

Southeast Florida Regional Partnership

Indian River - St. Lucie - Martin
Palm Beach - Broward - Miami-Dade - Monroe

Executive Committee Meeting

Friday, July 15, 2011

10:00 a.m. – 12:30 p.m.

LOCATION

Broward Metropolitan Planning Organization (MPO)

100 West Cypress Creek Road, Suite 850
Fort Lauderdale, Florida 33309
954-788-7899 office

To participate by webinar:

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Opportunity for public comment will be presented throughout the meeting

AGENDA

- I. Welcome – Sam Ferreri, Interim Chair
- II. Executive Committee Roll Call
- III. Announcements – Jim Murley, Staff Director
- IV. Election of Chair
- V. Agenda Review/Additional Items
- VI. Public Comment on Non Agenda Items
- VII. Review of Draft Executive Committee Meeting Minutes of May 27
- VIII. Organizational and Equity SubCommittee Report – Carla Coleman, Chair
 - A. Review and Discussion of the draft Statement of Organization

- B. Upcoming Subcommittee activities
- IX. Operation Subcommittee Report
 - A. Update on the Statement of Qualification Process – Ramon Trias, Vice Chair
 - B. Upcoming Subcommittee activities
- X. Update on federal grant activities – Isabel Cosio Carballo, Director of Public Affairs, Designated HUD Grant Contact
- XI. Upcoming Executive Committee activities and meetings – Marcela Cambor-Cutsaimanis, Project Manager
- XII. Old/New Business
- XIII. Public Comment
- XIV. Adjourn

Executive Committee Meeting

Friday, May 27, 2011

10:30 a.m. – 12:50 p.m.

DRAFT MEETING MINUTES

The Southeast Florida Regional Partnership's (Partnership) Executive Committee, met at the offices of the Broward County Metropolitan Planning Organization located at 100 West Cypress Creek Road, Suite 850 in Fort Lauderdale.

Meeting Attendees:

The meeting commenced at approximately 10:30 a.m. and concluded at 12:50 p.m. In attendance for the entire meeting were the following Executive members (listed in alphabetical order):

1. Carla Coleman, Director, Urban Land Institute (ULI) Southeast Florida/Caribbean Chapter
2. Gus Pego, Secretary, Florida Department of Transportation, District 6
3. Gus Pego, Secretary, Florida Department of Transportation, District 6 (attended by webinar)
4. James Murley, Appointed by Carolyn A. Dekle
5. James Wolfe, Secretary, Florida Department of Transportation, District 4
6. Kevin J. Foley, Vice Chair, Treasure Coast Regional Planning Council (TCRPC)
7. Peter O'Bryan, Treasure Coast Regional Planning Council (TCRPC)
8. Ramon Trias, Chair, Treasure Coast Regional Planning Council (TCRPC)
9. Samuel Ferreri, Treasure Coast Regional Planning Council (TCRPC)
10. Suzanne Gunzburger, Chair, South Florida Regional Planning Council (SFRPC)
11. Tom Gustafson, Appointed by Michael Busha

The following nominees to the Executive Committee were also in attendance and they remained throughout the meeting after their election to the Partnership Executive Committee:

1. Doug Bournique
2. Barrington Garfield Wright

Excused Absence

1. Heather Carruthers, Vice Chair, Treasure Coast Regional Planning Council (TCRPC)
2. Norman Taylor, appointed by South Florida Regional Planning Council (SFRPC)

Mr. Busha, TCRPC Executive Director, was acting Chair at the meeting. Mr. Jack Osterholt, designated Chair and SFRPC Executive Director, was excused due to a family emergency. Prior to the commencement of the Executive Committee meeting, Mr. Foley asked for a moment of personal privilege in which he recognized the sacrifices of our troops who are serving overseas, in tribute to upcoming Memorial Day. Mr. Busha, TCRPC Executive Director and acting Chair welcomed the Executive Committee and members of the public to the meeting. He then reviewed the agenda.

After a motion offered by Mr. Gustafson, seconded by Mr. Foley, the nominations of Mr. Bournique and Mr. Wright were ratified by unanimous decision of the Executive Committee.

1. Barrington Garfield Wright, who has been nominated by the SFRPC, and ratified by the Organization and Equity Subcommittee, to serve on the Executive Committee as a person knowledgeable about business development.
2. Doug Bournique, who has been nominated by the SFRPC and TCRPC and ratified by the Organization and Equity Subcommittee, to serve on the Executive Committee as a person knowledgeable about water management.

The Executive Committee members introduced themselves. Mr. Gustafson raised a point of inquiry on the resignation of Mr. Osterholt and Mr. Busha associated with the Sunshine Law and communication with standing Executive Committee members. It was established that Mr. Osterholt and Mr. Busha would serve the Committee and Subcommittees in a staff capacity and therefore Mr. Osterholt would no longer serve as Chair.

Ms. Cosio Carballo, SFRPC Council staff, requested a moment of silence for Richard Ventura from the City of Miami Springs who passed away unexpectedly.

A motion was offered by Mr. Trias and seconded by Mr. Bournique for the nomination of Mr. Ferreri as Chair. A discussion occurred regarding the terms of service and Statement of Organization which are currently being established through the Organization and Equity Subcommittee. Ms. Coleman, Chair of the Organization and Equity Subcommittee, offered a friendly amendment to the motion that Mr. Ferreri be selected as Interim Chair until such time that the Statement of Organization is finalized. Mr. Trias and Mr. Bournique supported the amendment to the motion; the motion was unanimously approved by Executive Committee members. Mr. Ferreri assumed the chairmanship.

Following the designation of Mr. Ferreri as Interim Chair, Ms. Cosio Carballo of Council staff, reviewed the agenda items that were made available prior to the meeting. Two presentations were given during the meeting. The first presentation, "Florida Attorney General's Legal Opinion on Sunshine Law" was given by David Tolces of Goren, Cherof, Doody & Ezrol, P.A. Ms. Coleman, Chair of the Organization and Equity Subcommittee gave an update on the work of the Subcommittee.

Following Mr. Tolces's presentation, there was a discussion regarding the participation of its members in a public meeting through use of telecommunications media and the compliance of such meetings with the Sunshine Law. Mr. Tolces said he would research any statutory definitions or legal decisions on applications of the Sunshine Law to this committee as well as issues related to how small the quorum of the Partnership can be.

Following Ms. Coleman's presentation, a discussion occurred on the organization of the Partnership work groups, the importance of reaching a consensus through the work groups as they develop the Regional and Blueprint, and keeping the Executive Committee to a manageable size given the rules that may govern achieving a quorum.

Mayor Gunzburger stated her concerns over the possibility that the Committee could extend its size to 25-30 people and suggested that the work groups be scheduled throughout the Region to develop public participation and consensus. Mr. Gustafson underscored ways in which limitations of the Committee can occur through bylaws established and that the Committee can control membership and add members when need be. Chair Ferreri stated how critical buy-in from partners and the public is to the adoption and plan implementation of the Regional Vision and Blueprint by the work groups.

Ms. Cosio Carballo gave an update on the Consortium Agreements that included the historical narrative of the Partnership, the purpose of the agreement, the roles and commitment of Consortium members, as well as the governance structure and decision-making of the Partnership. Following the update, there was discussion regarding the geographic extent of city membership and the efforts and opportunities of communicating to cities that are not members of the Consortium. Mr. Gustafson motioned, and was seconded by Mayor Gunzburger, to approve the consortium agreement presented as a Committee agenda item. The motion was unanimously approved.

Mr. Busha asked for ratified approval for the job fillings of project director and project manager by James Murley and Marcela Cambor, respectively. Mr. Bournique moved, and the motioned was seconded by Mr. Trias, to hire Mr. Murley as project director. Mr. Foley moved, and Mr. Trias seconded, a motion to hire Ms. Marcela Cambor as project manager with the Partnership. Both motions were approved unanimously. Following the motions, a discussion arose on the implications involved with Mr. Murley being a member of the Executive Committee and that of newly hired staff. Mr. Murley agreed to resign his post on the Executive Committee at the commencement of his first day as staff.

Ms. Cosio Carballo gave an update on the consultant selection process and discussed various approaches reviewed in the development of the draft request for proposal. Following the update, a discussion occurred on the two-step consultant selection process, which included what Consortium members are committed to contribute and that of the master consultant. Ms. Cosio Carballo stated that a revised draft of what's being requested and associated timelines will be given to members of the Operations Subcommittee for further review and comment. Mr. Busha stated that the RFQ base document was drafted with the vision for the master consultant to know what Consortium

members are already committed to contribute and to coordinate with staff on establishing a scope and budget for the work plan. Mr. Gustafson motioned, and seconded by Mr. Trias, to establish a set deadline of submission, in a time period relevant for the RFQ process to begin, of what different consortium members are willing to contribute and perform, and attach it to the RFQ for the master consultant. The motion was unanimously approved.

With regards to future meeting dates, Ms. Cosio Carballo had earlier polled members to identify the best meeting dates and times, and the consensus was that Friday mornings was the best time frame for the Committee to have meetings.

With no further business, the meeting was adjourned with a motion from Mr. O'Bryan, seconded by Mr. Gustafson, and unanimously approved.

Motions made and approved throughout the meeting are listed below.

Motions

1. The motion was made to approve Samuel Ferreri as Interim Chair of the Executive Committee. The motion was seconded and unanimously approved.
2. The motion was made to approve the nominations to the Executive Committee of Barrington Garfield Wright and Doug Bournique. The motion was seconded and unanimously approved.
3. The motion was made to approve the consortium agreement presented as a Committee agenda item. The motion was seconded and unanimously approved.
4. The motion was made to hire James Murley as project director. The motion was seconded and approved unanimously.
5. A motion was made to hire Ms. Marcela Camblor as project manager with the Partnership. The motion was seconded and approved unanimously.
6. A motion was made to establish a set deadline of submission for what consortium members are willing to contribute and perform that is in a time period relevant to that of the RFQ process to begin, and attach those findings to the RFQ for the master consultant. The motion was seconded and approved unanimously.
7. A motion was made to adjourn the meeting of the Executive Committee. The motion was seconded and approved unanimously.

Southeast Florida Regional Partnership

Statement of Organization Adopted on July __, 2011

1.0 Introduction

The Southeast Florida Regional Partnership (Partnership) is a voluntary, non-governmental entity comprised of various public, private, and nonprofit/civic organizations committed to working together to ensure the Southeast Florida region enjoys a prosperous economy, livable and equitable communities, and a sustainable environment. The region encompasses six million people living in seven counties, listed from south to north: Monroe County, Miami-Dade County, Broward County, Palm Beach County, Martin County, St. Lucie County, and Indian River County.

The South Florida Regional Planning Council (SFRPC), working in partnership with the Treasure Coast Regional Planning Council (TCRPC), organized the Partnership in 2010 by entering into memoranda of understanding (MOU) with 130 organizations, and receiving letters and resolutions of support from an additional 70 organizations. The Partnership was established as a voluntary membership organization, separate from but supported by the two regional planning councils, so that it would encompass the entire seven-county region; its membership would expand over time; and its activities would benefit from the full participation of public, private, and nonprofit/civic organizations committed to the future of Southeast Florida.

On behalf of the Partnership, the SFRPC, as lead applicant, submitted an application to the U.S. Department of Housing and Urban Development (HUD) and was subsequently selected in 2010 as one of 45 recipients of grants in the first round of federal Sustainable Communities Regional Planning Grant Program (SCRPGP). The Partnership's initial purpose is to work together to successfully carry out the activities outlined in the Partnership's work plan, pursuant to the grant's requirements, to create a "Regional Vision and Blueprint for Economic Prosperity" (Regional Vision and Blueprint). This work plan was approved by HUD on May 11, 2011. The work plan, milestones, deliverables, and schedules will be more fully developed by the Partnership's Executive Committee (the chief governing board for the Partnership), the Sustainable Communities Grant Consortium Members assembled for the purposes of applying for and implementing the HUD grant, the Partnership and Consortium members, and issue specific work groups (Work Groups).

As a voluntary, non-governmental entity, the Partnership has no legislative or statutory authority to mandate or enact any specific legislation. The Partnership is not subject to the specific requirements of Florida's Sunshine Law, Chapter 286, Florida Statutes, but embraces

1 the spirit and principles of the Sunshine Law. Individual Partnership members must abide by
2 those elements of the Florida Sunshine Law, if any, applicable to each Partnership member.

3
4 This Statement of Organization documents the structure and decision making processes
5 intended to guide the Partnership in its activities focused on developing the Regional Vision and
6 Blueprint. As the Partnership continues to grow and evolve, so too will its purpose, as well as
7 this Statement of Organization.

8 9 2.0 Partnership Members and Meetings

10
11 At the time of the August 23, 2010 grant application submittal to HUD's Sustainable
12 Communities Regional Planning Grant Program, the Partnership members were established as
13 the following:

- 14
15 a. SFRPC, lead fiscal agent;
16 b. TCRPC; and
17 other private, public, and nonprofit/civic entities in the Southeast Florida region that
18 signed a MOU or provided a letter of support pledging to support the livability principles
19 incorporated in the grant application and to assist in the implementation of the grant's
20 work program.

21
22 Additional organizations may join the Partnership in the future by signing a MOU or letter of
23 intent indicating their commitment to work collaboratively to advance the region's economic
24 prosperity, livability, and sustainability through implementation of the work program
25 developed by the Partnership. All Consortium members also are Partnership members through
26 signing the Consortium Agreement.

27
28 The SFRPC will maintain a list of all Partnership members, and their primary points of contact,
29 and will post this list on the Partnership web site.

30
31 Any Partnership member may terminate its membership in the Partnership effective upon
32 written notice from the Partner's organization, delivered by U.S. Mail, to the Executive Director
33 of the SFRPC. The Executive Committee will be notified upon the receipt of any such notice by
34 the Executive Director of the SFRPC, and the Partner's resignation (and its effective date) will be
35 noted on the Partnership membership list. Termination of Partnership member status will not
36 relieve a member of any responsibilities or liabilities already incurred.

37
38 The Partnership's Executive Committee periodically will call for general meetings or summits of
39 the Partnership members. The Executive Committee, assisted by Partnership staff, will
40 establish and approve the agenda for each Partnership meeting, as well as the operating rules
41 for such meeting(s) to facilitate the discussion and consensus-building necessary to accomplish
42 the purpose of each meeting. The Executive Committee, assisted by staff, will provide at least
43 10 business days notice of each Partnership meeting through: i) distribution to the Partnership

1 contact list; ii) a general posting on the Partnership web site; and, iii) any other means it devises
2 to increase Partnership member notice and attendance.

3
4 The Partnership members in attendance at the meeting will constitute quorum for the purposes
5 of decision-making. Based on the purpose and agenda for the meeting, the Executive
6 Committee may determine that members can attend the meeting via electronic communication
7 to maximize participation. A listing of all attendees and minutes (both in draft and as ultimately
8 approved) of the meeting will be posted on the Partnership website.

10 3.0 Sustainable Communities Grant Consortium Members and Meetings

11
12 The Sustainable Communities Grant Consortium (“Consortium”) is the core team of Partners
13 within the Partnership for fulfilling HUD grant requirements and for carrying out activities to
14 develop the Regional Vision and Blueprint. Consortium members, as regional leaders, commit
15 to develop and implement the Regional Vision and Blueprint including specific commitments to:

- 16 ▪ Assist and participate in the development of strategies, plans, and tools;
- 17 ▪ Assist in engaging stakeholders, particularly local and hard-to-reach populations;
- 18 ▪ Help assess, analyze, and evaluate plans, strategies, tools, and projects;
- 19 ▪ Play specific roles in implementing local projects providing leadership, staff support,
20 research, oversight, or financial support;
- 21 ▪ Participate in educational and outreach opportunities through classes, meetings,
22 conferences, and workshops; and
- 23 ▪ Assist in developing and refining the visions and plans that constitute the elements of a
24 sustainable region and integrating these visions.

25
26 Consortium members sign a Consortium Agreement which affirms the role of the SFRPC as lead
27 fiscal agent, and commits the participant to work cooperatively with the SFRPC, the TCRPC, and
28 other Partnership and Consortium members to develop the Regional Vision and Blueprint; to
29 work with the Executive Committee to ensure full participation by Partnership and Consortium
30 members in developing and implementing the Regional Vision and Blueprint; and to commit
31 leveraged resources in terms of staff, financial investment, or other resources in support of
32 carrying out the work program to the best of their ability.

33
34 Additional organizations who wish to join the Consortium may do so, and will be asked to sign
35 the Consortium Agreement, committing to carry out specific responsibilities and to provide
36 leveraged resources in support of the work program.

37
38 Each Consortium member will designate a primary delegate and a backup delegate to serve as
39 points of contact for the Consortium member or organization and to participate in meetings of
40 the Consortium. The SFRPC will maintain a list of all Consortium delegates and their primary
41 designees and will post that listing on the Partnership website.

1 Any Consortium member may terminate its membership in the Consortium upon written notice
2 from the Consortium member or organization, delivered by U.S. Mail, to the Executive Director
3 of the SFRPC. The Executive Committee will be notified upon the receipt of any such notice by
4 the Executive Director of the SFRPC, and the resignation and its effective date will be noted on
5 the membership list. Termination of Consortium member status will not relieve a Consortium
6 member of any responsibilities or liabilities already incurred.

7
8 The Consortium member delegates (or their designees) will meet at least three times per year
9 to receive reports on the work of the Consortium, and the Partnership as a whole, and will
10 function as an advisory board for the development of the Regional Vision and Blueprint and
11 related work plan activities. These meetings may take place in conjunction with Partnership
12 meetings or at other times called by the Executive Committee. The Executive Committee,
13 assisted by Partnership staff, will establish the schedule and agenda for each Consortium
14 meeting, and the Executive Committee Chair will preside over Consortium meetings. The
15 Executive Committee will provide at least 10 business days notice of each Consortium meeting
16 through distribution to the Consortium contact list and a general posting on the Partnership
17 web site. A majority of those Consortium members identified on the Consortium membership
18 list as of the date of the meeting must be present (either physically or electronically, as
19 determined by the Executive Committee) in order to take action at a Consortium meeting.
20 Based on the purpose and agenda for the meeting, the Executive Committee may determine
21 that members can attend the meeting via electronic communication to maximize participation.
22 Consortium motions will be approved upon a majority vote of the voting members present,
23 physically or electronically, as determined by the meeting call of the Executive Committee.

24 25 4.0 Executive Committee

26 27 4.1 Role and Responsibilities

28
29 An Executive Committee will serve as the overall governing board for the Partnership and the
30 Consortium. It will be balanced by geography, subject matter expertise, and socio-economic
31 segments of the region. Its members will represent public, private, and nonprofit/civic
32 organizations.

33
34 The Executive Committee will:

- 35 • oversee the Sustainable Communities Regional Planning Grant administration;
- 36 • establish the project organization;
- 37 • approve the overall work plan;
- 38 • recommend the selection of Partnership staff and consultants to the regional planning
39 council boards for action;
- 40 • provide policy guidance to the Project Director and Program Manager and provide
41 policy direction for the Regional Vision and Blueprint;
- 42 • ensure all constituencies have meaningful opportunities to engage and shape the
43 process;

- identify and resolve significant issues arising during the process;
- recommend the final Regional Vision, Blueprint, and implementation plan; and
- recommend a long-term structure for the Southeast Florida Regional Partnership.

4.2 Membership

The Executive Committee will be comprised of the following members:

1. A member of the SFRPC recommended by the SFRPC;
2. A member of the SFRPC recommended by the SFRPC;
3. An appointee recommended by the SFRPC Executive Director;
4. A member of the TCRPC recommended by the TCRPC;
5. A member of the TCRPC recommended by the TCRPC;
6. An appointee recommended by the TCRPC Executive Director;
7. A person from the southern counties (Monroe, Miami-Dade, or Broward) knowledgeable about economic growth, job creation, job training, and job placement, recommended by the SFRPC;
8. A person from the southern counties knowledgeable about equitable and affordable housing, recommended by the SFRPC;
9. A person from the southern counties knowledgeable about equity and traditionally underrepresented populations, recommended by the SFRPC;
10. A person from the northern counties (Palm Beach, Martin, St. Lucie, or Indian River) knowledgeable about economic growth, job creation, job training and job placement, recommended by the TCRPC;
11. A person from the northern counties knowledgeable about equitable and affordable housing, recommended by the TCRPC;
12. A person from the northern counties knowledgeable about equity and traditionally underrepresented populations, recommended by the TCRPC;
13. The District Secretary from Florida Department of Transportation District 4, or a designee;
14. The District Secretary from Florida Department of Transportation District 6, or a designee;
15. The Chair of the Southeast Florida/Caribbean Chapter of the Urban Land Institute (ULI), or the Chair's designee;
16. A person knowledgeable about water management in the Southeast Florida region recommended by the SFRPC and TCRPC;
17. A member recommended by the Monroe County Board of County Commissioners, if not already appointed to fill one of the first 16 positions;
18. A member recommended by the Miami-Dade County Board of County Commissioners, if not already appointed to fill one of the first 16 positions;
19. A member recommended by the Broward County Board of County Commissioners, if not already appointed to fill one of the first 16 positions;
20. A member recommended by the Palm Beach County Board of County Commissioners, if not already appointed to fill one of the first 16 positions;

- 1 21. A member recommended by the Martin County Board of County Commissioners, if not
- 2 already appointed to fill one of the first 16 positions;
- 3 22. A member recommended by the St. Lucie County Board of County Commissioners, if not
- 4 already appointed to fill one of the first 16 positions; and
- 5 23. A member recommended by the Indian River County Board of County Commissioners, if
- 6 not already appointed to fill one of the first 16 positions.

7
8 Candidates recommended or nominated by specific organizations to be members of the
9 Executive Committee will become members once approved by the Executive Committee.

10
11 The Executive Committee also may vote to add at-large members, if needed, to more fully
12 represent the entire region and to ensure a diversity of membership across issues; among the
13 public, private, and nonprofit/civic sectors; and among types of communities.

14
15 The chairs of the Partnership Work Groups will serve as ex-officio members of the Executive
16 Committee.

17
18 The Executive Directors of the SFRPC and TCRPC, Project Director, and Program Manager will
19 serve as initial staff to the Executive Committee. Additional staff may be organized into a
20 technical advisory committee as, and if, needed.

21
22 The Executive Committee members will serve for the entire performance period of the
23 Sustainable Communities Regional Planning Grant; except that all appointees serve at the
24 pleasure of their appointing body. Vacancies on the Executive Committee will be filled in the
25 same manner as the original appointment.

26
27 The Executive Committee may choose to invite any Executive Committee member whose
28 appointment to the Executive Committee terminates based on the end of such member's term
29 of public office to remain on the Executive Committee, in an at-large position, in order to
30 ensure continuity of institutional knowledge on the Executive Committee. Those members
31 appointed to the Executive Committee in their capacity as members of the SFRPC and TCRPC
32 may continue to serve as Executive Committee members once their term of office with the
33 regional planning councils ends, upon agreement of the appropriate regional planning council
34 board.

35
36 By 90 days before the end of the performance period of the grant, the Executive Committee will
37 recommend to the full membership of the Partnership a structure and process for future
38 membership of the Executive Committee.

39 40 **4.3 Removal from the Executive Committee**

41
42 The SFRPC will maintain an attendance record of all meetings. Should an Executive Committee
43 member have three consecutive, unexcused absences from regular meetings or miss more than
44 one-half of the regularly scheduled meetings in a calendar year without providing the Executive

1 Committee a justifiable reason for the absence, the organization represented by the Executive
2 Committee member may recommend a new member to the Executive Committee for
3 appointment, or the Executive Committee may request a new appointment be recommended
4 by the member's original appointing organization.

5
6 Justifiable reasons for excused absences may include:

- 7
- 8 a. Sickness;
- 9 b. Disability;
- 10 c. Temporary absence from the region;
- 11 d. Required attendance at another public meeting or hearing called pursuant to Chapter
12 286, Florida Statutes, as amended from time to time; or
- 13 e. Other absences deemed excusable by the Chair or the Executive Directors of the SFRPC
14 or TCRPC.
- 15

16 Members may be removed from the Executive Committee based on a request by the
17 organization which made the original appointment delivered by written notice of such request
18 to the Chair of the Executive Committee, the affected Executive Committee member, and the
19 Executive Director of the SFRPC.

20 21 **4.4 Officers**

22
23 The Executive Committee will elect a Chair, one or more Vice Chair(s), and other officers as they
24 deem necessary. The Chair will preside over all Executive Committee, Partnership, and
25 Consortium meetings, oversee the work of the Executive Committee, and represent the
26 Executive Committee before the full Partnership, Consortium, and other organizations. The
27 designated Vice Chair will act on the Chair's behalf when the Chair is absent, and will perform
28 other duties as assigned by the Chair.

29
30 The Chair, Vice Chair(s), and any other officers created by the Executive Committee will be
31 elected for a term of one year. If any officer resigns from his or her membership on the
32 Executive Committee or from his or her role as an officer, the Committee will elect a new
33 officer at its next meeting. Any officer may serve for more than one term.

34 35 **4.5 Executive Committee Meetings**

36
37 The Executive Committee will meet at least once per quarter on a schedule established by the
38 Chair, as assisted by Partnership staff.

39
40 Notices of Executive Committee meetings must be published and provided to Executive
41 Committee members with a draft agenda at least 5 business days prior to the meeting. The
42 notice will indicate whether members will be able to participate via telephone, web conference,
43 or other electronic means. The Executive Committee will reserve such electronic means for
44 those meetings primarily intended for discussion purposes, and will encourage or require

1 physical attendance of the members at a meeting site for those meetings involving significant
2 decisions.

3
4 A majority of the voting membership of the Executive Committee will constitute a quorum. A
5 quorum is required to conduct Executive Committee business. A quorum must be physically
6 present at the noticed meeting site, unless otherwise provided for in the meeting notice. So
7 long as a quorum is initially present at the commencement of a meeting, the business of the
8 Executive Committee may continue, unabated, even if a quorum is lost during the course of
9 such meeting. In the event that a quorum is not present at the start of the meeting, the voting
10 members present may discuss the agenda items but must defer actions to a later date. Proxy
11 voting is not permitted.

12
13 The meeting's draft agenda (as prepared by the Executive Committee Chair with the assistance
14 of Partnership staff) may be amended upon motion by any voting member of the Executive
15 Committee at a time allocated for such amendments at the beginning of each meeting. Each
16 member of the Executive Committee may discuss and vote on all matters before the Executive
17 Committee, except in cases in which the member must recuse himself or herself due to a
18 conflict of interest.

19
20 The Executive Committee will strive for consensus in all decisions. Where it is necessary to call
21 for a vote, Executive Committee motions will be approved upon a majority vote of the voting
22 members present (physically or electronically, as applicable); except that a two-thirds vote of
23 the Executive Committee voting members present (physically or electronically, as applicable) is
24 required for:

- 25
26 a. approval of Executive Committee members;
27 b. selection of Executive Committee officers;
28 c. approval of public workshop materials to be provided to the full Partnership
29 membership for their consideration as comment or draft documents during meetings of
30 the Partnership during the grant performance period;
31 d. approval to submit the Regional Vision and Blueprint to the Partnership for their
32 consideration and approval at meeting(s) of the Partnership; and
33 e. amendments to this Statement of Organization.

34
35 Any action to be taken by the Executive Committee must: be expressed and established by a
36 motion, by an identified member of the Executive Committee, stating the action to be taken; a
37 seconding of the motion by another identified member of the Executive Committee; a vote by
38 the Executive Committee members present at the meeting subject to the requirements
39 identified above; the recording of the action taken in meeting minutes; and the posting of the
40 action taken on the Partnership web site in the form of meeting minutes. By a two-thirds (2/3)
41 vote, the Executive Committee may waive its rules to deal with emergency situations.

42
43 The Executive Committee and its subcommittees shall use Robert's Rules of Order to guide
44 their meetings unless otherwise stipulated in this Statement of Organization.

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4.6 Subcommittees

The Executive Committee may establish and appoint Subcommittees of its members to carry out designated responsibilities. The Executive Committee shall define the objectives, members, and performance period of each Subcommittee. The Subcommittees will be governed under the same rules and procedures as the Executive Committee itself; unless otherwise specified.

5.0 Work Groups

The Executive Committee will establish Work Groups to serve as regional subject matter experts for identified issue areas, and to develop technical and policy recommendations and draft products for review by Executive Committee, the Consortium, and the full Partnership.

Initial Work Groups will cover the following subject matters:

- Education, Workforce, and Economic Development;
- Development Patterns (Housing, Transportation, Healthy Communities);
- Environment and Natural Resources;
- Climate Resiliency;
- Community Assets and Culture; and
- Inclusive Regional Leadership.

The Executive Committee may amend the list of Work Groups at any time.

The Executive Committee, or a Subcommittee established for this purpose, will develop a process to identify Chairs and Vice Chair(s) for each Work Group, to recruit and approve members of the Partnership to participate in one or more Work Groups related to their areas of expertise, and to determine methods for involving organizations who are not Partnership members. The Executive Committee shall appoint the Work Group Chairs and Vice Chair(s) to serve at the pleasure of the Executive Committee. The Executive Committee will ensure the membership of each Work Group reflects: a mix of perspectives among the public, private, and nonprofit/civic sectors; among subareas and types of communities in the region; and among socioeconomic/ethnic groups, including traditionally underrepresented groups.

The Work Groups will meet on a schedule determined by the Work Group Chair. These meetings may take place in conjunction with Partnership meetings or at other times identified by the Chair. The Work Group Chair, as assisted by Partnership staff, will establish the draft agenda for each Work Group meeting.

The Chair, working with Partnership staff, will provide at least 5 business days notice of each Work Group meeting through distribution to the Work Group contact list and a general posting on the Partnership web site. The Work Group members in attendance at the meeting will

1 constitute quorum. Based on the purpose and agenda for the meeting, the Chair may
2 determine that members may attend the Work Group meeting via electronic communication to
3 maximize participation. The Chair may determine when sufficient consensus exists to advance
4 Work Group recommendations to the Executive Committee and Partnership.

6 6.0 Non-Partisan Activities

7
8 The Partnership shall be non-partisan. No part of the activities of the Partnership shall consist
9 of the publication or distribution of material or statements with the purpose of attempting to
10 influence or intervene in any political campaign on behalf of or in opposition to any candidate
11 for public office.

13 7.0 Public Records

14
15 All meetings and records of the Partnership will be open to the public. The Partnership web site
16 will include: a record of all meetings and deliberations of the Executive Committee, its
17 Subcommittees, the Work Groups, the Consortium, and the Partnership as a whole; all reports
18 and documents reviewed by the Executive Committee, its Subcommittees, the Work Groups,
19 the Consortium, and the Partnership as a whole; and the records, documents, and
20 presentations that are associated with all project deliverables. Partnership records can be
21 requested by contacting the South Florida Regional Planning Council, 3440 Hollywood
22 Boulevard, Suite 140, Hollywood, Florida 33021; 954.985.4416.

24 8.0 SFRPC Fiscal Agent Role

25
26 If the SFRPC, as fiscal agent under the HUD grant, raises an issue of concern related to the
27 activities and decisions of the Southeast Florida Regional Partnership that might endanger the
28 ability of the SFRPC to fulfill the terms of its Cooperative Agreement with the U.S. HUD, then
29 the activity and/or decision will be halted until it is resolved to the satisfaction of the SFRPC.

31 9.0 Amendments

32
33 This Statement of Organization may be altered, amended or added to by vote of the Executive
34 Committee, through the following process:

- 35
36 1. A member of the Executive Committee shall propose an amendment or revisions to
37 the Statement of Organization, in writing, to the Chair of the Executive Committee;
- 38 2. The proposed amendment shall be placed on the Executive Committee agenda at its
39 next scheduled meeting;
- 40 3. A notice of the proposed changes containing a full written statement of the
41 proposed amendment shall be distributed to all Executive Committee members at
42 least five business days prior to the meeting at which a vote will be held;

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4. Executive Committee members may propose relevant changes to any proposed amendment under consideration on the agenda at the time of its consideration; and
 5. To be adopted, the Executive Committee approves the proposed amendment by a two-thirds majority vote of the members present (physically or electronically, as applicable).