

BYLAWS
of the
NORTH CENTRAL FLORIDA REGIONAL
HAZARDOUS MATERIALS RESPONSE TEAM

ARTICLE I: NAME AND PURPOSE

Section 1: The name of this organization shall be the North Central Florida Regional Hazardous Materials Response Team, hereinafter called the "Team." Members include the cities of Gainesville, Lake City and Starke, and the counties of Alachua, Bradford, Columbia, Gilchrist and Union.

Section 2: The purpose of this organization is to protect the citizens of the region by establishing a hazardous materials regional response team which will respond, on request, to hazardous materials incidents which occur within the incorporated and unincorporated areas of Alachua, Bradford, Columbia, Gilchrist, and Union counties, all located within the State of Florida.

ARTICLE II: MEMBERSHIP, REPRESENTATION, AND VOTING

Section 1: Each party to the interlocal agreement establishing the Team shall be allotted two representatives to sit on the policy board (Board). The North Central Florida Local Emergency Planning Committee (LEPC) shall be allotted one representative to sit on the Team's policy board.

Section 2: Each party to the agreement shall appoint currently active emergency management or response senior staff officials to serve as its representatives to the Board. The LEPC shall appoint one of its currently active members to serve on the Board. Each Policy Board member may appoint one alternate to serve in his/her absence.

Section 3: Each representative to the Board shall have one vote on matters considered by the Board.

ARTICLE III: OFFICERS AND THEIR DUTIES

Section 1: The officers of the Board shall consist of a Chair, a Vice-Chair - Policy, a Vice-Chair - Technical, and a Secretary/Treasurer.

Section 2: With the exception of the organizational meeting, the Chair shall preside at all meetings of the Board. In his/her absence, the Vice-Chair - Policy shall preside. The Chair shall see that all orders and resolutions of the Board are carried into effect. The Chair may sign and execute, in the name of the Team, agreements or other instruments authorized by the Team at a meeting held by the Board where a quorum was present.

Section 3: At the request of the Chair or in his/her absence or disability, the Vice-Chair - Policy shall perform all the duties of the Chair.

Section 4: The Vice-Chair - Technical shall serve as the Chair of the Technical Workgroup. The duties of Vice-Chair - Technical shall be to present recommendations to the Board at a minimum on Team procedures and standard operating guidelines. The Technical Workgroup will meet as needed to complete these duties, as determined by the Vice-Chair - Technical.

Section 5: The Secretary/Treasurer shall duly record the proceedings of all meetings, and shall periodically review the financial condition of the Team, rendering quarterly statements of same to the Team.

Section 6: The terms of the officers shall be for two years.

ARTICLE IV: MEETINGS

Section 1: The annual meeting of the Board which is held for the purpose of electing officers and for the transaction of such other business as may properly come before the meeting shall be held at a location and at the time established by the Chair.

Section 2: The Board shall hold quarterly meetings, one of which shall also serve as the annual meeting. Special meetings of the Board may be called at any time by the Chair or by a majority of the Board members.

Section 3: The Board may designate any place, either within or without the State of Florida, for any regular, annual or special meeting.

Section 4: Notice of each regular or special meeting of the Board shall be served personally, by first class mail, facsimile, or e-mail to each representative not less than seven days nor more than fifty days before the meeting. Such notice shall state the date, time and the place of the meeting.

Section 5: At each annual meeting of the Board, the Chair shall present a report on Team activities for the preceding year. The Secretary-Treasurer shall present a financial report at the annual (and all quarterly) meeting(s).

Section 6: A quorum shall exist when a majority of member governing organizations are represented at a Board meeting.

ARTICLE V: FINANCES AND STAFF

Section 1: On or before June 1 of each year, the Board shall adopt a budget for the Team for the Fiscal Year beginning October 1. The Fiscal Year shall commence the first day of October and end the last day of September of each year.

Section 2: The Board shall enter into a contract with the North Central Florida Regional Planning Council (Council) who, on behalf of the Team, shall be the administrative entity and shall have the right to receive and accept in furtherance of Team functions, funds, grants, and services from federal, state and local governments or their agencies and contributions from private and community sources, and shall expend therefrom such sums of monies as shall be deemed necessary from time to time for the attainment of its objectives. The Council will establish a fund account within its financial records for the purpose of tracking revenues and expenditures for the Team. Such records shall be kept in the same manner as all other transactions of the Council and shall be included in the annual audit of the Council's activities. Team funds may be commingled with other funds of the Council and are not required to be maintained in a separate bank account.

Section 3: The Executive Director of the North Central Florida Regional Planning Council shall act as the Executive Director of the Team who shall have all of the powers and duties granted him/her by the Council.

ARTICLE VI: REMOVAL FROM OFFICE

The Board shall request that representatives with excessive absences from meetings be removed from office in accordance with the following procedure:

Section 1: If a voting representative fails to provide a reason for an absence prior to the regularly scheduled meeting from which the representative is absent, it shall be assumed that there was no justifiable reason for the absence.

Section 2: In the implementation of this section, the Chair is hereby required to advise any representative who has had three consecutive absences, without having provided justifiable reasons, that notice is to be provided to the representative's appointing authority in accordance with the provisions of Section 4 below. This action shall be recorded in the minutes of the Board meeting following the date notice is sent to the absent representative.

Section 3: Any representative who was unable to provide notice of justifiable reason prior to the meeting as set forth above, may at the next regular Board meeting submit evidence that there was justifiable reason for being absent to the Board for a de nova determination by the Board. The decision by the Board is final.

Section 4: Should a representative have three (3) consecutive absences from regular meetings with no justifiable reason, the Chair shall appoint an ad hoc committee comprised of the three officers of the Board which shall so advise the appointing governmental unit. This notice should be accompanied by a request that the offending representative be removed and replaced with another qualified person.

ARTICLE VII: AMENDMENTS

Section 1: These bylaws may be amended, supplemented, or superseded by an affirmative vote of a majority of the Board representatives at any regularly-scheduled Board meeting.

C:\Public\Homepages\ncflepc\RHMT\NCFRHMT.bylaws.revised.16Aug2002.wpd