



## **Jackson County Local Mitigation Strategy (LMS) Working Group**

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# **Bylaws**

### **Article I – Purpose of the LMS Working Group**

The Jackson County Local Mitigation Strategy (LMS) Working Group is responsible for maintaining the LMS in accordance with Chapter 9G-22.004 and 9G-22.005 of the Florida Administrative Code. The LMS Working Group will develop a comprehensive planning document intended to reduce or attempt to eliminate the loss of life, property, and economic vitality in the event of a natural or technological disaster; to be formally adopted by local government officials, County Commissioners, incorporated jurisdictions within the county for eligibility to pre-disaster mitigation funding and federal disaster relief. The LMS Working Group will develop, update, and maintain a comprehensive plan for hazard mitigation which will be intended to accomplish said purpose.

### **Article II – Organizational Structure**

Establishment of an LMS Working Group including participants, organizational structure and eligibility are authorized by Chapter 9G-22.004 and 9G-22.005 F.A.C. These rules are authorized under Chapter 252 F.S.

#### **A. Membership**

Participation in the LMS Working Group is voluntary by all entities. Membership in the LMS Working Group is open to all jurisdictions, county government, private and civic organizations, trade and commercial support groups, property owners associations, Native American Tribes or authorized tribal organizations, State agencies, regional planning council, independent special districts, and non-profit organizations.

Members of the LMS Working Group are appointed by the manager of their organization to serve as the official representative and spokesperson for the jurisdiction or organization regarding the activities and decisions of the Jackson County LMS Working Group.

Each participating jurisdiction is allowed up to (2) two members; only (1) one member shall have voting status. Jurisdictions in good standing are eligible to vote and submit mitigation projects by complying with each of the following criteria: 1) the jurisdiction must have adopted the most recent LMS by Resolution or Ordinance; and 2) the jurisdiction's voting member or alternate(s) must have attended at least one of the preceding two consecutive most recent LMS Working Group meetings (min. 50% attendance rate). The LMS Working Group officially meets a minimum of four (4) times per year

#### **B. Officers**

The organizational structure of the LMS Working Group shall consist of a Chair and Vice Chair. The Chair and Vice Chair will be elected by majority vote of the voting members, with additional officers appointed by the Chair as needed. Any voting member or alternate of the LMS Working Group in good standing as described in Article II. A. is eligible for election as an officer.

The Chairperson presides at each Working Group meeting and is responsible for the organization of meetings, public notices, and establishing Subcommittees and assigning the personnel to staff them.

The Chairperson is not a voting member unless a tie in voting occurs. The Vice-Chairperson of the Working Group shall have full voting privileges except when the Chairperson is absent and then, only if a tie vote occurs. The Vice-Chairperson will fulfill the duties and responsibilities of the Chairperson in their absence.

The Chair and Vice-Chairperson will serve a term of one year (January – December) and be eligible for re-appointment for an unlimited number of terms.

### **C. Program Staff**

Technical, clerical and other types of support activities to the Working Group and Subcommittee/s will be provided through the Jackson County Division of Emergency Management

### **D. Subcommittees**

The Chairperson may designate Subcommittees, as needed. Membership is unlimited and is open to the participating jurisdictions, organizations and individuals. Subcommittees may be established at any time for special purposes by the Chairperson of the Working Group, and their membership designated at that time. Membership in such subcommittees is not restricted to only the membership of the Working Group.

## **Article III – Actions by the LMS Working Group**

### **A. Authority of Actions**

Only the Working Group has the authority to take final actions in the name of Jackson County LMS Working Group. Actions by Subcommittees or program staff are not considered final until affirmed by action of the Working Group.

### **B. Meetings, Voting and Quorum**

Meetings of the Working Group and any Subcommittees will be conducted in accordance with Robert's Rules of Order by its Chairperson. Regular meetings of the Working Group will be scheduled quarterly, or as deemed necessary with a minimum of 14 working days' notice, with appropriate official notice given so that the general public and representatives of other interested organizations may attend.

Designated governmental voting members are appointed by the managers of their jurisdiction by an official letter of designation. Each jurisdiction shall appoint one voting member and an alternate for each. Alternate members will have the authority to vote or take other actions on behalf of the designated member, in their absence.

All final actions and decisions made in the name of the LMS Working Group will be by affirmative vote of a quorum of the Working Group. A quorum shall be 51 percent of the members of the voting Working Group at the time of the vote. Each jurisdiction represented on the Working Group will have one vote votes (Exhibit 1).

### **C. Special Meetings**

Special meetings and any possible voting may be conducted under administrative emergency situations or when other extenuating circumstances judged necessary by both the Chair and Vice Chair of the LMS Working Group. If extenuating circumstances occur and it is impractical for the LMS Working Group to

meet together in one location, it is acceptable to meet via conference call, the web or other methods available at that time. All emergency situation special meetings shall be conducted in accordance with Chapter 125 F.S. under emergency situations including any waivers of Article IV, Public Information.

#### **D. Public Hearings**

With the exception of Technical Working Groups, all official meetings of the LMS Working Group and Subcommittees shall be public meetings and appropriately advertised in accordance with local policy, as well as any governing statute or authority.

#### **E. Documentation of Actions**

All meetings and other forms of action by the Working Group and Subcommittees will be documented and made available for inspection by the public upon appropriate public records request. Prior to adoption at a Working Group meeting, draft meeting agendas, minutes and all other documentation shall be provided to the Working Group for review at least 7 days prior to a meeting.

#### **Article IV - Adoption of and Amendments to the Bylaws**

The Bylaws of Jackson County LMS Working Group may be adopted and/or amended by a simple majority vote of the members. All proposed changes to the bylaws will be provided to each member of the Working Group not less than 5 working days prior to such a vote.

#### **Article V - Dissolution of the LMS Working Group**

Jackson County LMS Working Group may be dissolved by affirmative vote of 100% of the voting members of the Working Group at the time of the vote, by order of a court of competent jurisdiction, and/or by instruction of the Jackson County Board of County Commissioners. At the time of dissolution, all remaining documents, records, equipment and supplies belonging to the Jackson County LMS Working Group will be transferred to the appropriate entities as noted by the dissolving Working Group or as mandated by the State.

**EXHIBIT 1**

**Participating Working Group Jurisdictions**

Jackson County Commission	Department of Agriculture (Forestry)
Jackson County Sheriff's Office	City of Cottondale
Chamber of Commerce	City of Graceville
City of Jacob	City of Marianna
Town of Alford	Town of Bascom
Town of Campbellton	Town of Grand Ridge
Town of Sneads	Town of Greenwood
Town of Malone	Sunland Training Center
Chipola College	Jackson Hospital
West Florida Electric	