

Green Cove Springs Citizens 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 Government. 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 Government. The input received may be factored into various decisions made by the City of Green Cove Springs Government.

Article III ~ Officers

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

Chairperson~ To preside over all meetings of the CAC and to call special meetings as needed

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 Staff Liaison and CAC members at least three (3) days in advance of each meeting of the CAC, including a meeting agenda.

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. Their term begins the first meeting of November. No member shall serve in the same office more than two (2) consecutive terms without a majority vote of the current committee.

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

If not accepted, a new Chairperson 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-Chairperson and/or Secretary are unable to serve their full term, a new Vice-Chairperson 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, the Secretary shall preside over the meeting.

Article IV~ Duties of the Committee

1. Provide general citizen feedback, views, and recommendations 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. Solicit ideas and input from the citizens of Green Cove Springs.
5. Participate in Community Outreach activities.
6. Meet with the Mayor, City Council or City Manager on an as-needed basis.
7. 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

CAC membership will be reviewed 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.

New CAC membership will be considered throughout the year and members will be voted on and appointed quarterly by the CAC

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 or utility service area 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 the City of Green Cove Springs.

Article VI~ Meeting

Regular meetings of the CAC shall be held 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 Staff Liaison. Regular meetings that fall on Holidays will be cancelled or rescheduled to an alternate Thursday and so noted on the CAC Meeting Calendar.

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.

Article VII~ Amendments to By-Laws

These By-laws are intended to serve as a guide for meeting procedures and 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 three (3) days 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 _____, 2024



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

Any vote will be considered valid if a simple majority of 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 by simple majority vote of the CAC. Excused notices must be provided to the Chairman, Secretary, or Staff Liaison.

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 Committee on matters not on the agenda.

Approval of Minutes

New Business

Old Business

Adjournment