

# **BYLAWS OF THE FLORIDA LOCAL ENVIRONMENTAL RESOURCE AGENCIES**

## **ARTICLE I - NAME**

The name of this organization shall be the Florida Local Environmental Resource Agencies, Incorporated, also known as "FLERA."

## **ARTICLE II - PURPOSE**

The purposes of FLERA are as follows:

1. To promote the effective and efficient coordination of local, state and federal programs in protecting public health and natural systems and the use of program delegations, contracts, grants, interagency agreements and other cooperative arrangements to accomplish this purpose;
2. To promote a better public understanding of the necessity for a sustainable environment and the importance of local government planning, growth management and environmental protection programs;
3. To provide enhanced communication among local government environmental resource agencies and communication links to state and federal resource protection agencies;
4. To promote local environmental program efficiency and to enhance and improve the profession of environmental protection;
5. To promote partnerships with other not-for-profit associations, businesses and private sector organizations involved in preserving, restoring and protecting Florida's environment;
6. To monitor and inform members of proposed legislative actions and judicial rulings that may impact local environmental programs.

## **ARTICLE III - MEMBERSHIP**

1. Regular Membership. Any local public environmental resource agency in Florida is eligible for Membership in FLERA, including agencies involved in environmental regulation, land management, growth management or environmental health. Every individual representative of a local public environmental resource agency that is a regular member of FLERA shall be considered a regular voting member of the organization.

2. Associate Membership.
  - a. Any organization or corporation, including state or regional agencies, academic institutions or programs, or sub state districts, with a professed interest in promoting FLERA's purposes may seek to become an associate member of the organization.
  - b. Associate members shall not be entitled to vote but are otherwise fully eligible and encouraged to share in the activities of the organization.

#### **ARTICLE IV - OFFICERS**

The officers of FLERA shall consist of a President, Vice-President and Secretary-Treasurer. Only regular members of FLERA are authorized to serve as officers of the Board. FLERA members shall serve on a technical committee for at least one year prior to being elected as an officer.

1. Duties. The duties of the officers shall be as follows:
  - a. The President shall be responsible for calling meetings of the organization and shall preside at all meetings. The President shall oversee the activities of the organization, and Executive Director, shall establish committees as provided herein, appoint committee membership and chairpersons, and serve as an ex-officio member of all committees.
  - b. The Vice-President shall conduct the duties of the President in the President's absence. The Vice-President shall serve as chairperson of the annual conference committee and shall oversee the planning and completion of the annual conference.
  - c. The Secretary-Treasurer shall ensure that an accurate record of all meetings of the organization is kept and shall oversee the financial affairs of the organization.
  - d. Officer Vacancies: In the event an Officer is unable to fulfill his/her term, the Board and Executive Director will convene to select a replacement for the vacant officer position. The selected individual will serve the remaining length of the vacant term.
2. Elections. Election of officers shall be conducted every year during the annual business meeting of the full membership of the organization held in conjunction with the Annual Conference. The term of office of each officer shall be one year. There shall be no limitation on the number of times an office holder may seek to be re-elected to office.

## **ARTICLE V - BOARD OF DIRECTORS**

1. Structure: The officers, the most immediate past president of FLERA, three Regular members, and three Associate members shall serve as the Board of Directors (Board). No two members of the Board may be employed by the same organization. The Associate members of the Board of Directors are not authorized to vote on Board actions. All members of the Board shall be members in good standing in FLERA.
2. Duties: The Board shall adopt general policies for the organization and approve the annual budget. The Board shall adopt financial policies for the organization.
3. Quorum: Four voting members of the Board shall constitute a quorum.
4. Elections: Election of Regular and Associate members of the Board shall be conducted every year during the annual business meeting of the full membership of the organization held in conjunction with the Annual Conference for a term of office of one year. There shall be no limitation on the number of times a member of the Board may be re-elected to office.
5. Board Vacancies: In the event a Regular or Associate member of the Board is unable to fulfill his/her term, the Board and Executive Director will convene to select a replacement for the vacant Board position. The selected individual will serve the remaining length of the vacant term.

## **ARTICLE VI -EXECUTIVE DIRECTOR**

1. The Executive Director of the organization shall be nominated by the officers, subject to confirmation by a majority of the Board.
2. The Executive Director shall be the executive officer of the organization and, under the direction of the Board, shall establish and manage the organization office. The Executive Director shall do or cause to be done on behalf of the organization all actions directed by the officers and Board, and shall generally have the power to carry on the business of the organization and to do the things necessary or appropriate to execute the policies, decisions, and instructions of the officers and Board. The Executive Director or the designee of the Executive Director shall keep all records of the organization, give notice of such meetings and at the direction of the President, receive all moneys of the organization and record and deposit the same in approved depositories. At the close of each month, the Executive Director shall render a financial report to the Secretary-Treasurer. The Executive Director shall render a quarterly report and an annual report to the Board.

## **ARTICLE VII -COMMITTEES**

1. The president may establish standing committees or technical committees, subject to the approval of the Board, or ad-hoc committees at his or her discretion. No committee may act on behalf of FLERA without first obtaining approval of the Board.
2. There shall be a standing Conference and Education Committee which shall be responsible for coordinating with the Board and Executive Director in the planning and administration of the organization's educational programs.
3. The FLERA Board shall establish technical committees.

## **ARTICLE VIII -VOTING**

Each Regular member of FLERA shall have one vote in all matters coming before the membership. However, voting privileges of any members whose dues are more than three months delinquent shall be suspended until such time as the dues are made current. All issues will be settled by a simple majority vote of FLERA members present at a duly noticed meeting.

## **ARTICLE IX - MEETINGS**

1. FLERA shall hold general membership meetings at times and places as decided by the officers. The Board may call special meetings for specific purposes as necessary. There shall be an annual business meeting held in conjunction with the Annual Conference. Committee chairs may schedule committee meetings as necessary.
2. Membership meeting agendas shall be developed by the Executive Director in consultation with the President. Any regular or associate member may propose an agenda item for a FLERA meeting by submitting a request to the Executive Director at least 15 working days prior to the meeting date.

## **ARTICLE X - FISCAL YEAR**

The Fiscal Year of the organization shall begin on January 1 and conclude on December 31 of each year.

## **ARTICLE XI - DUES**

A dues schedule shall be adopted or revised by the Board of Directors and shall be payable annually on January 1 of each year. Members failing to pay dues within ninety (90) days of the start of the fiscal year shall be automatically terminated from membership within FLERA; provided, however, that upon later payment of such dues, membership shall be reinstated.

## **ARTICLE XII - AMENDMENT BYLAWS**

These bylaws may be amended upon positive recommendation by the Board of Directors and a majority of Regular members that participate in the vote. The vote may be conducted at the annual business meeting held in conjunction with the Annual Conference or at another scheduled meeting of the membership as long as there is at least 30 days' notice of the proposed amendment.

## **ARTICLE XIII -ROBERTS RULES OF ORDER**

Unless otherwise provided herein, meetings of the membership, Board of Directors and Committee shall be governed pursuant to the provisions of Roberts Rules of Order, newly revised.

History:

*Revised at Annual Business Meeting, July 31, 2019*

*Revised at Quarterly meeting, July 25, 2013 (Revisions concerning Board of Director section, Structure, Board Vacancies and Officers)*

*Revised at Quarterly meeting, January 10, 2013 (Revisions concerning Partnership Development Officer)*

*Revised at Annual Business meeting, July 2009 (Revisions concerning Board membership and delinquent dues)*

*Revised at Annual Business meeting, August 2008 (Revisions concerning additional members of Board)*

*Revised at Annual Business meeting, August 2007 (Revisions concerning term of office and Board membership)*

*Revised at Annual Business Meeting, August 3, 2005 (Major Update and Provisions for Executive Director added)*

*Revised at Quarterly Meeting, October 17, 2003 (Board of Directors Expanded)*

*Revised at Quarterly Meeting, January 24, 2003 (Purpose Updated)*

*Revised at Quarterly Meeting, April 20, 2001 (Addition to Expenditure Chapter)*

*Revised at Quarterly Meeting, January 19, 2001 (Major Update and Rewrites to Support Incorporation)*

*Revised at Annual Meeting, June 21, 1996 (Objectives, Membership, Expenditures, Achievement Award)*

*Revised at Quarterly Meeting, January 26, 1989 (Membership, Achievement Award)*

*Revised at Quarterly Meeting, July 22, 1988, (Officers)*

*Revised at Quarterly Meeting, January 18, 1979*

*Revised at Quarterly Meeting, October 23, 1975*

*Approved at Organizational Meeting, July 24, 1975*