

## **RULES OF PROCEDURE FOR THE JOINT CITY/COUNTY BICYCLING WORKGROUP**

In order to govern its function and operation in a manner consistent with the Joint Enabling Resolution No. 12-15 (County) and 12-R-47 (City) adopted by the Leon County Board of County Commissioners (hereinafter the “County”) on June 26, 2012 and the City of Tallahassee Commission (hereinafter the “City”) on July 11, 2012, the Joint City/County Bicycling Workgroup (hereinafter the “Workgroup”) shall be governed in accordance with the following rules of procedure (hereinafter the “Rules”):

**1. Intent:** These Rules are intended to assure that the Workgroup function and operate as a Focus Group in accordance with County Policy No. 03-15, “Board-Appointed Advisory Committees” and thus prevent any voting conflicts among the members of the Workgroup and protect the members of the Workgroup from the legal requirement to comply with the Government In the Sunshine Law.

**2. Applicable Florida Laws and BCC Policies:**

a) **Public Records:** Each member of the Workgroup shall comply with the Florida’s Public Records Law, Chapter 119, Florida Statutes, and BCC Policy 96-4, “Policy on Public Records Law and E-Mail”, as may be amended from time to time, and each member of the Workgroup shall be provided a copy of BCC Policy 96-4.

b) **Standards of Conduct:** Each member of the Workgroup shall abide by the Standards of Conduct set forth in Section 112.313, Florida Statutes, as may be amended from time to time, and shall be provided a copy of Section 112.313, Florida Statutes.

**3. Meetings:** The meetings of the Workgroup shall be conducted as follows:

a) **Time and Place:** The meetings of the Workgroup shall be conducted at a time and place as determined by the Staff Support Person from the joint City/County Planning Department (hereinafter “PLACE”). Although regular meeting times and locations are encouraged, the PLACE Staff Support Person may, if appropriate, schedule meetings on an as-needed basis.

b) **Staff to Preside:** There shall be no Chairperson elected from among the members of the Workgroup. The PLACE Staff Support Person shall preside at all meetings of the Workgroup and shall direct the Workgroup with regard to its purpose, function, goals, and responsibilities as provided in the Enabling Resolution. The Workgroup will be staffed by PLACE.

c) **No Votes Taken:** In providing input to PLACE staff, there shall be no votes taken by the members of the Workgroup. Rather, it is intended that PLACE

staff be given the collective input of the individual members of the Workgroup in achieving the goals and responsibilities set forth in the Enabling Resolution.

**d) Meeting Agendas:** The PLACE Staff Support Person shall develop and prepare an agenda for each meeting of the Workgroup and shall distribute the agenda to the members of the Workgroup.

**4. Members:** The Joint City/County Bicycling Workgroup shall be comprised of **twelve (12)** members, with half appointed by the County and half by the City. Workgroup 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 Workgroup will be made up of an equitable representation of City of Tallahassee and Leon County residents based on race and sex according to the demographic ratio of the City of Tallahassee and Leon County. In consideration of the Americans with Disabilities Act, efforts should be made to include members with disabilities.

**5. Term of Members:** The term of the Workgroup members shall be as follows:

**a)** Workgroup memberships will be staggered for the initial term. Half of the members will have two-year terms; half will have three-year terms, as determined by PLACE staff. Following the initial terms, each member shall serve on the Workgroup for a term of three (3) years. Each member is limited to two (2) full consecutive terms.

**b)** Applications for initial appointments and subsequent vacancies shall be submitted to PLACE staff.

**c)** Half of the Workgroup's members will be appointed by the City and half by the County. For the City, appointments will be made pursuant to City Commission Policy 110. For the County, appointments will be made pursuant to County Policy No. 03-15.

**d)** At the end of a member's first term, a member may reapply to the Workgroup by re-submitting an application. Previous applications may be updated and utilized for this purpose.

**6. Attendance and Replacement of Members:** In the event a member is absent from two of three successive meetings of the Workgroup, the member may be dismissed from the Workgroup at the discretion of the PLACE Staff Support Person. For the purposes of this Section, a member is considered absent if he/she is absent from more than half the duration of the meeting.

**7. Special Provisions:**

a) **Rules:** This is a joint City/County workgroup which will adhere to these Rules and to County Policy 03-15.

Approved As To Form and Content:

County Administrator's Office

County Attorney's Office

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