

# BYLAWS OF THE FLAGLER COUNTY AFFORDABLE HOUSING ADVISORY COMMITTEE

## PART I: PURPOSE & INTENT

The Flagler County Board of County Commissioners has established the Affordable Housing Advisory Committee under Section 16-77 of the Flagler County Code, pursuant to s. 420.9076, to make recommendations to the Board of County Commissioners regarding specific initiatives and incentives to encourage or facilitate affordable housing in Flagler County. All parts of these bylaws shall be superseded by changes or updates to relevant Florida Statute.

## PART II: MEMBERSHIP

**Section 1. MEMBERSHIP.** The Committee shall be structured in accordance with Florida Statute. All appointees shall be residents and registered voters of Flagler County and shall serve at the discretion of the Board of County Commissioners and the City Council of Palm Coast.

**Section 2. TERMS.** The Committee members shall serve staggered terms and the term of office shall be for 3 years. If a vacancy occurs prior to the expiration of any member's full term, the Board of County Commissioners shall advertise the position and replace with another candidate accordingly.

**Section 3. COMPENSATION.** All members of the Committee shall serve without compensation; none are entitled to pension or retirement benefits for service on the Committee.

## PART III: OFFICERS

**Section 4. OFFICERS.** Except where otherwise required by statute or ordinance, the Committee shall elect its Chair and Vice-Chair from among its members. The term of the Chair and Vice-Chair shall be one (1) year with eligibility for reelection.

**Section 5. DUTIES OF OFFICERS.** The duties and power of the officers of the Committee shall be as follows:

A. Chair

- (1) To preside at all meetings of the Committee.
- (2) To call special meetings of the Committee in accordance with these Bylaws.
- (3) To sign documents within the purview and authority of the Committee; and
- (4) To see that all actions of the Committee are properly taken.

8. Vice-Chair

During the absence, disability or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all responsibilities of the Chair.

## PART IV: MEETINGS

**Section 6. ANNUAL MEETING.** The annual meeting of the Affordable Housing Advisory Committee / Housing Task Force shall be the first regular meeting in the month of January each year.

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Such meeting shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by the Committee.

**Section 7. REGULAR MEETINGS.** Regular meetings will be held monthly in the Government Services Complex. Emergency meetings may be called by the Chair or staff, provided that reasonable advance notice is given to each member and the public in accord with Florida's Sunshine Law.

**Section 8. QUORUM.** Fifty-one percent of the Committee's voting members shall constitute a quorum for transaction of business. The only business that can be transacted in the absence of a quorum is (1) to adjourn; (2) to recess for a period of time within the same day; and (3) to continue any agenda item to a date and time certain.

**Section 9. NOTICE OF INABILITY TO ATTEND MEETING.** Each member of the Committee that will not be able to attend a scheduled meeting shall, at the earliest possible opportunity, advise the County staff liaison. The County staff liaison shall notify the Chair in the event that projected absences will produce a lack of a quorum. If any appointed member of the Committee fails to attend two (2) unexcused consecutive, regularly scheduled meetings, the County staff liaison shall notify the County Administrator, who shall take those steps necessary to fill the vacancy.

**Section 10. VOTING.** At all meetings of the Committee, each member attending shall be required to cast a vote on all matters requiring action by the Committee. Any member who has a conflict of interest on any issue being voted shall recuse himself or herself from voting on matters relating to the issue. The member must have a special gain or loss as defined by the Florida Commission on Ethics in order to have a conflict of interest. The member should consult with the County Administrator's office on whether a conflict exists. In the event of conflict, the required form must be completed and made a part of the minutes. The conflict and recusal shall be stated in the minutes of the Committee. Otherwise, the member is required to cast a vote.

**Section 11. PROCEEDING.**

A. The order of business, unless otherwise adopted by the members present, at all regular meetings shall be as follows:

- (1) Call to order and Pledge of Allegiance
- (2) Additions and corrections to the agenda
- (3) Approval of minutes of previous meetings
- (4) Agenda items
- (5) Public comments
- (6) Adjournment

B. Minutes will be taken and maintained by County staff. Copies of all approved minutes will be sent to each Flagler County Commissioner and the County Administrator.

**Section 12. RULES OF PROCEDURE.** All meetings of the Committee shall be conducted with *Robert's Rules of Order Revised* as a guideline. The Florida Sunshine Law, Public Records Law, Section 420.9076, Florida Statutes, Section 16-77 of the Flagler County Code, the State Housing Initiatives Partnership (SHIP) Procedures Manual, and these Bylaws shall govern the Committee.

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**Section 13. DEADLINE FOR AGENDA.** The deadline for placement of an item on the agenda of the Committee shall be five (5) business days prior to any scheduled meeting. Items that are time sensitive can be placed on the agenda up to 48 hours before the meeting; however, agenda items may be added at the discretion of the committee on the day of the meeting.

**Section 14. AMENDMENTS.** These Bylaws may be amended at any meeting of the Committee, only to the extent consistent with County resolution and provided that said notice of said proposed amendment is given to each member in writing at least five (5) business days prior to said meeting and the action is ratified by the Board of County Commissioners

**Section 15. RELATION TO COUNTY COMMISSION RESOLUTIONS AND STATE LAWS.** Any section or provision of any section of the Bylaws as adopted by the Affordable Housing Advisory Committee which conflicts with County resolution or State laws shall have no force and effect.

**Section 16. MATTERS REFERRED BY THE FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS.** Matters referred to the Committee by the Board of County Commissioners shall be placed on the calendar for consideration and action at the first meeting of the Committee after such referral.

**Section 17. THESE BYLAWS SHALL BECOME EFFECTIVE IMMEDIATELY UPON RATIFICATION BY THE BOARD OF COUNTY COMMISSIONERS.**


These Bylaws adopted this 19 day of SEPTEMBER 2022.

  
Sandra Shank, Chair

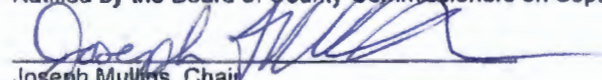
ATTEST:

  
Devrie Paradowski, Recording Secretary

APPROVED AS TO FORM:

  
Sean S. Moylan, Deputy County Attorney

Ratified by the Board of County Commissioners on September 19, 2022.

  
Joseph Mullins, Chair