

**SECOND AMENDED INTERLOCAL AGREEMENT FOR PUBLIC SCHOOL  
FACILITY PLANNING, BROWARD COUNTY, FLORIDA**

**BYLAWS OF THE OVERSIGHT COMMITTEE FOR THE IMPLEMENTATION OF  
THE INTERLOCAL AGREEMENT FOR PUBLIC SCHOOL FACILITY PLANNING  
BROWARD COUNTY, FLORIDA**

**ARTICLE I**  
**General**

**Section 1. Name.** The name of the Oversight Committee shall be the Oversight Committee for the Implementation of the Interlocal Agreement for the Public School Facility Planning Broward County, Florida (OC).

**Section 2. Purpose.** The purpose of the OC is to meet and generate a report regarding the successes and failures regarding implementation of the Interlocal Agreement for the Public School Facility Planning Broward County, Florida (ILA) and to monitor the implementation of the ILA to therefore generate the Annual Report.

The OC will function in cooperation with the Staff Working Group (SWG) pursuant to the ILA.

**ARTICLE II**  
**Membership**

**Section 1. Members.** Pursuant to the ILA, the OC is comprised of five representatives from each of the three (3) appointing bodies: the School Board of Broward County, Broward County, a political subdivision of the State of Florida (herein referred to as "the County"), and the City Commission or Town Council of the Cities or Towns as referenced in the ILA (herein referred to collectively as "Municipalities").

Each appointing body shall appoint/reappoint their members for two-year terms. Each member's two (2) year term shall begin on the date of their official appointment by their appointing body.

**ARTICLE III**  
**Meetings**

**Section 1. Scheduling of Meetings and Notice.** Meetings shall be held on the Second Wednesday of the First Month of each Quarter, utilizing a calendar year, or as otherwise designated by the Chairperson. All regular meetings, of the OC, shall be open to the public. The School Board staff shall be responsible for scheduling such meetings and providing at least 30 days advance written notice of the meetings to the Members. The OC meetings shall also be noticed in accordance with Florida's "Sunshine Laws".

**Section 2. Minutes and Records**

The School Board shall provide a recording secretary to keep minutes of the meetings and maintain an official roster of committee members. The OC's minutes shall be approved and presented at its following regularly scheduled meeting and minutes shall be maintained by the School Board Staff as public record.

**Section 3. Attendance.** Each member of the OC is responsible for participating in the activities of the group including attendance at regularly scheduled meetings and acting as liaison to the unit of government/agency he or she represents. Upon an OC Member having missed the entirety of two (2) regularly scheduled meetings without an excused absence being requested in writing by the member and subsequently granted by the presiding officer at such meeting for at least one of the two absences, it shall be recommended to the appointing group that they address such membership and that such appointing group be advised that their membership has decreased by one (1) until an officially appointed active member attends.

An ex-officio may attend for an officially appointed member, but may not participate in any vote. An ex-officio member must be appointed or made known to the Committee/staff, in writing, prior to the ex-officio's participation in a meeting. Appointment of the ex-officio is to be made by the individual Committee Member.

**Section 4. Quorum.** A quorum for voting on regular business shall be a majority of the appointed members " in good standing". "In good standing" shall be defined as not having missed the entirety of two (2) consecutive regularly scheduled meetings. A majority of the Group shall constitute more than fifty percent of the appointed members.

**Section 5. Rules of Order.** All meetings of the OC shall be conducted in accordance with Roberts Rules of Order unless otherwise noted.

**ARTICLE IV**  
**Officers**

**Section 1. Officers.** The officers of the OC shall be a Chair, Vice Chair, and Secretary elected from the members by majority vote of a quorum of the committee at the Fourth Quarter regular meeting. No more than one (1) officer shall be appointed from each of the appointing bodies. In the event all officers of the committee are absent at a meeting, a temporary chair shall be elected.

**Section 2. Duties and powers.** The duties and powers of the officers shall be as follows:

*2a. Chair.* The Chair shall call and preside at meetings of the OC; appoint subcommittees as needed; schedule special meetings as appropriate; and, perform other duties as customary to the office.

**2b. Vice Chair.** The Vice Chair shall assist the Chair in the performance of his or her prescribed duties; act in place of the Chair as needed; and, perform other duties as customary to the office.

**2c. Secretary.** The Secretary shall assist the Chair and Vice Chair in the performance of his or her prescribed duties; act in place of the Vice Chair as needed; and, perform other duties as customary to the office.

**Section 3. Terms.** Annual election shall be held for each office and a Member may not serve in a particular office for more than three (3) consecutive terms (years).

**Section 4. Resignation.** Any officer of the committee may resign by submitting a written and signed resignation to the Chair. If the Chair is resigning, it should be submitted to the Vice Chair. Whenever possible, the officer's resignation should be submitted at least thirty days prior to the effective date of the resignation.

#### ARTICLE V Adoption and Amendments

**Section 1. Adoption of the Bylaws.** The bylaws of the OC shall be adopted by a majority vote of the OC Members present.

**Section 2. Amending the Bylaws.** These bylaws may be amended only at a regular meeting of the OC by a majority vote of the members present. To be considered at a regular meeting, a full statement of each proposed amendment must be included in the written agenda for the meeting.

#### ARTICLE VI Annual Report

**Section 1. Annual Report.** Pursuant to Article 11.1, of the ILA, the Second Quarter regular meeting shall serve as the OC's annual meeting at which the Annual Report shall be generated by a vote and approval of the OC. The SWG shall provide a draft of the Annual Report in advance of the First Quarter regular meeting.

#### ARTICLE VII Voting

**Section 1. Voting.** All voting shall occur with a quorum. An official action can only occur with a majority vote.

Adopted 1-12-05  
Amended 7-13-05  
Amended 1-11-06  
Amended 1-09-08