



City of Green Cove Springs Florida

Phone: (904)297-7500
Fax: (904)284-8118

321 Walnut Street
Green Cove Springs, FL 32043

www.greencovesprings.com
Florida Relay – Dial 7-1-1

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 completely 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 at all meetings of the CAC and to call special meetings as needed. The Chairperson will be a non-voting member of the CAC.

Vice Chairperson~ To perform the duties of the Chairperson in his or her absence. When serving as the acting Chairperson, the Vice Chairperson shall be a non-voting member of the CAC.

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 City Clerk and CAC members 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) year beginning January 1 of the following year. 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.



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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 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.
Ultimately, 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

Initial members of the CAC will serve until January 2023. Subsequently, interested members will serve another two (2) year term subject to reappointment by the Mayor and City Council. All terms will commence in January when appointments to the CAC shall be done by the Mayor and City Council of Green Cove Springs. New members may be solicited and appointed throughout the year.

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) Businesses within 1 mile of the existing city limits or utility service area of Green Cove Springs.



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Article VI ~ Meetings

Regular meetings of the CAC shall meet on the 2nd Thursday of each month at 6:30 PM in the Council Chambers of the City of Green Cove Springs. All meetings will be coordinated with the City Manager or his designee. Regular meetings that fall on Holidays will be rescheduled to an alternate Thursday and so noted on the CAC Meeting Calendar.

Special meetings may be called by the Chairperson as may be required as is herein provided.

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 a simple majority 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 and Secretary.

All meetings will be governed by the then current edition of the Robert's Rules of Order.

All meetings will follow the agenda format below:

A G E N D A

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

Committee Topic(s)

Committee Discussion

Adjournment



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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 By-laws of the CAC must be ratified by the Mayor and Council of the City of Green Cove Springs.

Adopted this 13th day of May, 2021

Chairperson
Green Cove Springs Citizens Advisory Committee

Approved by the Mayor and City Council on June 1st, 2021

Ed Gaw – Mayor
City of Green Cove Springs

Erin West – City Clerk
City of Green Cove Springs