

Appendix B
LMS Task Force Bylaws

Bylaws of the Santa Rosa County Local Mitigation Strategy (LMS) Task Force

ARTICLE I. PURPOSES OF THE TASK FORCE

The purpose of the Santa Rosa County Local Mitigation Strategy (LMS) Task Force is to plan ways or methods to decrease the vulnerability of the citizens, governments, businesses and institutions of Santa Rosa County to the future human, economic and environmental costs of natural, technological, and societal disasters. The Task Force will develop, monitor, implement, and maintain a comprehensive multi-jurisdictional plan for hazard mitigation that will be intended to accomplish this purpose and to promote a sustainable and disaster-resistant community.

ARTICLE II. MEMBERSHIP

Membership in the Task Force is open to all jurisdictions, organizations and individuals supporting its purposes. Membership is accomplished through the completion of a Member Information Form. The Member Information Form should be submitted to the Task Force support staff for a signature of acknowledgement by the current Task Force Chair. A database of members and contact information will be maintained by the Task Force support staff.

Steering Committee alternate members shall also be required to submit a Member Information Form.

ARTICLE III. ORGANIZATIONAL STRUCTURE

The organizational structure of the Task Force shall consist of three permanent components: a Steering Committee, a Working Committee, and a support staff. Temporary subcommittees may be formed as deemed necessary by the Chair of the Steering Committee.

A. *The Steering Committee*

The Task Force shall be guided by a decision-making and voting body called the Steering Committee. The make-up of the Steering Committee shall be well conceived and well balanced with representatives from the following:

- At least one appointed representative and one designated alternate from the government of Santa Rosa County and each participating incorporated municipality,
- At least one representative from voluntary participating organizations and associations representing key business, industry, and community interest groups and others as listed in 9G-22.004 FAC, and
- Other individuals and their designated volunteer alternates as deemed appropriate by the Steering Committee to ensure well-balanced representation on the Steering Committee.

Ideally, Steering Committee members should have authority or responsibility for implementing proposed mitigation initiatives when resources to do so become available.

The Steering Committee shall be the central core decision-making and voting component of the Task Force. Members of the Steering Committee may also serve in the broader Working Committee component of the Task Force. Each Steering Committee member shall have one vote on formal motions made by the LMS Task Force.

The Steering Committee will provide a formal and stable core to the Task Force. Steering Committee members will serve as the official representative and spokespersons for the organization regarding the activities and decisions of the LMS Task Force. The roles and responsibilities of the Steering Committee members are described in Article V.

To maintain good standing, members of the Steering Committee must not have more than two unexcused absences from meetings during the course of a year.

Excused Absence Defined: An absence may be excused if the member's alternate attends in his/her place. If the member's alternate cannot attend in the member's place, the Chairperson may excuse the member's absence if the member notifies the Chairperson prior to the meeting that family sickness or death or other unavoidable and critical work or family conflict will not permit attendance at the specified meeting.

Criteria for Member Alternates: Each member of the Steering Committee may designate one alternate to assist them in fulfilling their roles and responsibilities on the Steering Committee and the Task Force as a whole. The alternate member may have one vote only when the primary member is absent. To maintain a well-balanced membership, the designated alternate should represent the same entity as the primary member. Alternate members of individual citizens shall also be individual citizens and not represent any other entity. A Steering Committee member cannot serve as an alternate member for another member.

Makeup of Santa Rosa County LMS Steering Committee June 2015	
Organization/Department	
1	Santa Rosa County Special Projects/Grants
2	Santa Rosa County Emergency Management
3	City of Gulf Breeze
4	Resident
5	Town of Jay
6	City of Milton
7	Santa Rosa County Building Permits Department
8	Santa Rosa County Planning and Zoning Department
9	American Red Cross
10	Board of County Commissioners
11	Santa Rosa County BOCC Administration
12	Homeowner's Association
See Attachment A	

B. The Working Committee

The Working Committee component of the LMS Task Force shall have planning and public information roles and responsibilities. Membership and/or participation in the LMS Working Committee is open to all interested jurisdictions, organizations and individuals.

Membership of the Working Committee shall include representatives from departments of local governments and other entities as specified in 9G-22.004(2)(a)(b)(c) FAC. These entities include representatives from various agencies of county [and municipal] government that may include, but not be limited to, planning and zoning, roads, public works, and emergency management. In addition, representatives from interested private organizations, civic organizations, trade and commercial support groups, property owners associations, Native American Tribes or authorized tribal organizations, water

management districts, regional planning councils, independent special districts and non-profit organizations. Members of the Steering Committee that represent the 9G-22 FAC entities may also be considered in meeting the 9G-22 FAC requirements.

The Working Committee may as an option form two sub-committees to more equitably distribute the planning and public information roles and responsibilities described in Article V.

Temporary subcommittees may be established at any time for special purposes by the chair of the Steering Committee, and their membership designated at that time.

C. Planning Support Staff

Santa Rosa County or other agency so designated by the Board of County Commissioners, will serve as the program LMS support planner or planning staff for the Task Force, and assist in the facilitation, coordination and support of the Task Force's activities. Roles and responsibilities of the LMS support staff are described in Article V. In addition Santa Rosa County, or other agency so designated, will provide staff to take, prepare and maintain minutes for the Task Force.

ARTICLE IV. TASK FORCE OFFICERS

Any member in good standing of the Steering Committee is eligible for election as an officer. The LMS Task Force will have a chair, vice-chair and a secretary. The chair and vice-chair shall be elected by a majority vote of a quorum of the Steering Committee members. Each officer will serve a term of one year, and be eligible for re-election for an unlimited number of terms.

The chair of the Steering Committee will preside at each meeting of the Task Force as well as establish temporary subcommittees and assign personnel to them. The vice chair will fulfill the duties and responsibilities of the chair in his or her absence.

Duties and Responsibilities of the Task Force Officers will include, but shall not be limited to:

The Task Force Chair shall:

- Conduct the Task Force Meetings as outlined in the agenda and according to Robert's Rules of Order.
- Assist the LMS Support Planner in setting meeting agendas.
- Pre-approve meeting minutes prior to distribution to the Task Force and others.
- Maintain a Task Force file of all documentation (letters, plans, state and federal handouts/documents, etc.) received while in office and transfer the file to the next elected chairperson.
- Establish formation of temporary sub-committees and assign members to serve.
- Distribute minutes, meeting notices, and general Task Force outreach.
- Oversee the planning component of the Task Force roles and responsibilities.

The Task Force Vice-Chair shall:

- Fulfill the roles and responsibilities of the chairperson in his/her absence.
- Oversee the public information component of the Task Force roles and responsibilities.

ARTICLE V. RESPONSIBILITIES

A. Steering Committee

The Steering Committee will be responsible for oversight and coordination of all actions and decisions by the Task Force, and is solely responsible for formal actions in the name of the Task Force, including the release of reports, development of resolutions, issuance of position papers, and similar activities. The Steering Committee makes task assignments to the Working Committee, coordinates their work, and takes action on their recommendations.

Other roles and responsibilities may include but not be limited to:

- Approve the mitigation initiatives for incorporation into the plan, the priority of those initiatives, and the removal or termination of initiatives.
- Set guidelines for the total mitigation planning effort.
- Serve as the official body to represent the overall planning process.
- Serve as the official liaison of the Task Force to the community.
- Present the plan to communities and the local elected bodies.

B. Working Committee

The Working Committee shall have two categories of responsibilities – planning and public information. These responsibilities are described below:

Planning – The planning responsibilities include undertaking and coordinating the actual technical analysis and planning activities fundamental to the development of an LMS plan. Activities will include identifying, analyzing, and monitoring the hazards threatening Santa Rosa County and the vulnerabilities of the community to those hazards, as well as assisting in the definition of actions to mitigate the impacts of those hazards; defining structural and non-structural actions needed to decrease the human, economic and environmental impacts of disasters, and preparing for consideration and action by the Steering Committee a strategy for implementation of those initiatives in both the pre- and post-disaster time frame; defining the general financial vulnerability of the community to the impacts of disasters; assisting with identification, characterization, and prioritization of initiatives to minimize vulnerabilities; and identifying funding sources for all priority mitigation initiatives identified in the mitigation strategy developed by the Task Force. In addition, planning responsibilities include assessing the communities' policies, regulations, and programs and making subsequent recommendations to enhance or strengthen the mitigation components of those planning documents (known as capabilities assessment). Planning responsibilities shall include any other planning activity required by CFR 44 Part 201, 9G-22 FAC or any other federal and state mitigation requirements.

Public Information — Public information responsibilities include those specified in CFR 44 Part 201, FEMA Region IV Minimum Standards of Responsibilities, 9G-22 FAC or any other federal and state mitigation requirements. These responsibilities include, but are not limited to securing public input and comment on the efforts of the Task Force; informing the public about the activities of the Task Force; conducting public information and education programs regarding hazard mitigation; conducting surveys to gather information on community needs and attitudes; assisting with the conduct of public meetings; providing a venue to receive comments from the public who cannot attend public meetings, and preparing the community for issuance of the LMS plan and promoting public acceptance of the strategy developed by the Task Force.

Temporary Subcommittees - The responsibilities of temporary subcommittees will be defined at the time

they are established by the chair of the Steering Committee.

C. LMS Support Staff

The general and primary responsibility of the LMS Support Staff is to coordinate and facilitate the Local Mitigation Strategy's continual maintenance, monitoring, evaluation, and update of the plan on an annual and five-year planning schedule as required by 9G-22 FAC, FEMA criteria in CFR 44 Part 201, and FEMA Region IV Minimum Standards of Acceptability (and any other subsequent State and Federal requirements). Roles and responsibilities that support the general and primary responsibility stated above include, but are not limited to, the following:

- Serve as initial point of contact for all matters relating to mitigation planning and implementation and when appropriate confer with the chair and/or vice chair, the authority specified in Article VI, or other member(s) of the Task Force.
- Document the planning process in the mitigation plan as required by FEMA criteria in CFR 44 Part 201, and FEMA Region IV Minimum Standards of Acceptability (and any other subsequent State and Federal requirements).
- Obtain and utilize technical assistance and/or training support from the State and FEMA or other agencies as needed by the LMS Support Staff and/or the Task Force.
- Provide training as needed to equip Task Force members in satisfactorily completing planning tasks.
- Read, interpret, and keep current on State and Federal mitigation planning requirements and accordingly guide the planning activities of the Task Force as necessary to ensure the community's eligibility for State and Federal mitigation and disaster funding remains in good standing.
- Work with the Task Force to collect, compile, organize, and analyze needed information for plan development. Prepare the LMS Plan as a document.
- Coordinate with the County's website staff in the posting of meeting documentation, agendas, and other items to promote public information, participation, and feedback. Maintain public review documentation.
- Attend State and Federal workshops on behalf of the Task Force.
- Provide logistical and administrative support to the Task Force.

ARTICLE VI. AUTHORIZED COUNTY POINT OF CONTACT

The Grants and Special Projects Director shall be the Task Force's designated county point of contact and is empowered by the Board of County Commissioners to accept and disburse funds, enter into contracts, hire staff, and take such other actions as necessary in support of, or for the benefit of, the Task Force.

ARTICLE VII. ACTIONS BY THE TASK FORCE

A. Authority for Actions

Only the Steering Committee has the authority to take final actions in the name of the Task Force. Actions by the Working Committee and its subcommittees or the LMS Support Staff are not considered as final until affirmed by action of the Steering Committee.

B. Meetings, Voting and Quorum

Meetings of the Task Force will be conducted in accordance with Robert's Rules of Order.

Regular meetings of the full Task Force will be scheduled at least quarterly with a minimum of 7 days' notice. The different component groups of the Task Force may conduct additional and separate meetings as needed to complete tasks.

All final actions and decisions made in the name of the Task Force will be by affirmative vote of a quorum of the Steering Committee. A quorum shall be 50 percent of the members of the Steering Committee in good standing at the time of the vote. Each member of the Steering Committee will have one vote. (See voting requirements for alternates in Article III, A) Voting by proxy, written or otherwise, is not permitted.

C. *Public Hearings*

When required by statute or the policies of Santa Rosa County, or when deemed necessary by the Steering Committee, a public meeting regarding actions under consideration for implementation by the Task Force will be held.

The Task Force shall hold a minimum of two advertised public meetings during the preparation of the LMS Plan as required by FEMA Region IV Minimum Standards of Acceptability and CFR 44 Part 201.

D. *Documentation of Actions*

All meetings and other forms of action by the Steering Committee will be documented and made available for inspection by the public at one or more of the following county locations: the County's website and/or the County Clerk's office or other central location. Documentation may include minutes, handouts, and sign-in sheets. In addition, the LMS Support Staff will maintain public review documentation.

ARTICLE VIII. ADOPTION OF AMENDMENTS TO THE BYLAWS

The Bylaws of the Task Force may be adopted and/or amended by a two-thirds majority vote of the members in good standing of the Steering Committee. All proposed changes to the bylaws will be provided to each member of the Steering Committee not less than ten working days prior to such a vote. Voting can be accomplished at a regularly scheduled meeting, a special meeting, or via electronically utilizing email or fax so that a written confirmation of the vote can be generated.

ARTICLE IX. DISSOLUTION OF THE TASK FORCE

The Task Force may be dissolved by affirmative vote of 100% of the members in good standing of the Steering Committee at the time of the vote, by order of a court of competent jurisdiction, and/or by instruction of the Santa Rosa County governing body. Voting can be accomplished at a regularly scheduled meeting, a special meeting, or via electronically utilizing email or fax so that a written confirmation of the vote can be generated. At the time of dissolution, all remaining documents, records, equipment and supplies belonging to the Task Force will be transferred to the Santa Rosa County position specified as the Task Force's Point of Authority in Article VI for disposition.

ATTACHMENT A – SANTA ROSA COUNTY LMS STEERING COMMITTEE

Based on long-standing Steering Committee status prior to the establishment of these Bylaws, representatives from the following departments/organizations will serve as members of the initial Steering Committee under the Santa Rosa County LMS Task Force Bylaws. Additional Steering Committee members will be added as the Task Force as a whole grows in membership and as representation is needed to maintain a well-conceived and well-balanced Steering Committee.

Santa Rosa County LMS Steering Committee June 2015

	Organization/Department	Primary Representative	Designated Alternate(optional)
1	Santa Rosa County Special Projects/Grants Office	Sheila Fitzgerald, Director (Task Force Support Staff)	Erica Grancagnolo, Grants Manager
2	Santa Rosa County Emergency Management Plans Chief	Daniel Hahn, Co-Coordinator (Task Force support staff)	Brad Baker, Director
3	City of Gulf Breeze	Curt Carver, Assistant City Manager	Shane Carmichael
4	Resident	Lou Greene, Navarre Resident	
5	Town of Jay	Linda Carden, Town Clerk	Donna Bullock
6	City of Milton	Brian Watkins, City Manager (current Task Force Chair)	Randy Jorgenson
7	Santa Rosa County Building Permits Department	Karen Thornhill, Flood Plain Manager (Community Rating System (CRS) Coordinator)	Rhonda Royals, Building Official
8	Santa Rosa County Planning and Zoning Department	Shawn Ward, Transportation Planner	Beckie Cato, Director
9	American Red Cross	Kelly Jo Bailey	
10	Board of County Commissioners	Rob Williamson, Commissioner District IV	
11	Santa Rosa County BOCC Administration	Tony Gomillion, County Administrator (current Task Force Co-Chair)	
12	Holley-by-the-Sea Homeowner's Association	Ms. Yvonne Harper, Board of Directors, President	Rod Danner, Board of Directors, Vice-President

Local Mitigation Strategy Task Force Structure

The Mitigation Planning Process starts with the development of the Task Force as an organization and obtaining participation from the local government jurisdictions and key organizations and institutions.

Working Committee

Planning and Public Information Responsibilities
Participation is not limited in any manner

Steering Committee

Core Decision-making and Voting Body

Ideally, these members have authority or responsibility for implementing the Task Force's proposed mitigation initiatives

To maintain good standing, member must not have more than two unexcused absences per year.
Members may designate alternates.

A quorum shall be 50% of the members in good standing of the Steering Committee.