

BY-LAWS OF THE
BREVARD COUNTY SAVE OUR INDIAN RIVER LAGOON CITIZEN
OVERSIGHT COMMITTEE

ARTICLE I. ESTABLISHMENT AND NAME

Section 1. This organization is *The Brevard County Save Our Indian River Lagoon Citizen Oversight Committee* (“the Oversight Committee”) established by the Brevard County Board of Commissioners through the passage of Brevard County Ordinance 2016-15 on 23 August 2016.

ARTICLE II. ROLE OF THE OVERSIGHT COMMITTEE

Section 1. Verbatim from Ordinance 2016-15, which governs the Oversight Committee:

“The role of the Oversight Committee will be to review monitoring data on timeliness of project delivery, actual and updated project costs, and actual nutrient removal effectiveness, review new literature and local studies on the types of projects included in the plan and potential alternative project types, evaluate alternative project proposals received from the community, and recommend annual adjustments to the plan including Table 46, the Timeline for Funding Needs.”

The “plan” referred to is the *Save Our Indian River Lagoon Project Plan for Brevard County* dated 16 July 2016 and approved by the Board of County Commissioners in Ordinance 2016-15 (“the Project Plan”). The “projects” referred to are those listed in *Save Our Indian River Lagoon Project Plan for Brevard County*, as amended, or are alternate projects proposed for consideration as future amendments to the plan.

Section 2. The Oversight Committee’s role is *oversight* — any change or expansion to the Oversight Committee’s role quoted above requires explicit approval by the Board of County Commissioners.

Section 3. The Oversight Committee forwards its annual report to the Board of County Commissioners in February. It may also forward recommendation to the Board of County Commissioners in advance of its annual report if the Oversight Committee judges this to best serve its role.

Section 4. In fulfilling its mandated role and as guidance for its conduct, the Oversight Committee has adopted this statement of mission, primary duties, and expectations:

Mission:

The Oversight Committee ensures transparent implementation of the Save Our Indian River Lagoon Project Plan and expense of the Save Our Indian River Lagoon Trust Fund for the public and recommends plan updates to the Board of County Commissioners. This includes review of fiscal decision documents, project and program progress reports, evaluation of timeliness and cost effectiveness performance, consideration of alternative actions, and recommendation for project plan amendments.

Primary Duties:

- *Keep informed – know the plan and any proposed or recommended updates;*
- *Be prepared – prepare for, attend and actively participate in meetings;*
- *Review budget documents as well as revenue and expense reports for consistency with Ordinance and the ballot initiative approved by the voters on November 8, 2016;*
- *Review documents generated by members of the Oversight Committee, staff and others as project implementation proceeds, providing input as required;*
- *Help drive innovation - for new opportunities, technologies and ideas, supply information and background to staff and the Committee, as applicable;*
- *Recommend updates to the Save Our Indian River Lagoon Project Plan for the Committee Chair, working with the Director of the Natural Resources Management Department, to recommend to the Board of County Commissioners.*

Expectations:

- *Engender public trust by your actions and conduct;*
- *Communicate informatively - with each other, special interests, and the public;*
- *Maintain a balance between costs, benefits, feasibility, risk and timeliness;*
- *Understand the implications and outcomes of alternative projects being considered;*
- *Appreciate the significance of projects for stakeholders and represent their interests;*
- *Strive to resolve conflicts and seek consensus – work to reconcile differences of opinion and approach;*
- *Be advocates for broad support for the outcomes being pursued by the Save Our Indian River Lagoon Project Plan, as amended.*

Should the Oversight Committee be invited to attend meetings of outside organizations of similar mission or scope, it may vote to appoint one or more of its members to represent it. Alternately, the Oversight Committee may vote to authorize its Chair to designate by appointment who attends in each instance. In all such instances, the Natural Resources Management Director is the proper point of contact for such invitations and is responsible for ensuring compliance with the advertisement, agenda, minutes recording, and public comment, and other applicable provisions of state law when required.

Section 5. All members of the Oversight Committee are mandated to comply with the Sunshine and Public Records requirements of Florida law. Any guidance needed in so doing will be provided by the County Attorney's Office upon request.

ARTICLE III. OVERSIGHT COMMITTEE MEMBERSHIP

Section 1. Membership on the Oversight Committee consists of seven primary members and seven alternates. As specified in their selection, each primary and alternate member represents one of the following fields of expertise: science; technology; economics/finance, real estate; education/outreach; tourism; and lagoon advocacy. Each member serves a two-year term and may be reappointed. Terms end on the last day of February.

Section 2. The Natural Resources Management Department Director or designee attends all sessions of the Oversight Committee as a non-voting, ex-officio member.

ARTICLE IV. OVERSIGHT COMMITTEE OFFICERS AND SUPPORT STAFF

Section 1. The officers of the Oversight Committee are Chair and Vice-Chair. The officers are elected annually in March by a majority vote of the Oversight Committee members. The Chair presides over all meetings, participates in discussion, and votes on all measures requiring a vote. In the absence of the Chair, the Vice-Chair takes over the duties of Chair

Section 2. Should the Chair resign, the Vice-Chair becomes Chair and the Oversight Committee elects a new Vice-Chair to complete the remainder of the term.

Section 3. The Natural Resources Management Director supports the work of the Oversight Committee; serves as its technical advisor; keeps it apprised of the implementation of the Project Plan in a one-page monthly status report; manages the Oversight Committee's interface with County staff; trains new members on their obligations under law; and communicates the recommendations of the Oversight Committee to the Board of County Commissioners.

Section 4. The Administrative Assistant to Natural Resources Management Director serves as the Oversight Committee's Executive Secretary. The Executive Secretary notifies all Oversight Committee members and the offices of each County Commissioner of all Oversight Committee meetings and prepares meeting agendas, forwarding these to Oversight Committee members one week prior by email. Reports and other pertinent information accompany this email. Late-arriving agenda items and reports may be added up to meeting time via email and a paper copy at the meeting. The Executive Secretary keeps minutes of Oversight Committee meetings, conducts correspondence as the Oversight Committee may direct, forwards copies of all minutes when approved to each County Commissioner, and performs other duties as requested by the Oversight Committee and approved by the Natural Resources Management Department Director.

ARTICLE V. OVERSIGHT COMMITTEE MEETINGS

Section 1. The Oversight Committee holds regular meetings on dates it sets in coordination with the Natural Resources Management Director. Special meetings may be held at the call of the Natural Resources Management Director or upon request of the Chair plus two members of the Oversight Committee. Meetings may be extended beyond three hours' duration only by vote of the Oversight Committee at that meeting.

Section 2. The primary members of the Oversight Committee are its normal voting members. Should a primary member be absent or recused for a stated conflict of interest, the alternate member from the same field of expertise becomes the voting member. Alternates may not become voting members outside their field of expertise.

Section 3. Other than making motions and voting, non-voting alternates are full participants in discussion and deliberations.

Section 4. Five voting members are a quorum.

Section 5. This is the Order of Business of the Oversight Committee:

Call to Order

Roll Call

Approval of the Agenda

Approval of Minutes
Monthly Status Report
Other Reports and Special Presentations
Old Business
New Business
General Public comment
Final Comments by Chair and Committee Members
Adjournment

Section 6. Reports and special presentations are limited to fifteen minutes unless a longer time is voted by the Oversight Committee.

Section 7. The rules governing excused and non-excused absences are as promulgated by Brevard County for Advisory Oversight Committees.

Section 8. Oversight Committee meetings are conducted under the guidelines of Robert's Rules of Order (latest edition) as interpreted by the Chair. Where differing, these Bylaws take precedence over Robert's Rules.

ARTICLE VI. SUBCOMMITTEES

Section 1. Need for subcommittees is not anticipated. Should that change, these bylaws are to be amended to establish how subcommittees are created and governed.

ARTICLE VII. PUBLIC COMMENTS

Section 1. Members of the public are to be given a reasonable opportunity to be heard on a proposition before the Oversight Committee and to make general comments on matters under the purview of the Oversight Committee. The Chair has authority to maintain orderly conduct and proper decorum and to rule a speaker out of order. An individual's speaking period is limited to three minutes; the Chair may extend this. Individuals may speak only once on any given proposition before the Oversight Committee and once in general comments. The intent of public comments is to ensure the Oversight Committee hears all viewpoints. The Oversight Committee is not required to answer questions from the public nor engage in back-and-forth dialogue with the speaker, but may do so if the Chair so decides.

ARTICLE VIII. AMENDMENTS

Section 1. These Bylaws may be amended at any regular meeting of the Oversight Committee by a two-thirds vote, providing that the amendment has been submitted in writing at the previous regular meeting.

BREVARD COUNTY SAVE OUR INDIAN RIVER LAGOON
CITIZEN OVERSIGHT COMMITTEE

STEPHANY ELEY, CHAIR

As approved by the Oversight Committee on 10/19/2018