

GOLDEN GATE BEAUTIFICATION
MUNICIPAL SERVICE TAXING UNIT (MSTU) ADVISORY COMMITTEE

BY-LAWS

ARTICLE I

Name

The name of this Advisory body shall be the “Golden Gate Beautification Municipal Service Taxing Unit (MSTU) Advisory Committee.”

ARTICLE II

Jurisdiction

The Advisory Committee shall function as an advisory body to the Board of County Commissioners (BCC) and is governed under Ordinance 83-55, as amended. The Committee will make recommendations to the BCC in matters related to beautification within the district, funding, preparation of bid documents, management of contracts, and managing the annual budget.

The BCC shall have the final authority over the actions of the MSTU.

ARTICLE III

Officers and their Duties

- Section 1. The officers shall consist of a Chair and Vice-Chair.
- Section 2. The Chair shall preside at the meetings and shall have the duties normally conferred by parliamentary usage of such officers.
- Section 3. The Chair may call special meetings, appoint subcommittees, and act as a liaison with government bodies and other related committees.
- Section 4. The Chair shall have the privilege of discussing all matters before the Committee and shall have the same voting rights as all Committee members.
- Section 5. The Vice-Chair during the absence of the Chair or the Chair's inability to serve, shall exercise all of the duties and powers of the Chair.

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- Section 6. The full Committee may participate in the election process and vote.
Section 7. The Advisory Committee shall adopt procedures by which it shall operate.

ARTICLE IV Election of Officers

- Section 1. Nomination of Chair and Vice-Chair shall be made from the floor at the annual organization meeting in February of each year, and the election shall be held immediately thereafter.
- Section 2. A candidate receiving the majority vote shall be declared elected and shall serve a term of one (1) year, or until a successor shall take office. An Officer is eligible for reelection if the term of the Advisory Committee is extended.
- Section 3. Vacancies in the position of Chair and Vice-Chair shall be filled immediately by regular elections procedures.
- Section 4. The Chair or Vice-Chair may be removed from office by a super majority of the Committee with or without cause.

ARTICLE V Committee Structure and Meeting Requirements

- Section 1. The Golden Gate Beautification Municipal Service Taxing Unit (MSTU) Advisory Committee shall consist of five (5) members.
- Section 2. Committee Appointments – Appointment of members to the Advisory Committee shall be by resolution of the BCC, which resolution shall set forth a date of appointment. Each appointment shall be for a term of four (4) years. Appointments to fill any vacancies on the Advisory Committee shall be for the remainder of the unexpired term.
- Section 3. Regular Meetings – Regular meetings of the Advisory Committee shall be held monthly on the third Tuesday at 4:30 p.m., Golden Gate Community Center, 1701 Golden Gate Parkway, Naples, Florida 34116. If a regular meeting is required to be held at a time and location other than what is specified herein, notice will be provided at least seventy-two (72) hours prior to the meeting and posted on the County website.

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- Section 4. Special Meetings – Special meetings of the Advisory Committee may be convened by the Chair upon giving notice thereof.
- Section 5. Notices – Notices of an Advisory Committee meeting shall be given to all members and to the Public at least seventy-two (72) hours in advance of the meeting. At any meeting, the Committee may set a future meeting date. Staff may provide notices and agendas to members at least seventy-two (72) hours prior to meetings.
- Section 6. Attendance – Members shall notify the Staff Liaison or the Transcriptionist if they cannot attend a meeting. If a member misses two (2) successive Committee meetings without notification, he/she may forfeit his/her appointment.
- Attendance is preferred in person but may occur telephonically provided that (1) there is a quorum of the Committee members physically present; and (2) the members who are present authorize the participation by telephone the absent member can conduct them self in the same manner as if they were present, including making motions and voting on items.
- Section 7. Quorum – A quorum of the Advisory Committee shall consist of three (3) members and an affirmative vote of a majority of those present and voting shall be necessary to pass any motion. In the absence of a quorum, those members present may review the agenda items and make recommendations that may be reviewed for approval by the Advisory Committee at its next meeting where there is a quorum present.
- Section 8. Voting – Voting shall be by voice vote, or show of hands, if necessary, and may be recorded by individual (or group).
- Section 9. Meetings – All meetings shall be open to the public to encourage public awareness and participation. Each public attendee shall identify them self by name, address, and signature on the meeting attendance list.
- Section 10. Minutes – Minutes shall be taken at all Advisory Committee meetings. Voice recording of meetings is acceptable. A written record of meetings, resolutions, findings and determinations shall be kept for the Advisory Committee.

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- Section 11. Documents – The Public Transit & Neighborhood Enhancement (PTNE) Staff shall assist with preparation, duplication, and distribution of materials necessary for meetings. Copies of all Advisory Committee minutes, resolutions, reports, and exhibits shall be submitted to the Clerk's Office and posted on the County Website for public viewing.
- Section 12. Except as otherwise provided in these Bylaws, Roberts Rules of Order shall be followed at all meetings.
- Section 13. Agendas – Agendas are set by the Chair in coordination with the Staff Liaison and Transcriptionist. Advisory Committee members may send agenda items request to the Staff Liaison and/or Transcriptionist prior to the publishing of the Agenda. Agenda additions and modifications may be made at the meeting prior to approval of the Agenda.

ARTICLE VI Order of Business

- I. Call to Order
- II. Attendance
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Approval of Minutes
- VI. Contractor Reports
- VII. Project Manager's Report
- VIII. Budget Report
- IX. Old Business
- X. New Business
- XI. Committee Member Comment
- XII. Public Comment – Items NOT on the Agenda
- XIII. Adjournment

Next Meeting Date

ARTICLE VII Public Participation

All Golden Gate Beautification Municipal Service Taxing Unit (MSTU) Advisory Committee meetings will be public meetings as required by Florida Statutes. Participation by the Public is encouraged and in an effort to be fair to all wishing to participate, the following rules shall apply when receiving public comment.

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- Section 1. Public Comment on Items on the Agenda – During each portion of the agenda the Chair may open up the meeting for public comment.
- a. The Chair shall declare when the floor will be open to public comment.
 - b. The Chair shall declare when the public comment period for the Agenda item is closed for public comment. Once the item is closed for public comment there shall be no further comment from the floor.
 - c. At the discretion of the Chair, all persons wishing to speak on an Agenda item must register with the Staff liaison prior to the presentation of the Agenda item by completing a speaker's slip.
 - d. Each public participant must identify them self by name and address.
 - e. All registered speakers will receive up to three (3) minutes to speak unless the time is adjusted by the Chair.
 - f. There will be no sharing of minutes among those present in an effort to extend the time permitted to speak.
 - g. Once a participant has been afforded the opportunity to speak he/she may not speak again unless requested by the Chair.

- Section 2. Public Comment on Items NOT on the Agenda – A Public Comment section will be included in each agenda. During this portion of the meeting items that have not been brought forward previously or were not on the agenda may be discussed or raised by the Public.

- a. At the discretion of the Chair, all persons wishing to speak under public comment on items not on the Agenda must register with the Staff liaison prior to this portion of the Agenda by completing a speaker's slip.
- b. Each public participant must identify them self by name, address, and specify subject matter.
- c. All registered speakers will receive up to three (3) minutes to speak unless the time is adjusted be the Chair.
- d. There will be no sharing of minutes among those present in an effort to extend the time permitted to speak.
- e. Once a participant has been afforded the opportunity to speak he/she may not speak again unless requested by the Chair.

ARTICLE VIII

Amendment to By-Laws

- Section 1. Any proposed permanent amendment to the By-Laws shall be provided to every Advisory Committee member at least seven seventy-two (72) hours before it is voted on at a regular meeting.

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Section 2. These Bylaws, and any and all amendments to the By-Laws, will become effective upon an affirmative vote of a majority of the quorum.

These By-Laws for the Golden Gate Beautification Municipal Service Taxing Unit (MSTU) Advisory Committee are hereby approved this _____ day of _____, 2019.

Golden Gate Beautification Municipal Service Taxing Unit (MSTU) Advisory Committee:

Date:
By: Patricia Spencer, Chair

Date:
By: Florence "Dusty" Holmes

Date:
By: Ron Jefferson

Date:
By: Norma Lees-Davis

Date:
By: Paula Rogan

Date:
Attested by: Michelle Arnold, PTNE, Division Director

Date:
Attested by: Dan Schumacher, PTNE, MSTU Project Manager