



DATE: FEBRUARY 26, 2024  
TO: NOMINATING COMMITTEE  
FROM: STAFF  
SUBJECT: STATEMENT OF ORGANIZATION

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Please find herewith the proposed revisions to the Statement of Organization. These revisions update the 3.0 Definitions Section to add an additional ex-officio member from the Florida Department of Transportation (FDOT) since South Florida has two FDOT District Offices; substitutes the Department of Commerce for outdated references to Enterprise Florida, Inc. and Department of Economic Opportunity, and updates 7.0 Officers, Term of Office, and Duties to clarify that Executive Committee action taken outside of the regular, monthly meeting of the Council must be ratified at the next regular meeting, and that regular attendance at Council meetings is required to serve on the Executive Committee.

Recommendation

Approve the revisions.



- (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 from [the Department of Transportation District 4 and District 6;](#)
  - (b) A representative of the Department of Environmental Protection;
  - (c) A representative nominated by [Enterprise Florida, Inc. or the Department of Economic Opportunity the Department of Commerce;](#) 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.

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## 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 [outside of a regular Council meeting](#) shall be ratified by the Council at the next regular meeting.
  - (d) [Should an Executive Committee Member have three \(3\) consecutive, unexcused absences from regular or Executive Committee meetings or miss more than one-half of the regularly scheduled meetings in a calendar year without providing the Council a justifiable reason \(as set forth in Article 6 herein\) for the absence in writing, the Member's Executive Committee seat shall be deemed vacant and the Chair shall fill the seat by appointment as an at-large member of the Executive Committee.](#)