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Office of the City Attorney

MEMORANDUM

To: Laura Youmans, Assistant County Attorney

From: Linda R. Hudson, Senior Assistant City Attorney

Date: October 24, 2007

Re: By-Laws of the School Coordinating Committee

RECEIVED
07 OCT 24 PM 4:41
LEON COUNTY
ATTORNEY'S OFFICE

Enclosed are 3 originals of the above referenced document executed by the City and School Board. Once signed by the County, please return them to Fred Goodrow in the Tallahassee-Leon County Planning Department for execution by the Committee Chair.

LRH/lwb

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**CITY OF TALLAHASSEE
LEON COUNTY
LEON COUNTY SCHOOL BOARD**

**BY-LAWS OF THE
SCHOOL COORDINATING COMMITTEE**

ARTICLE I - NAME AND AUTHORIZATION

A. NAME

The name of the Committee shall be the School Coordinating Committee herein after referred to as the "Committee".

B. AUTHORIZATION

The Committee exists by the authority of the Interlocal Agreement for Tallahassee-Leon County and Leon County Schools Public School Concurrency and Facility Planning (Interlocal Agreement) dated September 1, 2006, and Sec. 163.31777, Florida Statutes (2006), as both may be amended from time to time.

ARTICLE II - PURPOSE AND FUNCTION

A. PURPOSE

This Committee shall serve to provide oversight of the School Concurrency Program established in the Interlocal Agreement and of the joint planning efforts of the City of Tallahassee (City), Leon County (County), and Leon County Schools (School Board). The Committee will receive recommendations from the Work Group created by the Interlocal Agreement (comprised of staff from the Tallahassee-Leon County Planning Department, City and County Growth Management Departments, and School Board) regarding the following:

1. Implementation of school concurrency, including adopted levels-of-service, school concurrency service areas, and preparation of the school district's 5-year facilities work program and any suggested revisions to these components of school concurrency.
2. Coordination of land use and school facility planning, including such issues as population and student enrollment projections, development and redevelopment trends and plans, transportation, school needs, co-location and joint use opportunities, and ancillary infrastructure improvements needed to support the school and ensure safe student access.

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3. Amendments to the Public School Facilities Element, Intergovernmental Coordination Element, and Capital Improvements Element of the Tallahassee-Leon County 2010 Comprehensive Plan and successor documents.
4. Review notices of potential school closures to determine whether the City Commission or Board of County Commissioners should schedule the closure issue for discussion.
5. Receive an annual report from the School Board on the number of projected students to available capacity within each school concurrency service area over the five-year period.
6. Receive recommendations from the Work Group on amendments to levels of service for elementary, middle, and high schools.

B. FUNCTION

The Committee shall meet as needed, but no less than twice a year as set out in the Interlocal Agreement to address, as needed, the following issues:

1. Suggested changes to the process for sharing information on planned school facilities and the City and County participation in the School District's Five-Year Capital Facilities Plan;
2. Changes to the Level of Service standards adopted for each school type in the School District;
3. Changes to the School Concurrency Service areas, as recommended by the School Board;
4. Monitoring of the school concurrency management system;
5. Changes to the Interlocal Agreement;
6. Amendments to the Capital Improvements Element, Public School Facilities Element, or Interlocal Coordination Elements of the Tallahassee-Leon County 2010 Comprehensive Plan;
7. Effectiveness of School Concurrency Implementation;
8. Potential school closures;

- 1 9. Modification of school concurrency services areas and whether the
2 modifications should be incorporated into the Tallahassee-Leon County
3 2010 Comprehensive Plan;
4
- 5 10. Issue a report with recommendations to the City Commission, County
6 Commission and School Board within sixty (60) days of each meeting;
7 and
8
- 9 11. Staffing and research needs.

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12 **ARTICLE III - MEMBERSHIP**

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14 **A. MEMBERS**

15
16 The Committee shall be comprised of six (6) members. The City Commission,
17 Board of County Commissioners, and the School Board will each appoint one of its
18 members to serve on the Committee. In addition, the City Commission, Board of
19 County Commissioners, and School Board will each appoint one (1) citizen member to
20 serve on the Committee.

21
22 Committee members will be selected based on their qualifications and
23 willingness to serve. Members will be selected without regard to race, creed, national
24 origin, age, sex or the presence of a disability.

25
26 **B. TERMS**

27
28 The term for each member of the Committee will be four (4) years, except for the
29 first cycle, in which the City's citizen appointee's term will expire after two (2) years, and
30 the County's citizen appointee's term will expire after three (3) years. The members
31 from the City Commission, Board of County Commissioners, and School Board shall
32 serve until he/she leaves his/her governing board, or his/her governing board appoints a
33 replacement. If a Commissioner or Board member leaves his/her respective governing
34 board, a replacement shall be designated to serve out the remainder of the term of the
35 departing member. Citizen members shall not serve more than two full consecutive
36 terms.

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38 **C. VACANCIES**

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40 In the event of a vacancy, each governing board shall ensure that an
41 appointment is made in a timely manner to fill the vacancy.
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2 **ARTICLE IV. ORGANIZATION**
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4 **A. OFFICERS**
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6 1. The Committee shall elect from its members a Chair, Vice-Chair and (at the
7 discretion of the Committee) a Secretary.
8

9 2. Officers shall be elected for a term of one (1) year.
10

11 **B. QUORUM**
12

13 Four (4) members of the Committee shall constitute a quorum and shall be
14 necessary to conduct business or take any official action. A majority vote of all
15 Committee members present shall be required to take action.
16

17 **C. VOTING RIGHTS**
18

19 Each member shall be entitled to one (1) vote and shall cast that vote on each
20 item submitted. Proxy votes and absentee ballots shall not be permitted. Members
21 shall only abstain from a vote when there is a valid conflict of interest addressed to the
22 Committee.
23

24 **ARTICLE V. OFFICERS AND DUTIES**
25

26 **A. CHAIR**
27

28 1. The Chair shall preside over the meetings and shall be a voting member. The
29 Chair will officially sign any communications from the Committee.
30

31 2. The Chair shall appoint chairs of all committees, standing and special.
32

33 3. It is the Chair's responsibility to ensure compliance with the bylaws. The
34 Chair will notify members of noncompliance.
35

36 **B. VICE-CHAIR**
37

38 The Vice-chair shall perform the duties in the absence of the chair.
39

40 **C. REMOVAL**
41

42 When an officer has been absent or has not performed the duties of that office
43 for three consecutive meetings, the Committee may remove that officer from office with
44 a majority vote at a regularly scheduled meeting.
45

46 **ARTICLE VI. COMMITTEE OPERATIONS**

1
2 **A.** The Committee shall have no authority other than as found in the Interlocal
3 Agreement, and as provided in the bylaws.

4
5 **B.** The Committee will meet twice per year, coordinating with the amendment cycles to
6 the Tallahassee-Leon County 2010 Comprehensive Plan, or more often as needed.
7 Special meetings may be called by the Chair or by a majority of the Committee
8 members, with reasonable notice to the public.

9
10 **C.** All meetings will be open to the public and conducted in accordance with the State
11 Sunshine Laws.

12
13 **D.** The Committee will insure agendas and minutes of its meetings are available to the
14 public in accordance with the State Sunshine Laws.

15
16 **E.** All meetings shall be conducted in accordance with Robert's Rules of Order.

17
18 **ARTICLE VII. STAFF SERVICES**

19
20 **A.** The Tallahassee-Leon County Planning Department shall act as the liaison for the
21 Committee with the governing boards and the appropriate appointed officials. Staff
22 services will include:

23
24 1. Publishing notice of meetings to the Committee members and the public;
25 arranging meeting locations; maintaining summary minutes of the meetings; preparing
26 and distributing appropriate information related to the meeting agenda; acting as
27 secretary for the Committee.

28
29 2. Informing the Committee of events, activities, policies, programs, etc.
30 occurring within the scope of the Committee's function and informing the Committee of
31 all requests for information or assistance from the governing boards.

32
33 3. Ensuring the appropriate governing board is informed of all vacancies and
34 expired terms.

35
36 4. Ensuring that the Committee is provided legal counsel as may be necessary.

37
38 5. Ensuring a continuous flow of information to the appropriate governing board.

39
40 6. Ensuring information provided by the Committee for review by the governing
41 boards is appropriately agendaed for review.

42
43 **B.** Staff will provide a standard orientation program to all new citizen members. The
44 program will address, but not be limited to, the bylaws, conflict of interest, the Florida
45 Sunshine Law, ethics standards, financial disclosure requirements (if any), and legal
46 obligations and responsibilities. Staff will ensure responses are provided to any

1 questions the new members may have regarding the duties and responsibilities of the
2 Committee and the members.

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5 **ARTICLE VIII. BYLAWS AND EFFECTIVE DATE**
6

7 **A.** Any changes to the bylaws will be reviewed and approved by the Committee and the
8 City Commission, Board of County Commissioners, and the School Board; and filed
9 with the Tallahassee-Leon County Planning Department and the clerk of each
10 governing board.

- 11
12 1. These Bylaws shall become effective upon approval by the governing
13 boards.
14
15 2. These Bylaws were approved on September 13, 2007 by the Committee.
16
17 3. These Bylaws were approved on October 11, 2007 by the City
18 Commission; on _____ by the Board of County Commissioners;
19 and on October 9, 2007 by the School Board.
20
21
22
23

24 _____
25 Date Chair
26

27
28 Approved by the Leon County School Board:
29

30 October 9, 2007 Maggie Lewis-Butler
31 Date Maggie Lewis-Butler
32 Board Chair
33
34

35
36 Approved as to form:
37

38 J. Wahlen 10.9.07
39 Jeffrey J. Wahlen
40 School Board Attorney
41

1 Approved by the City Commission:

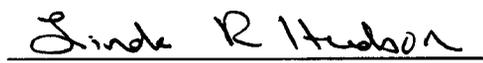
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October 11, 2007
Date


John R. Marks, III
Mayor

9 Approved as to form:

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James R. English
City Attorney

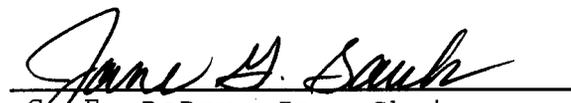
Attest:


Gary Herndon
Treasurer-Clerk

17 Approved by the Board of County Commissioners:

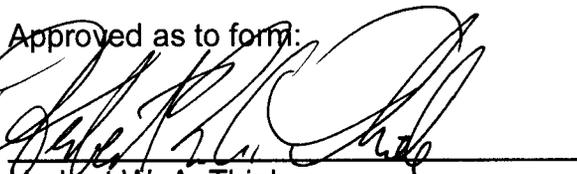
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10/25/07
Date


C. E. DePuy, Jr., Chairman
Board of County Commissioners

26 Approved as to form:

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Herbert W. A. Thiele

Attest:


Bob Inzer, Clerk of the Circuit Court

