

**SARASOTA BAY ESTUARY PROGRAM
CITIZEN ADVISORY COMMITTEE
BYLAWS**

Approved by Policy Board – 5.2.14

**ARTICLE I
Name, Authority, Location, Purpose and Functions**

Section 1: Name.

The name of this organization shall be the Sarasota Bay Estuary Program Citizens Advisory Committee, hereafter referred to as the “CAC”. Its area of interest shall be the entire Sarasota Bay and all of its tributaries, including, but, not limited to Anna Maria Sound, Palma Sola Bay, Little Sarasota Bay, Roberts Bay and Blackburn Bay.

Section 2: Authority.

The CAC has been established by the Policy Board of the Sarasota Bay Estuary Program (SBEP) pursuant to Section 5.7 of the Interlocal Agreement, dated October 1, 2004, governing the existence of the SBEP.

Section 3: Location.

The principal mailing address of the CAC shall be the SBEP office established by the SBEP Policy Board.

Section 4: Purpose and Functions.

The CAC shall provide citizen input to the SBEP Management Committee and Policy Board on the process of implementing, and promote public awareness and understanding of, the SBEP goals.

The CAC shall, as a deliberative body and in accordance with these bylaws:

- Advise the Management Committee and the Policy Board in the production of the annual report, review of the annual work plan and the budget;
- Identify opportunities and mechanisms to involve the public in implementing the CCMP;
- Communicate with decision makers and other implementing authorities about implementation needs for the CCMP; --
- Abide by the policies established by the SBEP Policy Board for the SBEP; and --
- Make recommendations on issues referred by the Management and Policy Boards.

ARTICLE II Membership and Officers

Section 1: Membership.

A. General Members: The CAC shall be composed of residents of Manatee and Sarasota counties appointed to the CAC by the SBEP Policy Board, and represent a cross section of groups and organizations that use or have concerns about Sarasota Bay. The interests shall include:

- Environmental, conservation and watershed associations;
- The user community including but not limited to business, industry, real estate, sport and commercial fisheries, recreation, boating;
- Environmental education/academic community; and
- Community stewards/general public

B. Honorary Members: This designation may be conferred upon a past member who has a history of long and meritorious service with the CAC or Program Office.

- Recognition may be achieved upon the recommendation of one current CAC member, seconded by another current member and by a three-quarter vote at the annual meeting.
- They shall have all the privileges of CAC membership with none of the membership obligations.
- They are entitled to vote in all CAC business.
- They may not make or second motions.

C. Composition: The goal shall be to recruit a fair distribution of members from both Sarasota and Manatee Counties, and, to achieve a distribution of representation from among the membership categories defined in sub-section A. Membership on the CAC shall not exceed thirty (30) general members. When there are less than 25 general membership members, the SBEP staff and the CAC (or a sub-committee thereof) shall begin recruitment of new CAC member candidates.

Section 2: Criteria for Membership.

Each member shall:

- Support the goals and objectives of the SBEP;
- Assume the responsibility for communicating with groups and the general public; and to attend scheduled meetings;
- Have an active e-mail account, so that they can receive committee correspondence from SBEP staff; and
- Have knowledge and interest in Sarasota Bay water quality and resource management issues.

Section 3: Terms of Appointment; Removal.

The terms of appointment of the members appointed by the SBEP Policy Board pursuant to these bylaws shall be not limited. The term of appoint of any member serving in office on the date of adoption of these bylaws shall expire on January 1, 2015, unless such member is appointed to the CAC by the SBEP Policy Board pursuant to Section 4, below.

Any member of the CAC may be removed from office by majority of the full membership of the SBEP Policy Board. In the event that any member (a) is no longer a resident of Manatee or Sarasota County, (b) is convicted of a felony or any offense involving moral turpitude while in office, or (c) is found to have violated the policies of the SBEP or these bylaws, the SBEP Policy Board shall terminate the appointment of such person as a member of the CAC.

Section 4: Method of CAC Appointment.

All members of the CAC shall be appointed by the SBEP Policy Board by majority vote.

The process for new member appointment to the CAC shall be as follows:

- Nominations for new members will be solicited from current members, SBEP management committee, and SBEP office staff, and an open invitation shall also be extended to the general public.
- The Vice-Chairman and SBEP staff shall review all applications considering the provisions of these bylaws concerning membership qualifications and composition and submit a list of proposed members to the SBEP Executive Director for presentation to the SBEP Policy Board for review and approval.
- The Executive Director shall forward the approved membership list to the SBEP Management Committee, for the record.
- The SBEP Executive Director may establish procedures for interested citizens to apply for membership on the CAC, and delegate to SBEP staff persons the responsibility to review and process such applications.

Section 5: Duties of Members.

CAC members shall:

- Attend regular meetings. If a member misses three consecutive meetings, the Chairperson(s) may ask the SBEP staff to solicit replacements for CAC consideration at the next regularly scheduled meeting. After missing two consecutive meetings, a member will be notified in writing of impending forfeiture of their seat on the CAC;
- Volunteer for at least one SBEP sponsored activity or special event each year;

- Assist the Management Committee and the Policy Board in the development, revision, and implementation of the Comprehensive Conservation and Management Plan;
- Serve as liaisons between their respective organizations and the public by communicating the activities of the SBEP and the CAC to their respective organizations and/or representative interest groups and conversely communicate the comments and concerns of these organizations to the SBEP Policy Board, Management and other SBEP Committees as appropriate; and
- Abide by the policies established by the SBEP Policy Board for the SBEP.

Section 6: Compensation.

All members shall serve without compensation.

Section 7: Officers.

Officers of the CAC shall be elected by members. The officers shall be a Chair, a Vice-Chair and Secretary. Terms of office shall be for two years.

Nominations of candidates shall be made during the annual CAC meeting, to be held in the last quarter of each calendar year. Officers shall be elected by a majority vote of CAC members or designates present, every other year, at the annual meeting when a quorum is present.

Section 8: Responsibilities of Officers.

The Chairman shall:

- Attend SBEP Management Committee meetings;
- Communicate recommendations and concerns of the CAC to the SBEP Management Committee, and, vice versa;
- Set CAC meeting agenda with assistance from SBEP staff.
- Conduct CAC meetings; and
- Coordinate an annual process to evaluate progress, priorities and next steps for the CAC, with assistance from the SBEP staff.

The Vice-Chairman shall:

- Serve in the absence of the Chair; and
- Chair the SBEP CAC Membership Committee.

The Secretary shall:

- Evaluate attendance record and establish a quorum; and
- Record CAC meeting minutes.

ARTICLE III

Meetings

Section 1: Meetings.

Meetings of the CAC shall be held at least 6 times per calendar year. The meeting schedule for the year shall be established at the last meeting of each calendar year, for the next year.

Meetings of the CAC shall take place in Manatee or Sarasota County.

Meetings of the CAC shall be open to the public and noticed by the project office in conformance with applicable Federal, state and local sunshine/public access requirements. A portion of time will be allocated at each meeting for public comment.

Section 2: Agenda Items.

Matters to be placed on the agenda for consideration at meetings of the CAC may be requested by any member of the following: CAC, Management Committee, TAC, PB, or SBEP staff.

Section 3: Parliamentary Procedure.

The CAC may establish rules of procedure for the conduct of meetings in accordance with applicable law, the policies established by the SBEP Policy Board and these bylaws. In the absence of an applicable rule of procedure, Robert's Rules of Order, Revised, shall apply.

Section 4: Conflict of Interest.

No member of the CAC or staff representative shall participate in any decision or vote which would constitute or appear to be a direct conflict of interest. Members shall state any potential conflicts of interest prior to any discussion and abstain from voting on that issue.

Section 5: Quorum.

At least fifty-one percent (51%) of the current total membership, at that time, provided that at least one of either the CAC Chairman or Vice Chairman is present, shall constitute a quorum. Each member shall have one vote.

Section 6: Annual Meeting.

There will be one Annual Meeting per calendar year. Every other year, at the annual meeting, CAC Board Officers will be nominated and elected.

ARTICLE IV
Sub-committees

Section 1: Sub-committees.

The CAC Chairman, in conjunction with SBEP Executive Director and staff may designate Ad hoc or standing sub-committees to facilitate the SBEP as deemed appropriate.

All sub-committees shall elect a Chairman who will report sub-committee activities and progress to SBEP staff and at the CAC meetings.

Sub-committees shall provide recommendations and input to the full CAC, and are not authorized to provide such recommendations or input to the SBEP staff, Management Board or Policy Board without first receiving the approval of the full CAC in accordance with Article VI, hereof.

ARTICLE V
Staff

Section 1: Staff Support.

Staff support for the CAC shall be provided by the SBEP staff under the direction and authority of the SBEP Executive Director. The staff shall be responsible for summarizing meetings, shall transmit notices and agendas to the membership, and shall provide a copy of the summary of the previous meeting to each member prior to the next regular meeting. The summary shall include consensus, majority and dissenting views on matters that come before the CAC. The staff will coordinate CAC volunteer activities and provide assistance in scheduling and procuring appropriate facilities for CAC meetings.

ARTICLE VI
Recommendations and Input

Recommendations and input provided by the CAC to the SBEP staff, Management Board and/or Policy Board shall reflect and cite the pertinent section(s) of the SBEP CCMP. Such Recommendations and input shall be developed and approved by the CAC, in a properly noticed public meeting, by a two-thirds majority vote. Such recommendations and input will be provided to the Management Committee and Policy Board for their consideration.

CAC recommendations and input shall be consistent with SBEP Policies as adopted by the SBEP Policy Board, including without limitation the Policy regarding land use and permitting decisions adopted by the Policy Board at their meeting on January 31, 2014.

ARTICLE VII
Adoption and Amendments

Section 1: Adoption.

These bylaws and any amendments thereto shall be effective immediately upon adoption by the SBEP Policy Board.

Section 2: Amendments.

Amendments to these bylaws must be approved and adopted by the SBEP Policy Board.

**DULY ADOPTED BY THE SBEP
POLICY BOARD,**

MAY 2, 2014