

# Green Cove Springs Citizen Advisory Committee

## **By-Laws Article I~ Name**

The name of this group is the Green Cove Springs Citizens Advisory Committee ("GCSCAC"). GCSCAC is a complete volunteer committee of the City of Green Cove Springs. For future references to these By-Laws, the "GCSCAC" acronym can be shortened to "CAC".

## **Article II ~ Purpose**

The CAC shall provide input and feedback on matters of public opinion regarding a variety of issues related to the operation of the City of Green Cove Springs. The input received may be factored into various decisions made by the City of Green Cove Springs.

## **Article III ~ Officers**

The officers of the CAC shall be Chair, Vice-Chair and Secretary. The duties of each office are:

**Chairperson~** To preside over all meetings of the CAC and to call special meetings as needed. The Chairperson will be a non-voting member of the CAC, unless needed in a deadlock.

**Vice Chairperson~** To perform the duties of the Chairperson in his or her absence.

**Secretary~** To record meeting summaries, attendance, prepare required reports, notify members of dates and times of meetings and such other duties as required or directed by the Chairperson. Notices of meetings shall be emailed to the CAC Coordinator at least one (1) week in advance of each meeting of the CAC, including a meeting agenda.

Initially, officers will be elected from the committee at large at the second meeting of the CAC and will serve until the election of new officers. Subsequently, officers will be elected from the Committee at large at the normally scheduled monthly meeting in October of each year for a term of two (2) years beginning the first meeting of November. No member shall serve more than two (2) consecutive terms without a majority vote of the current committee.

In the event the Chair is unable to serve their full term, the Vice-Chair shall, if accepted, fill the Chair position for the remaining term or until the next scheduled election of officers. A new Vice-Chair will be elected from the committee at large and serve the remaining term or until the next scheduled election of officers.

If unaccepted, a new Chair will be elected from the committee at large and serve the remaining term or until the next scheduled election of officers.

In the event the Vice-Chair and/or Secretary are unable to serve their full term, a new Vice-Chair and/or Secretary will be elected from the committee at large and serve the remaining term or until the next scheduled election of officers.

In the absence of the Chairperson and the Vice Chairperson, a temporary Chairperson shall be selected by the members present for that one (1) meeting.

## **Article IV ~ Duties of the Committee**

1. Provide general citizen feedback, views, and recommendations via the to the Mayor, City Council and City Manager related to issues, proposals, concepts or Ordinances and any other feedback requests that may be presented to the Group or other topics the committee, by a majority CAC vote, decides to explore.
2. Review and participate in various work elements as well as future plans and initiatives to be presented for consideration.
3. Provide a methodology whereby actions and recommendations of the CAC can be conveyed to the general citizenry through identified methods.
4. Participate in Community Outreach activities.
5. Meet with the Mayor, City Council or City Manager on an as-needed basis.
6. This is not a Policy Making committee, but an Advisory Committee. Feedback gathered may be used to develop ordinances, policies and directions of the City through the Mayor, City Council and City Manager.

## **Article V ~ Composition and Terms**

New CAC membership will be considered throughout the year and members will be voted on and initially appointed or re-appointed by the CAC on a quarterly schedule (January, April, July, October). Members will serve one two-year term before re-appointment; at which time a new oath will be signed. All terms will begin in the quarter immediately following the appointment date.

Membership on the Committee is limited to: (A) Residents of the City of Green Cove Springs; (B) Clay County residents who reside within one (1) mile of the existing city limits of the City of Green Cove Springs; or, (C) Business owners, whose business is located within the city limits of the City of Green Cove Springs and who have a current business license issued by the City of Green Cove Springs; (D) Business owners, whose business is located within 1 mile of the existing city limits or utility service area of Green Cove Springs.

## **Article VI ~ Meeting**

Regular meetings of the CAC shall meet on the 2nd Thursday of each month at 6:30 PM in the Green Cove Springs Police Department EOC. All meetings will be coordinated with the CAC Coordinator. Regular meetings that fall on Holidays will be cancelled or rescheduled to an alternate Thursday and so noted on the CAC Meeting Minutes.

In order for business to be transacted or for a meeting to be considered official, at least one- third (1/3) of the roster members of the CAC must be present.

Any vote will be considered valid if at least one- third (1/3) of the roster members of the CAC members present vote in favor of a properly made and seconded motion from the membership.

Any CAC member who is absent without excuse for two (2) consecutive meetings, may be removed from membership of the CAC. Excused notices must be provided to the Chairman, Secretary, or CAC Coordinator.

All meetings will be governed by the current edition of Robert's Rules of Order. All meetings will follow the agenda format below:

## AGENDA

### Call to Order

**Chairman to call on members of the audience wishing to address the Council on matters not on the agenda.**

### Approval of Minutes

### New Business

### Old Business

### Adjournment

### Article VII~ Amendments to By-Laws

These By-laws are intended to serve as a guide for minimum participation by members of the CAC. Members may recommend amendments of the By-laws in order to improve the Committee's overall performance. Notice of the intent to revise the By-laws must be given in the agenda that is distributed one (1) week prior to the meeting at which the amendment(s) shall be discussed. A vote of eighty (80%) percent of the members present shall be required for the recommended change to the By-laws to be valid. Amendments to the By-laws of the CAC must be ratified by the Mayor and Council of the City of Green Cove Springs.

Adopted this \_\_\_\_ day of \_\_\_\_\_ 202\_\_

\_\_\_\_\_  
Charles Sohm, Chairman  
Green Cove Springs Citizens Advisory Committee

Approved by the Mayor and City Council on \_\_\_\_\_

\_\_\_\_\_  
Steven R. Kelley, Mayor  
City of Green Cove Springs

\_\_\_\_\_  
Erin West, City Clerk  
City of Green Cove Springs