

SCIENCE ADVISORY COMMITTEE BYLAWS

STATEMENT OF PURPOSE

The Leon County Science Advisory Committee (hereafter referred to as "Science Advisory Committee"), a committee duly established by the Board of County Commissioners, Leon County, Florida in 1995 on the 28th day of March, ratifies and adopts the following Revised Science Advisory Committee By-laws on this 8th day of February 2000 with respect to the procedures to be followed and adhered to by discharging its assigned duties and responsibilities.

It shall be the duty of the Science Advisory Committee to carry out the following charge: In order to safeguard natural resources and the public health and safety, the Committee shall evaluate and report findings to the Commission on the scientific evidence and make recommendations concerning policies and programs that pertain to environmental issues in developed and developing areas; and evaluate the need for further data collection and analysis on issues approved by the Board of County Commissioners or the appropriate administrator.

ARTICLE I – INTENT

It is the intent of these By-laws to codify and ratify the rules of procedure and operation of the Science Advisory Committee.

ARTICLE II – OFFICES

The offices of the Science Advisory Committee shall be in the Leon County Courthouse, Tallahassee, Florida.

ARTICLE III – MEETINGS

Section 1. Regular Meetings. The Science Advisory Committee shall hold at least twelve regular meetings each year. Meetings will be held in the Administration Conference Room at the Leon County Courthouse, or other county facility, on such day and at such time as determined by the committee and noticed.

Section 2. Special Meetings. Any member of the Science Advisory Committee may call a meeting or the committee to discuss any issue properly before the committee. Such meeting shall be called by special notice to each member at least seventy-two (72) hours in advance of the meeting.

Section 3. Sunshine. All meetings of the Science Advisory Committee shall be open to the public and shall be noticed as required by law. The committee may alter or modify the scheduled place of any of its regular meetings by directing written notice of such meeting place change to the parties with matters agendaed for such regular meeting at least three (3) days before the scheduled meeting, as well as providing all other notices of change as required by law.

ARTICLE IV – QUORUM

The Science Advisory Committee shall be composed of nine (9) members with seven (7) appointed by the Board of County Commissioners and two (2) appointed by the City Commission. If additional governmental bodies desire to make appointments to the Committee, said appointment shall be of an ex-officio nature. Ex-officio members will not have voting rights; but they may participate in all other proceedings of the Committee. All appointees to the Science Advisory Committee shall be credentialed scientists. If any member is absent from two of three consecutive committee meetings, without cause or without prior approval from the Committee Chairman, the Chairman shall advise the Commissioner who appointed the individual of these absences.

No acts or recommendations of the Science Advisory Committee shall be made unless a quorum of five (5) members are present.

ARTICLE V – OFFICERS

The Science Advisory Committee shall select one of its appointed members Chairman for a term of one (1) year. The committee shall also select one of its appointed members as Vice Chairman for a term of one (1) year. The Vice-Chairman shall serve as Chairman in the absence of the Chairman. A Past Chairman member shall serve as Chairman in the absence of the Chairman and Vice-Chairman. Selection of Chairman and Vice-Chairman shall be held at the first meeting in October.

ARTICLE VI – PASSAGE OF MOTIONS OR MATTERS

Section 1. Motions or Matters for Regular Business. At a duly assembled meeting of the Science Advisory Committee, no motion or matter pertaining to the regular business of the Committee shall be passed unless a majority of the members in attendance for the motion or matter under consideration, and voting, are recording as voting in favor of the motion or matter. In those cases where a majority vote in favor of a motion or matter is not recorded, the motion or matter shall be recorded as being defeated.

Section 2. Motions or Matters Amending By-laws. These By-laws may be amended at a regular or special meeting of the Science Advisory Committee by affirmative vote of a simple majority of the Committee, subject to approval by the Board of County Commissioners. Such amended By-laws shall be submitted to the Board of County Commissioners for approval within thirty (30) days of such amendment.

ARTICLE VII – OTHER RULES OF PROCEDURE

Except as expressly provided for herein, the Science Advisory Committee shall generally adhere to *Robert's Rules of Order* in conducting its business and meetings. All parties wishing to present scientific data and analysis will be welcome to do so, however, only credentialed individuals shall be permitted to present reports. All who are to make reports to the Committee shall present

written comments in advance to permit members adequate time to review their reports. Report presenters shall be asked to make brief oral opening statements of their reports followed by a question and answer period conducted by the Committee during which time ex-officio members may participate. Meetings shall be limited to two hours in length.

ARTICLE VIII – STAFF/COMMITTEE INTERACTION

County staff may seek the advice and input of the Science Advisory Committee on staff work program issues if such action has been approved by the appropriate administrator.

ARTICLE IX – COMMITTEE/STAFF INTERACTION

The Committee may make requests of staff for information, briefing, reports, and the like on approved issues, except that major staff time or resource commitments must receive prior approval from the appropriate administrator or the Board.

ARTICLE X – SCIENTIFIC ENDINGS AND POLICY CONCLUSIONS

The Science Advisory Committee shall conduct a scientific review of matters brought before it for discussion. The Committee shall make an assessment of the scientific theory, methods, data, and conclusions involved with the literature associated with the issue brought before it and produce a report on its findings. This report shall summarize the conclusions of the SAC on the topic in question, and give recommendations to the Board of the Administration. The Board of County Administrator may forward such reports to the appropriate entity for the development of policies that take the scientific findings into account.

ARTICLE XI – MINUTES

The Science Advisory Committee shall appoint a secretary (who may or may not be a member of the Committee) to take minutes of each regular and special meeting of the Committee. The minutes thus prepared become the official minutes of the Science Advisory Committee once they have been presented to and approved by a motion by the Committee. All such approved minutes shall be signed by the Chairman and attested to by the secretary or another member of the Committee.

ARTICLE XII – RECORDS

The records of the Committee shall be subject to the Florida Public Records Laws.

**ARTICLE XIII-REPORTING TO
THE BOARD OF COUNTY COMMISSIONERS**

The Chairman of the Science Advisory Committee or his/her designee shall provide an annual report to the Board as to the Committee's action.

ARTICLE XIV – TERMS OF MEMBERS

Appointed members of the Science Advisory Committee shall serve a term of two years and shall be eligible for Commissioner reappointment as long as they are active, interested and adhere to the articles herein. Beginning upon the adoption of these 2000 revisions, terms shall be staggered with County Commissioner appointments representing commission districts one, three, four and City Commission appointment #1 expiring in 2000 and appointments from County Commissioner representing the two at large districts, districts two, five and City Commissioner appointment #2 expiring in 2001.

Adopted February 8, 2000