

**HILLSBOROUGH COUNTY
CITIZENS ENVIRONMENTAL ADVISORY COMMITTEE
BYLAWS**

ARTICLE I - NAME AND PURPOSE

SECTION 1: The name of this organization shall be the Hillsborough County Citizens Environmental Advisory Committee (Committee). This Committee was established by the members of the Environmental Protection Commission (EPC), Hillsborough County, Florida in March, 1988. As used in these Bylaws, “the Environmental Protection Commission”, “Commission”, and “EPC” refers to the Board of County Commissioners of Hillsborough County, sitting as the Environmental Protection Commission.

SECTION 2: The purposes and scope of the activities of this Committee shall be the following:

- A. To review and evaluate county environmental issues as requested by the EPC.
- B. To initiate proposals and forward them to the EPC as recommendations for action.

ARTICLE II - MEMBERSHIP

SECTION 1: The Committee shall be made up of a cross-section of citizens residing within Hillsborough County. The membership of the Hillsborough County Citizens Environmental Advisory Committee shall consist of a maximum of seventeen (17) members, two to be appointed by each EPC Commissioner, and one each to be appointed by the Mayors or City Council of the cities of Tampa, Plant City and Temple Terrace.

SECTION 2: Pursuant to appointments made by the individual EPC Commissioners and City Officials, members of this Committee shall serve for a two-year term, beginning January 1 and terminating December 31 of the second calendar year or until such time as a new appointment is made by the EPC Commissioner or the applicable City

SECTION 3: Any member missing more than 3 meetings in the calendar year will result in a request by the Chairman to the appointing Commissioner (or City) to appoint a new member or to reaffirm the existing member.

SECTION 4: Each CEAC member has certain duties and responsibilities in the public trust and as further established by CEAC Policy, to wit:

- A. Regularly attend meetings at the appointed time;
- B. Adequately prepare for meetings by reviewing the Agenda and any supporting documents and being versed on the issues to come before the Committee;
- C. Comply with laws governing public service, including Florida's Government-in-the-Sunshine law and the Code of Ethics for Public Officers and Employees;
- D. Refrain from unethical conduct and/or improper conflicts of interests or undue influence in the representation of a third party in conducting business with the agency. Allegations of misconduct against any member can be brought to the attention of the Chair. The Chair shall bring such allegations to the attention of the Committee, and the Committee shall decide by majority vote if these allegations warrant further discussion by the members. If after discussion, the Committee determines by majority vote that an allegation has merit, a recommendation by the Chair shall be made to the appointing Commissioner or City to remove the offending member and appoint a new member.
- E. Voting on all issues before the Committee except in the case of a voting conflict of interest pursuant to Section 112.31 (3), Florida Statutes, which requires that a Committee member recuse him or herself in the event of conflicts of interest; and the CEAC member with the conflict of interest will explain to the other CEAC members the nature of the conflict.

ARTICLE III - MEETINGS

SECTION 1: Notice of the time, place and purpose of all regular and special meetings shall be mailed or e-mailed to each member of the Committee not less than five days before such meeting.

SECTION 2: A majority of the total members of the entire Committee shall constitute a quorum for the transaction of any business at any regular meeting of the Committee. A majority of those Committee members designated by the Chairman of the Committee to attend any special meeting shall constitute a quorum for the transaction of business at any special meeting of the Committee.

SECTION 3: Only the appointed members shall be entitled to vote at any meeting of the Committee.

SECTION 4: CEAC will designate a person to be in charge of taking minutes at their meetings. An EPC staff liaison shall assist with recording equipment and will maintain all Committee records at 3629 Queen Palm Drive Tampa, FL 33619.

ARTICLE IV - OFFICERS

SECTION 1: The members of the Committee shall nominate and elect from their own membership, the following officers at the first regular meeting of the calendar year.

- A. Chairman
- B. Vice-Chairman

SECTION 2: The terms of office for all officers shall be one year beginning at the first regular Committee meeting of the year and terminating at the last regular Committee meeting of the year, or until their successors are elected at the next regular meeting of the Committee.

SECTION 3: Any officer may be re-elected for the same office.

SECTION 4: A vacancy in any office may be filled by the Committee at any regular meeting.

SECTION 5 : Duties:

- A. Chairman:

The Chairman shall preside at all meetings of the Committee and conduct all meetings of the Committee. He or she shall forward action taken by the Committee to the EPC for whatever action the EPC deems appropriate. The Chairman shall appoint subcommittees as appropriate and deemed necessary by the Committee, and notify the EPC of such appointments.

- B. Vice-Chairman:

In the absence of the Chairman or in the event of his or her inability to act, the Vice-Chairman shall exercise all powers and duties of the Chairman.

ARTICLE V - AMENDMENTS

SECTION 1 : These bylaws may be amended by the two-thirds vote of the membership present and voting at any regular meeting of the Committee after notice of such proposals for an amendment has been given to all members as provided in these bylaws. All such amendments shall be subject to approval by the EPC.

ARTICLE VI - RULES OF PROCEDURE

SECTION 1: All meetings of the Committee shall be conducted in an informal manner unless otherwise specified in these bylaws.

SECTION 2: Agenda items are to be determined by priorities as set by the full Committee. All requests from the EPC shall be honored. A conceptual annual agenda subject template will be developed at the January meeting and formalized at the February meeting.

ARTICLE VII - RIGHTS AND PRIVILEGES

SECTION 1: No member shall possess any right, interest, or privilege which may be transferable by that member to any individual.

SECTION 2: Any right, interest or privilege afforded to a member shall cease upon termination of the member's service.

ARTICLE VIII - OFFICIAL POSITION

SECTION 1: Members will from time to time be asked to give their opinions regarding matters that have been or will be considered by the Committee. No member shall be prohibited from stating their individual opinion on any matter; however, in doing so, each member shall take care to make clear that the opinion expressed is their own and does not constitute the official position of the Committee.

SECTION 2: There shall only be one official position of the Committee which shall be the position adopted by a majority vote of the Committee. When the official position of the Committee is requested of a member in the absence of the Chair, the official position of the Committee shall be presented by the member.

amended 07/24/95

amended 05/18/00

amended 03/16/06

amended 12/17/09

amended 10/20/11

amended 05/18/17