

# **The Sarasota County Local Mitigation Strategy Work Group By-Laws**

## **ARTICLE I. PURPOSE OF THE LMS WORK GROUP**

The Sarasota County Board of County Commissioners, Local Mitigation Strategy (LMS) Work Group is responsible for maintaining current the LMS in accordance with Chapter 9G-22.004 and 9G-22.005 of the Florida Administrative Code. The LMS Work 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 Work Group will develop, update and maintain a comprehensive plan for hazard mitigation which will be intended to accomplish said purpose.

## **ARTICLE II MEMBERSHIP**

Participation in the LMS Work Group is voluntary by all entities. Membership in the LMS Work 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.

Establishment of an LMS Work 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. Voting members**

Jurisdictions within the Sarasota County Local Mitigation Strategy Work Group are based upon the 44 C.F.R. 201.2 and 9G-22.003 F.A.C. and are defined as: any county, municipality, city, town, township, public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; any Indian tribe or authorized tribal organization, or Alaska Native village or organization; and any rural community, unincorporated town or village, or other public entity that would have mitigation projects meeting the eligibility requirements set forth by the Code of Federal Regulations and the Florida Administrative Code.

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 Work Group meetings (min. 66.7% attendance rate).

Current jurisdictions within Sarasota County eligible to vote upon satisfying the above prerequisites:

City of North Port	City of Sarasota
City of Venice	Sarasota County
Sarasota County School Board	Sarasota Memorial Hospital
Town of Longboat Key	

**B. Non voting members**

Chapter 9G, (c) F.A.C. – Representation from interested private organizations, civic organizations, trade and commercial support groups, property owners associations, regional planning councils, and non-profit organizations.

The LMS Work Group encourages organizations, community stakeholders and other agencies, listed in Chapter 9G-22.004 and 9G-22.005 F.A.C. above, to demonstrate their participation by endorsing the LMS Work Group by letter and participating in Work Group meetings.

**ARTICLE III ORGANIZATIONAL STRUCTURE**

**A. Officers**

The organizational structure of the LMS Work Group shall consist of a Chair and Vice Chair. The Chair will be a staff member of the Sarasota County Emergency Management Department and appointed by the Sarasota County Emergency Management Chief. The 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 Work Group in good standing as described in Article II. A. is eligible for election as an officer. The Chair of the LMS Work Group will declare meetings, prepare agendas, and preside at each meeting of the LMS Work Group, as well as establish permanent or temporary Committees when necessary and assign personnel to them. The Vice Chair will fulfill the duties and responsibilities of the Chair in his or her absence. The Vice Chair will serve a term of one calendar year beginning January through December and be eligible for re-election.

Elections for officers of the subsequent term will occur during the last quarter meeting of each calendar year.

**B. Membership**

- Representatives from Sarasota County Board of County Commissioners
- Representatives from each jurisdiction within Sarasota County

- Representatives from private business or civic associations and/or other groups the Chair may invite (per Chapter 9G-22.004 and .005 F.A.C.) who support the LMS.
- Independent Special District
- General Public

**C. Committees**

A permanent or temporary Committee and their members may be established at any time for special purposes by the LMS Work Group and the Chair. All members of the Committee (s) may vote regardless of their jurisdiction or organizational membership.

1. The Project Ranking Committee

The Project Ranking Committee will work on a permanent basis while scoring projects for ranking purposes. This Committee serves at the pleasure of the Chair and the LMS Work Group and must report to the Work Group on project scoring at each Work Group meeting. Initially, this Committee will meet on a quarterly basis depending on volume of projects.

2. Local Mitigation Strategy Plan Committee

The Local Mitigation Strategy Plan Committee will work on a permanent basis to maintain the plan in accordance with State and Federal regulations. This Committee serves at the pleasure of the Chair and the LMS Work Group and must report to the Work Group on changes to State and Federal regulations that impact the plan. Initially, this Committee will meet on a quarterly basis depending on volume of changes to State and Federal regulations.

**D. Staffing**

Sarasota County Emergency Services Business Center, Department of Emergency Management will provide staff support to the LMS Work Group, Chair and any Committee created by the Chair. This support shall include technical and clerical support as necessary for the benefit of the LMS Work Group. Other jurisdictions and organizations may also provide such services on a voluntary basis upon request of the chair of the LMS Work Group.

**ARTICLE IV            RESPONSIBILITIES**

All responsibilities of the LMS Work Group shall be as specified by Chapter 9G-22.004 and 9G-22.005 F.A.C These rules are authorized under F.S. 252.

The LMS Work Group will be responsible for oversight and coordination of all actions and decisions by each Committee formed and are solely responsible for formal actions in

the name of the Committee, including the release of reports, development of resolutions, issuance of position papers and similar activities. The LMS Work Group makes assignments to the Committee, coordinates their work and takes action on their recommendations. All duties described above are within the supervision of the LMS Work Group Chair.

A. **Planning**

The LMS Work Group will be responsible to identify, analyze hazards threatening Sarasota County and the vulnerabilities to those hazards as well as to assist in the definition of actions to mitigate the impacts of those hazards; to define structural and non-structural actions needed to decrease the human, economic and environmental impacts of disasters and to prepare for consideration and action by the LMS Work Group a strategy for implementation of those initiatives in both the pre and post-disaster time frame; to define the general financial vulnerability of the community to the impacts of disasters; to assist with identification of initiatives to minimize vulnerabilities; and to seek funding sources for all priority mitigation initiatives identified in the mitigation strategy developed by the LMS Work Group.

B. **Public Information**

The LMS Work Group will encourage public input. Sarasota County Emergency Services Business Center, Department of Emergency Management staff will inform the public about the activities of the LMS Work Group by way of local newspaper published in the Public Meetings section and when possible on the Sarasota County Web site in accordance with Chapter 286 F.S.

**ARTICLE V                    ACTIONS BY THE LMS WORK GROUP**

A. **Authority of Actions**

The LMS Work Group voting members have final authority regarding decisions and or actions to the LMS including adoption of recommendations from any or all Committee groups.

B. **Meetings, Voting and Quorum**

Meetings of the LMS Work Group including all Committee groups will be conducted in accord with Robert's Rules of Order, if and when deemed necessary by the Chair of the meeting. Regular meetings of the LMS Work Group will be scheduled at least quarterly with a minimum of ten (10) working days notice. Committee groups, then assigned by the LMS Work Group, will meet as necessary.

Each voting member in good standing, as defined in Article II of this document, is allowed to cast one vote. Voting must be done in person while attending a LMS Work

Group meeting. Proxy voting is not allowed. However, each jurisdiction may designate up to two alternate members who may vote in the absence of the regular voting member. Such alternate voting members must be permanent alternates and so designated at least 10 working days in advance of the meeting at which they will vote. Each jurisdiction must provide a list and maintain any revisions of the regular and alternate members to the LMS Work Group.

All final actions and decisions made by the LMS Work Group will be by affirmative vote of a quorum of the voting members. A quorum consists of a minimum of three (3) voting members in attendance.

The Chair, or the Vice Chair in his or her absence, will not be a general voting member. The Chair or Vice Chair will only cast a vote to break a tie vote.

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 Work Group. If extenuating circumstances occur and it is impossible for the LMS Work 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 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**

When required by statute or the policies of Sarasota County Board of County Commissioners or when deemed necessary by the LMS Work Group, a public hearing regarding actions under consideration for implementation by the LMS Work Group will be held in accord with Chapter 125 F.S. for public hearings.

E. **Documentation of Actions**

All meetings minutes and other forms of action by the LMS Work Group and any Committees will be documented and made available for inspection by the public as provided by Chapter 119 F.S.

Meeting minutes will be prepared by the Recorder and distributed by the Chair to the attending members for approval. Attending members will have three working days to voice approval or disapproval of the meeting minutes. Failure to respond within three working days will constitute approval of the meeting minutes. Upon approval by the attending members, the Chair will ensure the meeting minutes are recorded with the Sarasota County Public Records office.

**ARTICLE VI ADOPTION OF AND AMENDMENTS TO THE BYLAWS**

The Bylaws of the LMS may be adopted and/or amended by a two-thirds vote of the voting members present, during a regular meeting. All proposed amendments to the Bylaws will be provided to each member of the LMS Work Group not less than ten (10) working days prior to a vote.

**ARTICLE VII DISSOLVEMENT OF THE LMS WORKING GROUP**

The LMS Work Group may be dissolved by the affirmative vote of two-thirds of the voting membership in good standing of the LMS Work Group and/or by instruction of the Sarasota County Board of County Commissioners. When the LMS Work Group terminates activity; all remaining documents, records, equipment and supplies belonging to the LMS Work Group will be transferred for disposition to Sarasota County Emergency Services Business Center, Department of Emergency Management who is responsible for the Local Mitigation Strategy per Chapter 9G-22.004 and 9G-22.005 F.A.C. and specific authority F.S. 252.