

**Board of County Commissioners**  
**Leon County, Florida**

**Policy No. 11-\_\_**

Title: Membership on Boards, Committees, Councils, and Authorities

Date Adopted: April 12, 2011

Effective Date: April 12, 2011

Reference: See Footnotes for references

Policy Superseded: Policy No. 93-13, Membership by the Board of County Commissioners on Boards, Committees, Councils and Authorities, adopted January 12, 1993; Policy No. 98-6, Membership by the Board of County Commissioners on Boards, Committees, Councils, Authorities, and Liaison, adopted October 13, 1998; Policy No. 98-6, Membership on Boards, Committees, Councils, Authorities, revised February 26, 2008; Policy No. 98-6, Membership on Boards, Committees, Councils, Authorities, revised July 13, 2010; Policy No. 98-6, Membership on Boards, Committees, Councils, Authorities, revised November 16, 2010; Policy No. 98-6, Membership on Boards, Committees, Councils, Authorities, revised December 14, 2010

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 98-6, revised by the Board of County Commissioners on-December 14, 2010, is hereby repealed and superseded, and a new policy is hereby adopted in its place, to wit:

1. The following table represents the Boards, Committees, Councils, and Authorities, which require County Commission membership and appointments of some, but not all, Commissioners who shall serve on the basis of their position. In addition, the table establishes the appointing authority, the eligibility for appointment, and term of appointment for such membership. The table also reflects the appointing authority, the eligibility for appointment, and term of appointment for the other members of such Boards, Committees, Councils, and Authorities.
2. Full Board (Appointing Authority) appointments shall be made at the first regularly scheduled meeting of the Board of County Commissioners during the month of December or as soon thereafter as possible.
3. The administration and maintenance of the list of Chairman and Full Board appointments is assigned to the Agenda Coordinator.
4. Each Commissioner appointee shall endeavor to keep the Board of County Commissioners advised of those significant actions taken within their area of appointment.

Name	Type	Eligibility	Term	Appointing Authority
Apalachee Regional Planning Council <sup>1</sup>	Member	One Commissioner	One Year	Full Board
	Member	One City Commissioner	One Year	Full Board
Canopy Roads Citizen Advisory Committee <sup>2</sup>	Liaison <i>(not a member)</i>	One Commissioner	One Year	Full Board
	Members	Four Citizens*	Three Years	Full Board
Canvassing Board <sup>3</sup>	Member	Chairman	Concurrent w/ term as Chair	Designated by Chairman
	Member (Substitute)	One Commissioner	One Year	Full Board
	Member (Alternate Substitute)	One Commissioner	One Year	Full Board
Challenger Learning Center Board <sup>4</sup>	Member	One Commissioner	One Year	Chairman
Civic Center Authority <sup>5</sup>	Member	One Commissioner	Four Years	Chairman
	Member	One Citizen or One Commissioner	Four Years	Chairman
Community Redevelopment Agency (CRA) <sup>6</sup>	Members	Four Commissioners	Two Years <i>(contingent on revised City Ord.)</i>	Full Board
Council on Culture & Arts <sup>7</sup>	Member <i>(Ex Officio voting)</i>	One Commissioner	Four Years	Full Board
	Members	Seven Citizens*	Four Years	Full Board
	Members	Seven Citizens*	Four Years	Mayor
Criminal Justice Coordinating Council <sup>8</sup>	Member	One Commissioner	One Year	Chairman
Criminal Justice, Mental Health, and Substance Abuse Reinvestment Advisory Council <sup>9</sup>	Member	One Commissioner	One Year	Chairman
	Liaison <i>(not a member)</i>	Primary Healthcare Advisory Board Member	One Year	Full Board
Downtown Improvement Authority (DIA) <sup>10</sup>	Member <i>(Ex Officio voting)</i>	One Commissioner	One Year	Chairman
Economic Development Council (EDC) <sup>11</sup>	Members	Two Commissioners	One Year	Chairman
	Member	County Administrator or Employee designee	N/A	County Administrator

Name	Type	Eligibility	Term	Appointing Authority
Educational Facilities Authority <sup>12</sup>	Liaison ( <i>not a member</i> )	One Commissioner	Two Years	Full Board
	Members	Seven Citizens	Five Years	Full Board
Enterprise Zone Development Agency (EZDA) <sup>13</sup>	Member	One Commissioner ( <i>Chairman or Chairman's designee</i> )	Four Years	Full Board (By Resolution)
	Member	One Commissioner ( <i>Vice Chairman or Vice Chairman's designee</i> )	Four Years	Full Board (By Resolution)
	Members	Nine Citizens* ( <i>Consistent with Leon County Code</i> )	Four years	Full Board (By Resolution)
	EZDA Chair	Current EZDA Members	Concurrent w/ term as Chair	Chairman
	EZDA Vice Chair	Current EZDA Members	Concurrent w/ term as Vice-Chair	Vice-Chairman
Geo-based Information Systems <sup>14</sup>	Member	One Commissioner	One Year	Chairman
ICLEI – Local Governments for Sustainability	Elected Official Liaison	One Commissioner	Concurrent w/ term of office	Full Board
	Staff Liaison	County Administrator or Employee	N/A	County Administrator
Joint City/County/School Board Coordinating Committee <sup>15</sup>	Member	One Commissioner	Four Years	Full Board
	Member	One Citizen*	Four Years	Full Board
Joint Planning Board (CHSP) <sup>16</sup>	Member	One Commissioner	One Year	Chairman
	Member	County Administrator or Employee	N/A	County Administrator
Public Safety Coordinating Council <sup>17</sup>	Member	One Commissioner	One Year	Chairman
	Member	County Probation Director	Four years	County Administrator
	Members, at Chairman's Discretion	Representatives from county and state jobs programs and other community groups who work with offenders and victims	Four Years	Chairman

Name	Type	Eligibility	Term	Appointing Authority
Research and Development Authority <sup>18</sup>	Member	One Commissioner	Four Years	Full Board (By Resolution)
	Members	Four Citizens*	Four Years	Full Board (By Resolution)
Tourist Development Council <sup>19</sup>	Member (Serves as TDC Vice Chair)	Chairman	Concurrent w/ term as Chair	Designated by Leon County Code
	Members	Six Citizens* (consistent with Leon County Code)	Four Years	Full Board (By Resolution)
	Members	Two City Commissioners	Four Years	Full Board (By Resolution)
Transportation Disadvantaged Coordinating Board <sup>20</sup>	Member (Serves as TDCB Chair)	One Commissioner	One Year	Chairman
Value Adjustment Board <sup>21</sup>	Members (one elected VAB Chair)	Two Commissioners	One Year	Full Board
	Member	One Citizen*	One Year	Full Board

**Foot Notes:**

- \* Leon County Citizen shall be a qualified elector residing in Leon County and shall complete a Committee Application prior to Board consideration for appointment.
- 1. Apalachee Regional Council: Section 186.504 F.S.; FL Admin Code 29-L
- 2. Canopy Road Committee Bylaws
- 3. Section 102.141 F.S.; Canvassing Board members must not be a candidate with opposition in the election being canvassed, or an active participant in the campaign or candidacy of any candidate who has opposition in the election being canvassed (Disqualified to Serve) Substitute Member serves if Chairman is unable or Disqualified to Serve; and Alternate Substitute Member serves if the Chairman and Substitute Member are unable or Disqualified to Serve.
- 4. Challenger Learning Center Board Bylaws
- 5. Civic Center Authority: Laws of FL, Chapter 2004-435
- 6. Community Redevelopment Agency: City Code of Law, Chapter 6, Art. II, Div 2; Terms shall be consistent with City of Tallahassee Ordinance. No. 07-O-35AA, which currently stipulates terms are concurrent with term of office; however, the County has requested a revision to provide for bi-annual appointments
- 7. Sec. 265.32, F.S.; Res. R85-46, 10/29/1985; Interlocal Agreement, 10/18/1985; COCA Bylaws; During Board's meeting of October 14, 2003, the Board voted to fill seven positions on the COCA Board through the Mayor, and that COCA adopt revisions to its Bylaws consistent with the Board's vote. COCA members selected from list of 3 candidates submitted by COCA for each Citizen Appointment vacancy, consistent with Sec. 265.32, F.S.
- 8. Criminal Justice Coordinating Council: Admin Order 2002-10

9. *Criminal Justice, Mental Health, and Substance Abuse Reinvestment Advisory Council: Laws of FL, Chapter 2007-200; Resolution No. R07-49*
10. *Downtown Improvement Authority: Laws of FL Chapter 2003-356 Sec. 5(1)*
11. *Economic Development Council Bylaws*
12. *Sec. 243.21(4) F.S.; Resolutions R90-42, Resolution R07-65; Term for Educational Facilities Authority (members is five years; one of such members shall be a trustee, director, officer, or employee of an institution for higher education. (Sec. 243.21, F.S., and Resolution Resolutions R90-42; members required to file financial disclosures (R07-65)*
13. *Leon County Code of Laws Chapter 2, Art. III, Div. 4; Selection Criteria for EZDA members: One representative from each of the following: 1. Chamber of Commerce, 2. A local financial or insurance entity, 3. A business operating within the proposed EZ area, 4. A resident residing within the proposed EZ area, 5. Non-profit, community-based organization operating within the proposed EZ area, 6. Local Workforce Development Board, 7. Local Code Enforcement Board, 8. Local Law Enforcement, 9. Chairperson of the Board of County Commissioners or Commissioner designee, 10. Vice-chairperson of the Board of County Commissioners or Commissioner designee, and 11. Mayor of the City of Tallahassee or designee*
14. *Geo-based Information Systems: Interlocal Agreement, May 1990*
15. *Joint City/County/School Board Coordinating Committee: Interlocal Agreement, September 2006*
16. *Joint Planning Board: Leon County Board Policy No. 01-04*
17. *Public Safety Coordinating Council: Sec. 951.25 F.S.; PSCC membership shall be consistent with Sec. 951.26, F.S. and include "...representatives from county and state jobs programs and other community groups who work with offenders and victims, appointed by the chairperson of the board of county commissioners to 4-year terms."*
18. *Research and Development Authority: Sec. 159.703 F.S.; Leon County Code of Laws Chapter 2, Art. III, Div. 2; Resolution. Nos. R10-100, R11-07; members required to file financial disclosures (R07-65)*
19. *Sec. 125.0104(4)(e) F.S.; Resolution. Nos. R86-01, R02-02; Leon County Code of Laws Chapter 11, Art. III, Sec. 11-48; Appointments to Tourist Development Council (TDC) shall be consistent with Res. R-02-02, Leon County Code, Chapter 11, III; and Sec. 125.104(4)(e), F.S. Selection Criteria for TDC members: One member of the Council shall be the current Chairman of the Board of County Commissioners of Leon County, Florida, who shall serve as Vice Chairman of the Tourist Development Council. Two members of the Council shall be Elected Municipal Officials. Three (3) members of the Council shall be owners or operators of motels, hotels, or other tourist accommodations in the County and subject to the tax. Three (3) members of the Council shall be persons who are involved in the tourist industry and who have demonstrated an interest in tourist development, but who are not owners or operators of motels, hotels, or other tourist accommodations in the County and subject to the tax.*
20. *Transportation Disadvantaged Coordinating Board: Section 427.0157 F.S.; 41-2.012(1) FL Administrative. Code*
21. *Sec. 194.015 F.S.; FAC Code 12D-9.004 Selection Criteria for Value Adjustment Board (VAB Citizen Appointment: (1) Person above the age of 18; (2) Owns homestead property within Leon County (3) Is not a member or employee of any taxing authority (4) Does not represent property owners in any administrative or judicial review of property taxes; and (5) Is not engaged in litigation against any County in the State of Florida. The Citizen will be appointed for a one-year Value Adjustment Board Cycle, and appointments will be made as soon as possible after the prior cycle has been completed.*

Revised 4/12/11