




Scott Maddox

MAYOR
CITY OF TALLAHASSEE

MEMORANDUM

TO: Members of the City Commission

FROM: Mayor Scott Maddox 

DATE: October 25, 2000

RE: Brokaw-McDougall Advisory Committee

The Brokaw-McDougall Advisory Committee exists by the authority of the Tallahassee City Commission with its members being appointed by the Mayor of the City of Tallahassee.

The Committee members currently consists of the following persons:

Virginia Culpepper, Chair
Imogene McCully, Vice Chair
Neil St. John Rambana, Secretary
Ian Granick
Beth LaCivita
Kelvin Robinson
Robert Turner

Staff support is offered through the Mayor's office and the City of Tallahassee Parks and Recreation Department.

The Committee presents the attached Bylaws for the City Commission's review and approval.

SM/agw

Attachment

BROKAW-McDOUGALL ADVISORY COMMITTEE

(City Committee)

<u>NAME</u>	<u>ADDRESS AND TELEPHONE</u>	Term <u>A - ORIGINAL APPT.</u> <u>R - REAPPOINTED</u> <u>E - TERM EXPIRES</u>
Turner, Robert	5121 Heechee Nene Tallahassee, FL 32301 (W) 933-9035 (H) 942-6879 FAX: 222-7644 email: robby@robbyturner.com	A - 11/99 R - E - 9/2002
Granick, Ian	117 West 7 th Avenue Tallahassee, FL 32303 (W) 425-6397 (H) 222-6506 FAX: 222-3783 email:	A - 11/99 R - E - 9/2002
LaCivita, Beth	1484 Mitchell Avenue Tallahassee, FL 32303 (W) 222-7100 (H) 561-0317 FAX: 222-7741 email: lacivita@mail.ci.tlh.fl.us	A - 11/99 R - E - 9/2002
Culpepper, Virginia	1117 Carriage Road Tallahassee, FL 32312 (H) 386-4411 email: bculpep@aol.com	A - 11/99 R - E - 9/2001
Robinson, Kelvin	1906 Angels Hollow Tallahassee, FL 32308 (W) 222-9684 (H) 878-4616 FAX: 222-3606 email: krobison@fl	A - 11/99 R - E - 9/2001
McCully, Imogene	730 Live Oak Plantation Road Tallahassee, FL 32312 (H) 385-3633 (FAX) 385-0642	A - 4/00 R - E - 9/2003
St. John Rambana, Neil	3711 Shamrock West #H-239 Tallahassee, FL 32308 (W) 222-2000 (H) 668-6773 FAX: 222-9757 email: nrambana@brooksleboeuf.com	A - 4/00 R - E - 9/2003

CITY OF TALLAHASSEE REPRESENTATIVES

Scott Maddox Mayor	The City of Tallahassee 300 S. Adams St. Tallahassee, FL 32301	(W) 891-2000 (FAX) 891-8542 email: maddoxs@mail.ci.tlh.fl.us
Angie Whitaker Aide to the Mayor	The City of Tallahassee 300 S. Adams St. Tallahassee, FL 32301	(W) 891-2000 (FAX) 891-8542 email: whitakea@mail.ci.tlh.fl.us
Tom Coe Assistant City Manager	The City of Tallahassee 300 S. Adams St. Tallahassee, FL 32301	(W) 891-8208 (FAX) 891-8669 email: coet@mail.ci.tlh.fl.us
Randy Trousdell Director	Parks & Recreation Admin. 912 Myers Park Dr. Tallahassee, FL 32301	(W) 891-3866 (FAX) 891-3850 email: troustedt@mail.ci.tlh.fl.us
David Chapman Assistant Director	Parks & Recreation Admin. 912 Myers Park Dr. Tallahassee, FL 32301	(W) 891-3863 (FAX) 891-3850 email: chapmand@mail.ci.tlh.fl.us
Debbie Pullen Supervisor	The Brokaw-McDougall House 329 N. Meridian St. Tallahassee, FL 32301	(W) 891-3900 (FAX) 891-3902 (CELL) 510-3859 email: pullend@mail.ci.tlh.fl.us

**BYLAWS OF THE
THE BROKAW-MCDOUGALL ADVISORY COMMITTEE
CITY OF TALLAHASSEE**

ARTICLE I -- NAME AND AUTHORIZATION

A. NAME

The name of the Committee shall be the Brokaw-McDougall Advisory Committee herein after referred to as the "Committee".

B. AUTHORIZATION

The Committee exists by the authority of the Tallahassee City Commission and may be modified or abolished by action of the City Commission.

ARTICLE II -- PURPOSE AND FUNCTION

A. PURPOSE

This Committee shall serve in an advisory capacity to the Tallahassee City Commission and to the Parks and Recreation Department, on issues presented to the Committee related to the operations and administration of the Brokaw-McDougall House.

B. FUNCTION

The functions of the Committee shall be:

1. The Committee is appointed to provide guidance in the use of the historic Brokaw-McDougall House.
2. The Committee shall meet in a publicly noticed meeting not fewer than four times a year to consider matters involving the City's management of the property and submit the minutes from the public meeting to the Division of Historic Preservation.
3. The City shall seek advice from the Committee regarding matters dealing with the management and use of the property. Significant changes to the use, ownership, or physical characteristics of the property shall be submitted by the City to the Committee for comment prior to their submission to the Division of Historic Preservation.

ARTICLE III -- MEMBERSHIP

A. MEMBERS

The Brokaw-McDougall Advisory Committee shall be comprised of no less than seven members appointed by the Mayor of the City of Tallahassee. Committee members will be selected based on their qualifications and willingness to serve. Members will be selected without regard to race, creed, national origin, age, sex or the presence of a disability. As much as possible, the Committee will be made up of an equitable representation of City residents based on race and sex according to the demographic ratio of the City. In consideration of the Americans with Disabilities Act, efforts should be made to include members with disabilities.

B. ELIGIBILITY

All members of the Brokaw-McDougall Advisory Committee shall be City residents, City property owners or City utility customers, who do not have direct financial interest in the operations or management of the Brokaw-McDougall House. Members who are not City residents may be appointed to provide appropriate expertise or when deemed in the best interest of the Committee.

C. APPOINTMENTS

1. Members shall be appointed initially for a three-year term. Members shall not serve more than two (2) full consecutive terms.

2. It is the responsibility of the Mayor to ensure an appointment will occur within thirty (30) days of notification of a vacancy. If an appointment is not made within thirty (30) days by the Mayor, the Committee shall have the authority to request an appointment be agendaed for the next available Commission meeting.

D. VACANCIES

1. A member's position shall become vacant when:
 - a. a member is absent from 33% of the regularly scheduled meetings in a given calendar year, regardless if such absence is excused or unexcused. All absences will be duly recorded in the meeting minutes. Absences from emergency or special called meetings will not be recorded against a member in calculating the percent of absences. Special exceptions on the removal of members for absences may be made by the Chairperson of the Committee when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the Committee to maintain a quorum, or
 - b. when a member no longer meets eligibility requirements, or
 - c. when a member's term expires, or
 - d. when a member resigns.
2. The Chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the City Treasurer-Clerk.
3. Should a resignation be submitted to staff, they will immediately notify the Chair and the City Treasurer-Clerk.

ARTICLE IV – ORGANIZATION

A. OFFICERS

1. The Committee shall elect from its members a Chair, Vice Chair and a Secretary.
2. Officers shall be elected for a term of one (1) year at the October meeting and shall assume office immediately.

B. QUORUM

A majority of the Committee shall constitute a quorum to hold a meeting or take any action.

C. VOTING RIGHTS

Each member shall be entitled to one (1) vote and shall cast that vote on each item submitted. Proxy votes and absentee ballots shall not be permitted. Members shall only abstain from a vote when there is a valid conflict of interest addressed to the Committee.

ARTICLE V -- OFFICERS AND DUTIES

A. CHAIR

1. The Chair shall appoint Chairs of all committees, standing and special.
2. It is the Chair's responsibility to ensure compliance with the bylaws. The Chair will notify members of removal from the Committee for noncompliance. Specific questions of conflict of interest will be addressed by the City Attorney or designee.
3. The Chair shall immediately upon receipt of a resignation, or when advised of a vacancy, notify the City Treasurer-Clerk to begin the appointment process.
4. The Chair may approve special exceptions on the removal of members for absences at regularly scheduled meetings when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the Committee to maintain a quorum.

B. VICE CHAIR

The Vice Chair shall perform these duties in the absence of the Chair.

C. SECRETARY

The Secretary will work with staff to make sure minutes, notices and other correspondence are appropriately handled.

D. EXECUTIVE COMMITTEE

Elected officers will serve as the Executive Committee

E. REMOVAL

When an officer has been absent or has not performed the duties of that office for three (3) consecutive meetings, that officer may be removed from office by the Committee, with a majority vote, at a regularly scheduled meeting.

ARTICLE VI -- COMMITTEE OPERATIONS

- A. The Committee shall have no authority other than as stipulated by the bylaws and approved by the City Commission.
- B. The Committee will meet routinely based upon an adopted meeting schedule, which will be provided to the City Treasurer-Clerk. The meeting date may be changed by the Chair with notification in advance by mail to Committee members. Special meetings may be called by the Chair or by a majority of the Committee members.
- C. All meetings will be open to the public. For advertising purposes, the Committee will provide to the Public Information Office a schedule of their meetings and will ensure agendas and minutes are available to the public in accordance with the State of Florida Sunshine Laws.
- D. All meetings shall be conducted in accordance with the most current Robert's Rules of Order.

ARTICLE VII -- STAFF SERVICES

- A. The Parks and Recreation Department shall act as the liaison for the Committee with the City Commission and the appropriate appointed official. The Parks and Recreation Department will provide staff services to the Committee. Staff services will include: Meeting minutes, research, public notices, and other reasonable request.
 - 1. providing a schedule of meetings to the Public Information Office and Committee members, arranging meeting locations, maintaining summary minutes of the meetings, preparing and distributing appropriate information related to the meeting agenda;
 - 2. informing the Committee of events, activities, policies, programs, etc. occurring within the scope of the Committee's function and informing the Committee of all City Commission or department requests for information or assistance;

3. ensuring the City Treasurer-Clerk is informed of all vacancies, expired terms, changes in officers, or any other changes to the Committee and that all requests for review of applications by the Committee, and any subsequent recommendations by the Committee or staff, are returned in a timely manner to the City Treasurer-Clerk to facilitate the appointment process;
 4. the responsibility for the continuous flow of information to the appropriate appointed official including providing reports, actions, and recommendations of the Committee and notification of noncompliance by the Board or Chair with the bylaws or statutes;
 5. the responsibility for ensuring information provided by the Committee for City Commission review is appropriately agendaed for the City Commission meetings.
- B. A formal, standard orientation program will be provided by staff to all new members. The program will address, but not be limited to, the bylaws, conflict of interest, the State of Florida Sunshine Law, ethics violations, and stress the legal obligations and responsibilities. Staff will ensure responses are provided to any concerns the new members may have regarding the duties and responsibilities of the Committee and the members.

ARTICLE VIII -- SUNSET PROVISION

The City Commission will review the activities and accomplishments of the Committee every four (4) years, based on a formal review by the City Treasurer-Clerk, to determine if the Committee has completed its original objectives and to determine if the Committee should continue its activities.

ARTICLE IX -- BYLAWS AND EFFECTIVE DATE

- A. Any changes to the bylaws will be reviewed and approved by the Committee and the City Commission and filed with the Parks and Recreation Department and the City Treasurer-Clerk.
1. These Bylaws shall become effective upon adoption by the City Commission.