

**BYLAWS OF THE NORTHWEST JACKSONVILLE ECONOMIC DEVELOPMENT FUND
(NWJEDF) ADVISORY COMMITTEE**

ARTICLE I-ORGANIZATION

Establishment: Executive Order No. 2014-05 and Executive Order No. 2019-04

The purpose of these Bylaws, Rules and Regulations is to establish procedures for the conduct of business and the internal administration of the Northwest Jacksonville Economic Development Fund Advisory Committee (the "Advisory Committee") in accordance with Executive Order No. 2014-05 (the "Executive Order"), which, together with Ordinance No. 2016-140-E (the "Ordinance") re-established, updated and clarified Advisory Committee purposes and functions, Advisory Committee membership and organization, and the responsibilities of the Office of Economic Development (the "Department") concerning the Advisory Committee and, the administering of the Northwest Jacksonville Economic Development Fund.

These bylaws and any amendments thereto shall be consistent with the Executive Order, Ordinance and any amendments to the Executive Order and Ordinance.

1.1 Advisory Committee Membership. Members of the Advisory Committee are appointed by the Mayor pursuant to Executive Order No. 2014-05. The Advisory Committee shall consist of seven (7) members to be appointed within the following categories:

Category 1: Two (2) small business owners;

Category 2: One (1) person with knowledge of the construction industry (builder, developer, architect, etc.);

Category 3: Two (2) persons with knowledge of the financial industry (bankers, accountant, etc.);

Category 4: One (1) person with knowledge of workforce preparation (educator, etc.); and

Category 5: One (1) person of varied background.

All members shall reside in or be employed in the Northwest Jacksonville area or have a stated interest in economic development activity in the Northwest Jacksonville area, as described and defined within the Executive Order:

1.2 Appointments, Reappointments. Initially, three members are appointed for a one-year term. Thereafter, each appointment shall be for a three-year term. No Member appointed to the Advisory Committee for two consecutive full terms shall be eligible for appointment to the next succeeding term. Each such initial appointment, as specified herein, shall constitute a full term for purposes of reappointment. Members shall serve at the pleasure of the appointing authority and may be removed at any time in the same manner in which the member was appointed.

1.3 Vacancy. The Mayor shall fill by further appointment any vacancy on the Advisory Committee that may occur.

1.4 Quorum. All decisions and recommendations of the Advisory Committee shall require a concurring vote of a majority of the members present. Four (4) members of the Advisory Committee shall constitute a quorum for the purpose of conducting the official business of the Advisory Committee. If the Advisory Committee is comprised of less than seven (7) members at any time, a vote of the majority of all Committee members present and voting at any Advisory Committee meeting is necessary for the passage of motions or other Advisory Committee business requiring a vote.

1.5 Attendance. Advisory Committee Members are required to attend 75% of all held meetings per year. The Advisory Committee Member must notify the Chair or the Executive Director of the Office of Economic Development via email or phone, if they will not be able to attend the noticed meeting. If an Advisory Committee Member misses three consecutive meetings without cause and prior approval of the Chair, or for any other reason of just cause, the Chair may notify the Mayor and request that the member be relieved of his or her duties.

1.6 Committees. The Advisory Committee may conduct such other business as deemed necessary or proper in order to perform its function. The Committee shall make funding recommendations to the Mayor's Budget Review Committee and Jacksonville City Council from among a vetted pool of applications for various community-development related projects. The Chair of the Advisory Committee shall appoint the chair and members of any subcommittees formed, who shall be Members of the Advisory Committee. The Chair shall be a voting member of each subcommittee of which he or she is not a regular member. The Chair has the right, but not the obligation, to participate in the proceedings of each subcommittee. Each subcommittee shall consist of a minimum of three (3) members, and a simple majority of its members shall constitute a quorum.

ARTICLE II: OFFICERS, DUTIES, AND ELECTIONS

2.1 General. The officers of the Advisory Committee shall be a Chairperson (the "Chair") and a Vice Chairperson (the "Vice-Chair"). Such officers shall be elected at the meeting of the Advisory Committee held in October of each year, and the office holders shall hold office from two (2) years the date of said meeting. The Chair of the Committee shall be elected by a majority vote of the Members of the Advisory Committee, with a quorum present and voting. The Vice-Chair of the Committee shall be elected by a majority vote of the Members of the Committee, with a quorum present and voting.

2.2 Powers and Duties of the Chairperson. The Chair shall preside over all meetings of the Advisory Committee. The Chair shall give notice for and preside at all meetings of the Advisory Committee. He or she shall have general charge and supervision of the business of the Advisory Committee. He or she shall from time to time make such reports of the affairs of the Advisory Committee as required. He or she shall perform such other duties as may from time to time be assigned by the Advisory Committee.

2.3 Powers and Duties of the Vice-Chairperson. The Vice-Chair shall possess the power and may perform the duties of the Chair in the Chair's absence. He or she shall perform such other duties as may from time to time be assigned by the Committee.

ARTICLE III: MEETINGS

3.1 Meetings. The Advisory Committee shall meet at least once a month, provided at least one application for public improvements funding has been submitted for consideration in regard to a proposed project; otherwise, the Advisory Committee shall meet at least quarterly. Additional meetings of the Advisory Committee may be called at the discretion of the Chair. All meetings shall be open to the public and members of the public shall be given a reasonable opportunity to be heard on a proposition before the Advisory Committee, in accordance with Sec. 286.0114, Chapter 286, Florida Statutes.

3.2 Place of the Meetings. The meeting location, time and date of the Advisory Committee meeting will be included in the public meeting notice per Section 286.0114, Chapter 286, Florida Statutes (Public Business: Miscellaneous Provisions).

ARTICLE IV: GENERAL RULES

4.1 All meetings of the Advisory Committee, including subcommittee meetings, shall be open to the public and are subject to the provisions of the following laws:

1. PART III, Chapter 112, Florida Statutes (Code of Ethics for Public Officers and Employees).
2. Chapter 119, Florida Statutes (Public Records Act).
3. Chapter 286, Florida Statutes (Government in the Sunshine Law)

In addition, all applicable provisions of the City of Jacksonville Ordinance Code, including Part 2, Chapter 50 (Procedures Governing Conduct of Public Officials with Respect to Ex-parte Communications) and Chapter 602 (Jacksonville Ethics Code), must be followed.

4.2 All Advisory Committee meetings, including subcommittee meetings, whether formal or informal, and which include two (2) or more members to discuss an item that may foreseeably come before the Advisory Committee, must be properly Noticed, as required by the laws referenced in Article 4.1., above.

4.3 The Advisory Committee shall be subject to the “Government in the Sunshine: requirement of Chapter 286, Florida Statutes, and Section 602.1208, *Ordinance Code.*” All minutes, resolutions, motions, reports and other official records of the Advisory Committee are public records, as required by Florida law, including Chapter 119, Florida Statutes.

4.4 The Advisory Committee shall make funding recommendations to the Executive Director of the Office of Economic Development from among those applications that are in the application pool that have been specified and identified pursuant to the Executive Order, as amended.

ARTICLE V: ADMINISTRATION

5.1 The Office of Economic Development (the “Department”) will provide administrative support and coordinate the appropriate professional and technical support to the Advisory Committee. The Executive

Director of the Office of Economic Development, or his/her designee, shall be the program coordinator for the NWJEDF.

5.2 The Executive Director of the Office of Economic Development shall assign appropriate professional staff to the Advisory Committee, who will then coordinate the activities of the Advisory Committee, including assisting the Chair to set meeting agendas. A staff member shall attend each meeting and shall prepare and maintain the minutes for each meeting. The staff will be assisted by the other appropriate personnel from the Office of Economic Development, the Office of General Counsel and such staff from other City Departments, Authorities and Independent Agencies, as may be required from time to time.

ARTICLE VI: ANNUAL REPORT

6.1 Reports. The Office of Economic Development shall file with the Finance Committee each year a report of its activities for the preceding fiscal year, October 1st – September 30th.

ARTICLE VII: AMENDMENTS

7.1 Amendment to Bylaws. These Bylaws may be amended at any regular or special meeting of the Advisory Committee by an affirmative vote of at least four (4) Committee Members. The proposed Bylaws or amendment(s) shall have received the prior review and approval of the Executive Director of the Office of Economic Development and the Office of General Counsel and shall also be listed on the agenda as an action item. All amendments to the Bylaws shall be consistent with the Executive Order, Ordinance and any amendments to the Executive Order and Ordinance and this sentence may not be amended.

ADOPTED and APPROVED this 20th day of August, 2019