

APPENDIX G

Local Mitigation Strategy Taskforce Bylaws

**St. Johns County
Local Mitigation Strategy Taskforce**

BYLAWS

ARTICLE I: PURPOSES OF THE TASKFORCE

The purpose of the St. Johns County Local Mitigation Strategy (LMS) Taskforce is to decrease the vulnerability of the citizens, governments, business and institutions of the county to the future human, economic and environmental costs of natural and technological disasters. The Taskforce will develop, monitor, implement and maintain a comprehensive plan for hazard mitigation, which will be intended to accomplish this purpose.

ARTICLE II: MEMBERSHIP

Participation in the Taskforce is voluntary by all entities. Membership in the Taskforce is open to the various agencies of county government and all municipalities within the county, state government agencies, private organizations, civic organizations, water management districts, regional planning councils, independent special districts, businesses, non-profit organizations and individuals supporting its purpose.

A member in good standing is one who has attended at least 50% of the meetings during the last 12 months.

ARTICLE III: ORGANIZATIONAL STRUCTURE

The organizational structure of the Taskforce shall consist of the Executive Committee, county support staff, and other temporary subcommittees as deemed necessary by the Taskforce.

The Executive Committee shall consist of representatives of the following:

- Representatives from the government of St. Johns County, each participating incorporated municipality, and participating special taxing districts. St. Johns County and each municipality will have at least one representative on the Executive Committee at all times.
- Representatives from organizations and associations representing key business, industry, and community interest groups of St. Johns County.

The Executive Committee shall be comprised of 11 members, including a Chairperson and Vice-Chairperson, who shall have the authority to approve items concerning the LMS Taskforce.

The Executive Committee shall be elected from the members of the LMS Taskforce who attend at least 50% of the regular LMS Taskforce meetings annually. In the event that an Executive Committee member fails to maintain this record that member may be replaced by a vote of the full LMS Taskforce.

The members shall be elected for terms of 1 year and be eligible for re-election for an unlimited number of terms. Election of the Executive Committee shall coincide with the election of the LMS Chairperson and Vice Chairperson who shall automatically be on this committee.

Any member in good standing of the LMS Taskforce, attendance of at least 50% of the regular Taskforce meetings annually, is eligible for election as the Chairperson or Vice-Chairperson. The Chair and Vice-Chair will be elected by a majority vote of the Taskforce membership. Each shall serve a term of one year and be eligible for re-election for an unlimited number of terms.

The Chairperson will preside over each meeting of the LMS Taskforce, as well as establish temporary subcommittees and assign personnel to them if necessary. The Vice Chairperson will fulfill the duties and responsibilities of the Chairperson in his or her absence. Members of the Executive Committee may designate a proxy to fulfill their duties in the event of their absence.

St. Johns County Emergency Management staff will serve as program staff, provide technical support, and assist in the coordination of the Taskforce.

Temporary subcommittees may be established at any time for special purposes by the Chairperson of the Taskforce.

ARTICLE IV: RESPONSIBILITIES

The Executive Committee will be responsible for oversight and coordination of all actions and decisions by the LMS Taskforce and is solely responsible for formal actions in the name of the LMS Taskforce, including the release of reports, development of resolutions and similar activities.

The LMS Taskforce shall have the following responsibilities:

Planning

- Develop and revise a Local Mitigation Strategy as necessary, to coordinate mitigation activities within the County;
- Set an order of priority for local mitigation projects and to submit annual LMS updates to the Florida Division of Emergency Management as required.

- Identify, analyze and monitor the hazards threatening St. Johns County and the vulnerabilities of the community to those hazards, and assist in the definition of actions to mitigate the impacts of those hazards;
- Define structural and non-structural actions needed to decrease the human, economic and environmental impacts of disasters, and plan a strategy for implementation of those initiatives in both the pre- and post-disaster time frame;
- Define the general financial vulnerability of the community to the impacts of disasters;
- Assist with identification of initiatives to minimize vulnerabilities; and
- Seek funding sources for all priority mitigation initiatives identified in the Local Mitigation Strategy.

Public Information

- Secure public input and comment on the efforts of the Taskforce;
- Inform the public about the activities of the Taskforce;
- Conduct public information and education programs regarding hazard mitigation;
- Promote public acceptance of the strategy developed by the Taskforce; and
- Promote disaster preparedness and mitigation at the community and individual level through partnerships and volunteerism.

ARTICLE V: ACTIONS BY THE EXECUTIVE COMMITTEE

A. Authority for Actions

Only the Executive Committee has the authority to take final actions in the name of the LMS Taskforce. Actions by subcommittees or program staff are not considered as final until affirmed by action of the Executive Committee.

B. Meetings, Voting and Quorum

Meetings will be conducted in accord with the most current Robert's Rules of Order. At a minimum, the Taskforce will meet annually. Additional meetings may be scheduled quarterly or semi-annually based on the needs or as requested by the any of Executive Committee members. All meetings will be publicly advertised with a minimum of 10 days' notice.

All final actions and decisions made in the name of the LMS Taskforce will be by affirmative vote of a quorum of the Executive Committee. A quorum shall consist of at least 7 voting members present. Each member shall have one vote.

C. Public Hearings

When required by statute or the policies of St. Johns County, or when deemed necessary by the Executive Committee, a public hearing regarding actions under

consideration for implementation by the LMS Taskforce will be held. Members of the public shall have the opportunity to be heard on all propositions that come before the LMS Taskforce, Executive Committee, or any subcommittees.

D. Documentation of Actions

All meetings and other forms of action by the Taskforce, Executive Committee, and subcommittees will be documented and made available for inspection by the public.

E. Public Records and Government in the Sunshine Law

The LMS Taskforce, the Executive Committee, and any subcommittees will be subject to the requirements of Florida's Public Records Law and Government in the Sunshine Law. All meetings of the LMS Taskforce, the Executive Committee, and any subcommittee shall be advertised, open to the public, and minutes shall be taken.

ARTICLE VI: ADOPTION AND AMENDMENTS TO THE BYLAWS

The Bylaws of the LMS Taskforce may be adopted and/or amended by a two-thirds majority vote of the members in good standing of the Executive Committee. All proposed changes to the bylaws will be provided to each member of the Executive Committee not less than ten working days prior to such a vote.

ARTICLE VII: DISSOLUTION OF THE TASKFORCE

The LMS Taskforce may be dissolved by affirmative vote of two-thirds majority of the members of the Executive Committee, by order of a court of competent jurisdiction, and/or by instruction of the St. Johns County Board of County Commission. At the time of dissolution, all remaining documents, records, equipment and supplies belonging to the LMS Taskforce will be transferred to St. Johns County for retention or disposition in accordance with the requirements of Florida's Public Records Law.