

**AMENDED AND RESTATED  
JACKSONVILLE CHILDREN’S COMMISSION  
BYLAWS  
as of December 9<sup>th</sup>, 2014**

**Article I.**

**Creation**

The Jacksonville Children’s Commission (the “Commission”) was created to exist as an autonomous body within the Executive Branch of the Consolidated Government by Ordinance No. 94-229-164 which was enacted by the Council at the request of the Mayor and which became effective May 4, 1994, codified as Chapter 51, *Ordinance Code*, as amended (the “Ordinance”).

**Article II.  
Membership**

The Commission shall consist of eleven voting members, nine non-voting *ex officio* members as required by the Ordinance.. Of the eleven voting members, one member shall be appointed from (reside in) each of the seven school board districts, and four members shall be appointed at-large. Voting members will be citizens and reside in the city. The nine non-voting *ex officio* members as required by the Ordinance shall be as follows:

1. Superintendent of Schools or designee;
2. District IV Administrator for Department of Children and Families or designee;
3. Sheriff or designee;
4. State Attorney for the Fourth Judicial Circuit or designee;
5. A juvenile Judge from the Fourth Judicial Circuit or designee;
6. President of United Way of Northeast Florida or designee;
  
7. President of the City Council or designee;
8. The President of the Early Learning Coalition or designee;
9. The Mayor or designee

Voting members shall serve terms of four years but may hold over until their respective successors are appointed and confirmed. All terms shall be for four years expiring July 15 of the last year of the term. No voting member appointed to the Commission for two consecutive full terms shall be eligible for appointment to the next succeeding term.

The Commission will conduct its affairs consistent with the Organization of Boards and Commissions codified as Chapter 50, *Ordinance Code*.

**Article III.**  
**Powers and Duties**

The Commission shall have the following powers and duties:

1. To provide and maintain in the City such preventative, developmental, treatment, and rehabilitative services for children as the Commission determines are needed for the general well-being of the City.

2. To provide such services for all children as the Commission determines are needed for the general well-being of the City.

3. To allocate and provide funds for other agencies in the City which are operated for the benefit of children, provided they are not under the exclusive jurisdiction of the public school system.

4. To collect information and statistical data and to conduct research that will be helpful to the Commission and the City in deciding the needs of children in the City.

5. To consult and coordinate with other agencies dedicated to the well-being of children to the end that the overlapping of services will be prevented.

6. To identify and assess the needs of the children in the county serviced by the Commission and submit to the Mayor and City Council a written description of provided services.

7. To provide training and orientation to all new members sufficient to allow them to perform their duties.

8. To make and adopt bylaws, rules, and regulations for the Commission's

guidance, operation, governance, and maintenance, provided such rules and regulations are not inconsistent with federal or state laws or city ordinances.

9. To provide an annual written report, to be presented no later than February 1, to the Mayor and City Council.

10. To contract on behalf of the City with those entities providing services related to the responsibilities or programs of the Commission which services are procured by the Commission for the City itself or are procured for another user on the basis of Commission referral.

#### **Article IV.** **Officers**

1. At each September meeting of the Commission which may be preceded by a meeting of the nominating committee composed of the Commission acting as a whole or such other membership as the Commission may designate, a Chair, Vice-Chair, a Treasurer and Secretary shall be elected by the voting members for a one-year term to assume the usual duties of those positions as described below on October 1 and who shall serve as such officers for one year or until re-elected for another term or a successor is chosen.

1.. A vacancy in any office because of death, illness, removal or otherwise, may be filled by the remaining members for the unexpired term.

2.. The Chair shall preside at all meetings of the Commission unless the Chair delegates otherwise. The Chair shall designate from time to time such special committees as the Chair deems appropriate and shall designate the subject matter assigned to each committee for consideration. In the event of the Chair's prolonged absence or disability, the Vice-Chair shall exercise all functions of the Chair for a period of up to sixty (60) days, at the expiration of which a special election shall be conducted by the Commission and a permanent Chair elected.

3... The Vice- Chair shall perform such duties as are assigned by the Chair in addition to the functions for which the Vice-Chair is responsible under Section 3 above.

4.. The Treasurer will Chair the Finance Committee.

5.. As required by the Florida Government-In-The-Sunshine Laws, as more particularly identified in Articles VI and X, herein, the Secretary shall cause written minutes to be kept of each meeting of the members in the Commission's records designated for that purpose. The Secretary shall sign and certify the minutes of the previous meeting upon board approval at the current meeting. In the event of the Secretary's absence or disability, the Chair shall designate another member to be responsible for keeping of written minutes and signing and certifying those minutes during the Secretary's absence and for their inclusion in the Commission's records. The Secretary shall perform such other duties as from time to time may be assigned by the Chair. The Board may appoint Assistant Secretaries to perform any of these functions.

**Article V.**  
**Fiscal Authority**

The fiscal year of the Commission shall commence October 1 and terminate September 30. Consistent with the Ordinance and as authorized by the City's approved budget, the Commission shall direct the expenditures of all funds annually budgeted and appropriated to fund children's services and programs related thereto.

Tentative and final budgets shall be prepared and submitted in a timely manner to comply with the requirements set forth by the Office of the Mayor and City Council.

**Article VI.**  
**Meetings/Quorum**

The Commission shall meet at least every other month, or at other times at the call of the Chair. The Commission shall conduct all business according to law including Chapter 112 (Ethics in Government) and Chapter 602, *Ordinance Code* (The City of Jacksonville Ethics Code). A quorum shall consist of a majority of current appointed voting members of the Commission. As required by the Florida Open Meetings Law, codified in Sections 286.011, 286.0111 and 286.0115, Florida Statutes, the Chief Executive Officer, of the Commission shall cause written notice of all meetings between or among two (2) or more members of the

Commission, to be posted, in a conspicuous place where notices are posted, at least forty-eight (48) hours prior to such meeting. Meetings must be held in places in accordance with Section 602.1208, *Ordinance Code*.

**Article VII.**  
**Executive Committee; Other Committees**

The Executive Committee shall be composed of the elected officers of the Commission and the Executive Director of the Commission as a non-voting member. The Executive Committee is empowered to meet and act on behalf of the Commission if such action is deemed necessary by each and every officer and provided at least 24 hours prior notice of such meeting has been posted. A complete record including, but not limited to written minutes, of the discussion and action taken by the Executive Committee on behalf of the Commission shall be immediately forwarded to all Commission members. Ratification of Executive Committee action shall take place at the next scheduled meeting by a majority of voting members present.

The Chair may establish from time to time such standing committees and ad hoc committees that he/she deems necessary to properly conduct the affairs of the Commission.

**Article VIII.**

**Chief Executive Officer (CEO)** A Chief Executive Officer (CEO) shall be employed by a majority vote of all voting members of the Commission. The Chief Executive Officer (CEO) shall serve at the pleasure of the Commission and may be dismissed by a majority of all voting members of the Commission. The conditions relative to the CEO's employment shall be provided for by formal written letter of understanding.

All employees shall be responsible to the Chief Executive Officer (CEO).

Annual review of the Chief Executive Officer (CEO) shall be made using a method established by the Commission.

The duties of the Chief Executive Officer (CEO) shall include but are not limited to:

1. Hire and develop staff to implement policies and programs of the

- Commission;
2. Develop with staff a comprehensive plan for the needs of children in Jacksonville;
  3. Hire and develop staff to properly maintain the functions of the agency;
  4. Be responsible for all record keeping for the Commission; and
  5. Upon direction of the Board, sign legal documents on behalf of the Commission.

**Article IX.**  
**Amendment**

These Bylaws shall be amended only by a majority plus one vote of all voting members of the Commission in any manner not inconsistent with the provisions of Chapters 50 and 51 of the *Ordinance Code* at any regular meeting, provided that all members have received notification of the proposed amendments with the rationale for change or an explanation of the proposed change, a minimum of ten (10) days in advance of the meeting in which the vote is to be taken.

**Article X.**  
**Conduct of Business**

The meeting of the Commission shall be conducted in accordance with *Robert's Rules of Order Newly Revised*. Additionally, the conduct of business by the Commission and its staff and employees shall be governed by the Florida Public Records Law, codified in Chapter 119, Florida Statutes.

**Article XI.**  
**Conflict of Interest**

Commission members must comply with Chapter 112 (Part III) of the Florida Statutes Code of Ethics for Public Officers and Employees and Chapter 602, *Ordinance Code*, the Jacksonville Ethics Code.

In addition, if any Commission member and/or his/her spouse has a special interest in an agency (such as serving on the board of directors or other governing board of the agency) and the agency may receive funding and/or other services from the Commission, such member must declare a voting conflict of interest. Such conflict must be declared at the time the item comes up for discussion or consideration, either in subcommittee or a meeting of the Commission as a whole. After declaring the conflict, the declaring member may discuss this item but must abstain their vote on the item when the Commission takes action of any kind on the item.