Committee Members shall be advanced in his/her respective positions each year, so long as such Council Member continues to serve as an appointed member, from Secretary to Treasurer, Treasurer to Second Vice-Chair, Second Vice-Chair to First Vice-Chair, First Vice-Chair to Chair, in that order.
- (2) The newly elected officers shall be declared installed following their election, and shall assume the duties of office.
  - (a) The Chair shall be responsible for overseeing the organization of the work of the Council; for seeing that all policies of the Council are carried out; for signing any contract or other instrument which the Council deems in its interest; and for presiding over all Council meetings. The Chair, or a designated Council Member, shall be an ex-officio member of all committees. Notwithstanding the above, all

renewal contracts can be signed by the Executive Director after review and written approval by General Counsel. Any new contracts can be signed by the Executive Director after review and written approval by the General Counsel, and 48 hours following transmittal to the Chair of the proposed contract which has been approved in writing by the General Counsel.

- (b) The First Vice-Chair shall act in the Chair's absence or inability to act. The First Vice-Chair shall perform such other functions as may be assigned by the Chair or the Council.
  - (c) The Second Vice-Chair shall act in the Chair's and First Vice-Chair's absence or inability to act. The Second Vice-Chair shall perform such other functions as may be assigned by the Chair or the Council.
  - (d) The Treasurer shall be responsible for general oversight of the financial affairs of the Council and such other duties as may be assigned by the Chair or the Council.
  - (e) The Secretary shall be responsible for minutes for the meeting, keeping the roll of members, and such other duties as may be assigned by the Chair or the Council.
- (3)
- (a) There shall be an Executive Committee consisting of the Chair, First Vice-Chair, Second Vice-Chair, Treasurer, Secretary, and the most recent Past Chair still in continuous service on the Council. If there is no most recent Past Chair still in continuous service, the Executive Committee may be comprised of five (5) members.
  - (b) The Executive Committee shall act for and on behalf of the Council and shall take such action as may reasonably be necessary to fulfill the duties, functions and responsibilities of the Council as if a quorum were present. It is the intention of the Council that other members present at a Council meeting where a quorum is not present and where the Executive Committee shall act for and on behalf of the Council, shall be permitted to fully participate in the proceedings and matters then pending before the Council or the Executive Committee.
  - (c) Where, in the opinion of the Chair of the Executive Committee, an emergency situation exists, the Executive Committee may convene at the principal office of the Council, and act in response to the emergency situation. For purposes of this section, an "emergency situation" is defined as an event which is, unforeseen, unexpected, or time sensitive, in which there is not sufficient time for the full Council to meet, or is a sudden or unforeseen natural or manmade event that necessitates immediate action for and on behalf of the Council. An emergency situation is not a self-created matter by a member or members of the Council. Any

meeting and action taken by the Executive Committee in response to the declared emergency situation shall be ratified by the Council at the next regular meeting.

## *8.0 – Meetings*

- (1) The annual election of officers shall be held during the January meeting in each year.
- (2) There shall be a Nominating Committee which shall consist of the Immediate Past Chair in addition to two other members of the Council who shall be selected by the Chair not later than December prior to the January meeting at which the annual election of officers shall be conducted. No two (2) members of the Nominating Committee shall reside in the same County.
- (3) Regular meetings shall be held on the days and times established by the Council.
- (4) Special meetings may be called by the Chair at his/her discretion or shall be called when requested by members from two-thirds of the principal member units. Legal Adequate notice shall be given to all Council Members stating the date, hour, and place of the meeting and the purpose for which such meeting is called, and no other business shall be transacted at that meeting. Furthermore, the Executive Director and/or his/her designee shall notify the applicable media within the South Florida Region and shall comply with the applicable provisions of Chapter 286, Florida Statutes, as amended from time to time. However, if a determination to hold a special meeting is reflected upon the record of any Council meeting, no additional notice is necessary.
- (5) The place and time of each regular meeting shall be determined by the membership prior to the adjournment of the previous meeting. In the absence of such determination, the time and place of the meeting(s) shall be determined by the Chair. The Council may establish a regular meeting time and place, in which case no special action by either the Council or the Chair is required, provided the meeting is to be held at the regular time and place.
- (6) Written notice of all Council meetings shall be mailed to each member at the member's address, as it appears on the records of the Council, at least seven (7) days prior to that meeting. The notice shall state the date, time, place and the business to be transacted. Business transacted at all special meetings shall be confined to the subject stated in the notice.
- (7) All official meetings of the Council shall be open to the public as required by the Florida Sunshine Law, Chapter 286, Florida Statutes, as amended from time to time and shall meet the requirements of the applicable sections of the Florida Administrative Procedure Act, Chapter 120, Florida Statutes, as amended from time to time.
- (8) When a quorum has been determined to be present according to §120.525 Florida Statutes (2020) as amended from time to time, a majority of those present may take action on all matters presented at the meeting. Each member present shall vote on each question presented to the Council except in

the event that a member abstains from voting pursuant to the applicable provisions of Section 112.3143, Florida Statutes, as amended from time to time. So long as a quorum is initially present at the commencement of a regular or special meeting, the public business of the Council shall continue, unabated, if a quorum is lost during the course of such regular or special meeting, subject to the condition that a quorum is maintained or reestablished by the Executive Committee.

(9) Council Members are strongly encouraged to physically attend Council Meetings. However, special circumstances may necessitate a member's participation via teleconferencing. In the event, the following shall apply:

- (a) A quorum must otherwise be present at that meeting.
- (b) An absent member can be present as a voting member via teleconferencing or virtual meeting conducted in accordance with Communications Media Technology (CMT) under Chapter 120, Florida Statutes, as amended from time to time, throughout the discussion on a specific matter pending before the South Florida Regional Planning Council. Use of cellular phones while driving is strongly discouraged.

(10) Members of the public shall be given a reasonable opportunity to be heard by the Council before it takes official action on a proposition. Public participation at the meetings shall be in the following manner:

- (a) Members of the public may speak only at times designated by the Chair.
- (b) If a member of the public is designated to speak on an item by the Chair, the member of the public shall step to the floor microphone and state her/his name and address in an audible tone for the record.
- (c) During public participation any member of the public may speak to any issue under consideration by the Council prior to its adoption.
- (d) Remarks shall be limited to the question(s) under discussion. Speakers will be limited to three minutes during this time. The Chair may further reasonably limit the time period provided for public comment, as necessary, in order to ensure that all members of the public seeking to speak are afforded an opportunity to do so in a timely manner. Additional time may be added by the Chair.
- (e) Any individual who causes a disruption or disturbance of a meeting shall be warned by the Chair that their conduct is interfering or disturbing the order of the meeting and shall be given the opportunity to cease the offending conduct. If the individual fails to cease the offending conduct and continues to interrupt or disrupt the meeting, the individual may be requested to leave the meeting by the Chair.

- (f) Persons whose allotted time to speak has expired shall be so advised by the Chair to conclude. Cumulative and repetitive testimony should be avoided on any matter. Persons of the same position as the previous speaker may simply state their names, address and the positions with which they agree. Members of the public are permitted and encouraged to submit written testimony to the Recording Secretary in advance of a Council Meeting, which shall become part of the official public record.
- (g) Any person who, at a Council or board meeting, willfully interrupts or disturbs the meeting in violation of Section 871.01, Florida Statutes, entitled “Disturbing Schools and Religious and Other Assemblies,” as amended from time to time, is subject to arrest by those law enforcement officers present.
- (h) The public’s right to speak prior to official action being taken by the Council does not apply in the following circumstances:
  - (1) If the Council must take official action to deal with an emergency situation affecting the public health, welfare, or safety, when compliance with the requirements would cause an unreasonable delay in the ability of the Council to act;
  - (2) Official action by the Council involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
  - (3) Any council meeting that is otherwise exempt from the open meeting requirements of Section 286.011, Florida Statutes; or
  - (4) Meetings in which the Council is acting in a quasi-judicial capacity. However, this exclusion does not affect the right of a person to be heard as otherwise provided by law.

## *9.0 – Finances*

- (1) The work year and fiscal year of the Council shall be the twelve (12) months beginning the first day of October and ending the thirtieth day of September.
- (2) The Council shall adopt a work program and budget for each fiscal year and shall, before August 1, certify the resultant membership fee to the Clerk of the governing body of each principal member unit. Each principal member unit shall include in its annual budget and provide to the Council funds in an amount sufficient to fund its proportionate or minimum share of the Council’s adopted budget.

- (3) The proportionate share of the budget of the Council shall be an amount which bears the same ratio to the local share of the total annual Council budget as the population of each principal member unit bears to the total population of all participatory counties, based upon the most current annual population estimates provided by the State of Florida pursuant to Section 23.019, Florida Statutes, as amended from time to time. The local share is the total annual budget minus funds supplied to the Council under contract with Federal or State agencies.
- (4) The Council, in adopting its annual budget, may establish a reasonable minimum and maximum financial contribution from each principal member unit.
- (5) Assessments shall be due in full on October 1.
- (6) Each principal member government that does not remit the assessed amount by November 1 shall lose all voting privileges, both for representatives from the principal member and other appointees from the county, until payment is made.
- (7) The Council shall, from time to time, designate persons to sign any and all checks issued by the Council which may include any persons serving on the Executive Committee and the Executive Director of the Council in addition to any other member so designated by the Council. Any person serving on the Executive Committee and the Executive Director of the Council are designated to sign all checks issued by the Council. Additional Council Members may be designated as signatories by the Council to avoid problems associated with time or distance. All checks are to be signed by two (2) of the above designated persons. If the Treasurer is not locally available and able to sign the checks, the check signature request will go to locally available members of the Executive Committee commencing with the Chair.
- (8) The budget and such other changes, amendments or supplements as may be necessary to conduct the fiscal affairs of the Council may be amended from time to time by action of the Council provided, however, that the budget may not be amended to increase the annual per capita contribution by the principal member units.
- (9) The purchase of any single item of either equipment or goods which will require the expenditure of more than twenty thousand dollars (\$20,000) must be approved by the Council.

## *10.0 – Powers*

The Council has all powers granted to regional planning councils or regional planning agencies by Chapter 23, Chapter 160, Section 163.01, Section 163.3184, Section 403.723, and Chapter 380, Florida Statutes, as amended from time to time.

## *11.0 – Code of Ethics for Public Officers and Employees*

Council members are governed by the Code of Ethics for Public Officer and Employees, adopted by the Legislature as Part III of Chapter 112, Florida Statutes, and as amended from time to time, which contains standards of ethical conduct and disclosures applicable to public officers, employees, candidates, lobbyists, and others in State and local government.

## *12.0 – Staff*

- (1) The Council shall employ and set the compensation of an Executive Director, who shall serve at the pleasure of the Council.
- (2) The Executive Director shall employ and discharge professional, technical, or clerical staff as may be necessary to carry out the purpose of the Council. The Executive Director may make agreements with other agencies, within or without the geographic boundaries of the region, for temporary transfer, loan, or other cooperative use of staff employees and, with the consent of the Council or pursuant to procedures established by the Council, may acquire the services of consultants.
- (3) The Executive Director shall be responsible to the Council for supervising and administering the work program of the Council, including preparation of a proposed annual budget, for administration and supervision of Council employees, and for acquiring employee benefit coverage.
- (4) The Executive Director shall act as assistant to the Council officers in performing their duties and shall, at the direction of the Secretary, prepare minutes of each meeting and be responsible for distributing copies to members of the Council, and shall perform such other duties and responsibilities as directed by the Council.
- (5) The Executive Director shall act as Agency Clerk.

## *13.0 – Committees*

- (1) The Council shall establish and maintain such committees as it deems necessary to carry out the purposes and objectives of the Council. Committees shall be created or discontinued by the Chair as directed by the Council.
- (2) All committees and Chairs thereof shall be appointed by the Council Chair, with the approval of a majority of the Council, except that when the need arises between regular meetings of the Council the Chair may fill vacancies, and/or appoint temporary committee members or Chair thereof. Any person so appointed by the Chair between regular meetings of the Council shall have full and complete authority to vote and carry out the duties of regular committee members until the next regular meeting of the Council or such shorter period of time as the Chair shall determine. The

authority of the person appointed by the Chair between regular meetings of the Council may not extend past the next regular meeting unless confirmed by a majority of the Council. If a majority of the Council does not confirm the person appointed for future service on the committee, this shall in no way affect the validity of the actions taken by such person during the period between regular meetings of the Council.

- (3) The Chair shall have the authority to create committees in between Council meetings and appoint members, subject to ratification of the Council at its next regular meeting. All committees created by the Chair shall sunset at the expiration of the Chair's term unless extended by the incoming Chair.

## *14.0 – Plans, Studies, Activities, and Reports*

- (1) The Council shall prepare and adopt, pursuant to the requirements of Chapter 186 and Chapter 120, Florida Statutes, as amended from time to time, a Strategic Regional Policy Plan. The Plan may be adopted in full, or specific elements or portions of the Plan may be adopted separately. The Plan and the elements shall be based on studies of the resources of the Region. The Plan or Plan element, when adopted, shall constitute the basis for the Council's actions when performing its assigned responsibilities of receiving Developments of Regional Impact, Local Government Comprehensive Plans, federally-assisted projects, and other regional overview or comment functions.
- (2) In the event one or more governmental units or public agencies within the Region should desire the staff of the Council to conduct special studies or activities pertaining to a portion of the entire Region, they may make application to the Council by ordinance, resolution, rule or order, wherein the applying entities bind themselves to pay all costs involved in the study or activity. If the Council deems the study or activity feasible, it may enter into a separate contract with the particular entity to conduct same.
- (3) The Council shall prepare an annual report on its activities. Copies of this report shall be provided to the appropriate State entities and all general purpose local governments within the Region. Copies of the report will also be available to interested persons upon payment of the cost to produce the report.
- (4) The Council shall make reports jointly with other regional planning councils to the appropriate legislative committees, as required or requested.
- (5) The Council shall annually prepare an accounting of the receipts and disbursements of all funds received by the Council for its preceding fiscal year. This accounting shall be rendered in accordance with Section 160.02(8), Florida Statutes, as amended from time to time.



## 15.0 – Agenda Procedure

- (1) For each Council meeting the Agenda shall be set in the following manner:
  - (a) The Agenda shall be set ten (10) days prior to each meeting.
  - (b) The responsibility of setting the Agenda shall be that of the Executive Director. In fulfilling this responsibility, the Executive Director may consult with the Chair. All items requested by the Chair shall be placed on the Agenda.
  - (c) Any member of the Council shall be permitted to add items to the Agenda so long as a request to do so is filed with the Executive Director at least five (5) business days prior to a regular or special meeting.
  - (d) Any additions, modifications, or deletions to the Agenda subsequent to it being set shall be in accordance with the provisions of Chapter 120, Florida Statutes, as amended from time to time. In particular, such additions, modifications, or deletions must be determined to be of a critical or emergency nature. Items to be included within the scope of a critical or emergency nature could be items that would require Council action prior to a subsequent regularly scheduled meeting at which time the item could be considered, and that by delaying consideration the purpose of the Council would not be reasonably achieved.
  - (e) Emergency matters may be added to the Agenda of any regular or special meeting to the extent that the majority of the quorum then present of the Council approves of the addition which shall include the finding of an emergency, so as to place the item appropriately before the Council.
- (2) Any person, individual, or organization may request that an item be placed on the Agenda. All requests shall be considered in the following manner:
  - (a) All requests for placing an item on the Agenda, except those made by the Chair, shall be made in writing to the Executive Director stating the following:
    - The subject matter to be considered;
    - The purpose in making the request;
    - The action requested of the Council, if any; and
    - The meeting date at which the item would be considered, indicating the reason, if any, for requesting the date.
  - (b) The item requested shall be placed on the Agenda of the next regularly scheduled meeting, provided that:
    - 1) The request is received a minimum of fourteen (14) days prior to the meeting;

- 2) The Executive Director determines that:
  - a) The subject matter of the request can reasonably be considered to be within the purpose of the Council as set forth in 2.0 of this Statement of Organization; and
  - b) Sufficient staff effort and resources are available to properly prepare a report and recommendation on the requested subject, when necessary.

In making these determinations, the Executive Director may confer with the Chair. All requests which are not placed on the Agenda shall be brought to the attention of the Council by the Executive Director at the next meeting.

- (c) Should a Council Member wish to have an item, previously considered and acted upon by the Council, reconsidered, the Council Member may request, at any regular Council meeting, that the item be placed on the next meeting Agenda. The request must receive a majority vote of the Council Members present to agenda the item.
- (3) Unless otherwise provided by Chapter 120, Florida Statutes, as amended from time to time, provided herein, Robert's Rules of Order, as revised, shall govern in all council proceedings.

## *16.0 – Withdrawal and Dissolution*

Any principal member unit may withdraw its membership by resolution duly adopted by its governing body, and upon giving at least twelve (12) months written notice of withdrawal to the Chair or chief elected official of the governing body of each principal member unit. The withdrawal shall only be effective at the close of the fiscal year (September 30), with all funding and contractual obligations of the withdrawing principal member unit continuing until the effective date. All property, real or personal, of the Council on the effective date of such withdrawal shall remain the property of the Council and the withdrawing principal member unit shall have no right thereto.

## *17.0 – Compensation and Expenses of Members*

- (1) Members shall receive no compensation for their services but shall be reimbursed by the Council for traveling expenses incurred while engaged in specific, authorized activities on behalf of the Council if requested. Such reimbursement shall be in accordance with the provisions of Chapter 112.061, Florida Statutes, as amended from time to time.
- (2) Each appointing authority shall be responsible for the expense of its appointed members in attending meetings of the Council held within the boundaries of District Ten. The Council will be responsible

for any other travel within the boundaries of District Ten and any authorized travel outside of District Ten.

- (3) The Council shall, from time to time authorize travel expenditures for Council Members at either a regular or special meeting called for that purpose. The Council shall, in consultation with the Executive Director, develop a travel policy which will articulate and codify the process and procedure for travel of the Council and its professional staff. The designated representative of the Council for the purpose of authorizing travel expenditures for Council Members shall be the Chair, except that for approval for travel expenditures of the Chair, the First Vice-Chair, the Second Vice-Chair or in their absence the Treasurer or Secretary, shall be the designated representative.
- (4) Authorization requests for travel of Council Members need not be accompanied by a signed statement of any other person prior to approval of such request being granted. Council Members do not have supervisors, as that term is used in Section Florida Statute 112.061(3)(a), Florida Statutes, as amended from time to time; therefore, this requirement is inapplicable.

## *18.0 – Amendments*

This Statement of Organization 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 amendment;
- (2) The proposed amendment is placed on the Agenda of the next scheduled meeting following such presentation;
- (3) The proposed written change shall be mailed 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 by a three-fourths (3/4) majority vote of the members present at the Council meeting; and
- (6) All proposed amendments will be required to comply procedurally with the requirements of Chapter 120, Florida Statutes, as amended from time to time.

## *19.0 – Gender Neutral*

It is the express purpose and intention of the Council that all terms or references to gender in this Statement of Organization shall be gender neutral, as the context may require. All references within this Statement of Organization shall follow and subscribe to the purpose and intent of the designation described herein in all matters affecting the Council.

## *20.0 – Information Requests*

- (1) The principal office of the South Florida Regional Planning Council is located at 1 Oakwood Boulevard, Suite 250, Hollywood, Florida 33020. All official forms, publications, or documents are available for public inspection at the Council's principal office during regular business hours.
- (2) Copies of the Council's forms, publications and official documents prepared for public dissemination are available as follows:
  - (a) Public agencies, defined as those organizations representing the public government agencies situated in the State of Florida, receive Council publications at no charge;
  - (b) Private organizations situated in Florida, individuals, and all parties outside of Florida can receive public records, including Council publications, at cost (as prescribed by §119.07, Florida Statutes), excluding the initial thirty (30) minutes of staff time, plus fifteen (15) cents per page (single-sided) and twenty (20) cents per page (double-sided) for black and white copies of no more than 8 ½ x 14 inches; and
  - (c) Council publications, forms, and documents are available for public inspection at the Council's principal office. Private organizations situated in Florida, individuals, and all parties outside of Florida wishing photocopies may receive same at cost (as prescribed by §119.07, Florida Statutes, as amended from time to time), excluding the initial thirty (30) minutes of staff time, plus fifteen (15) cents per page (single-sided) and twenty (20) cents per page (double-sided) for black and white copies of not more than 8 ½ x 14 inches. Ledger size copies (11 x 17) and color copies are available upon request at an additional cost.
  - (d) If the nature or volume of public records requested to be inspected or copied pursuant to this subsection is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both.