

SOUTHWEST FLORIDA REGIONAL RESTORATION COORDINATION TEAM

By-Laws

DRAFT: February 14, 2003

1. General Membership: General membership shall be the designated representatives from the agencies listed in the charter, as well as representatives from agencies and NGOs with an interest in southwest Florida restoration and science, submitted and accepted by the Working Group. Members may participate in either or both RCTs. Ex-officio membership will be provided at the discretion of the RCT.
2. Representational Membership / Terms of Office: The RRCT's representational membership will be composed of the chairperson and 4 at-large persons selected from each of the subregional RCTs, yielding a smaller working group of 10 individuals. Each at-large representative serves a 2-year term, and half the representatives are replaced every year. This ensures new involvement and continuity from year-to-year. As chairs are newly appointed by the RCTs, they become new members of the RRCT representational team. The 4 at-large representatives are elected by their respective RCT.
3. Meetings: To carry out its responsibilities, the RRCT will meet at least 4 times per year. Three of the four quarterly meetings will be attended by the smaller, 10-member representatives. These quarterly meetings are to be scheduled soon after both the RCT quarterly meetings have occurred. The fourth quarter meeting is for the entire RRCT membership. During this meeting business requiring complete membership approval is conducted. The venue for this annual meeting can have a variety of formats, including a conference, workshop, or council-like gathering. The RCTs will take turns hosting the annual meeting within their subregion. All meetings will be conducted in accordance with procedures set forth in Robert's Rules of Order or as otherwise specified in these SOPs. The RRCT's representational team may call additional meetings as needed. All meetings will conform to Federal, State, and local sunshine/public access requirements.
4. Quorum: A quorum of the SWF RRCT shall be defined as attendance of greater than 50% of the membership.
5. Chairpersons: The chairpersons from the 2 RCTs will serve as co-chairs of the RRCT. In the absence of both the co-chairpersons, the other members of the committee will select a chairman for that meeting only.
6. Attendance: All members of the RRCT are invited to attend each quarterly meeting, however only the RCTs' representatives are expected to attend or designate a representative, with approval from their RCT, to serve in their place. All RCT members from both subregional teams are expected to attend the annual meeting.
7. Voting: The quarterly representative meetings shall operate by consensus. All 10 members, including the chairpersons, are eligible to vote. A two-thirds affirmative vote is required for approval during the full-membership annual meetings.

8. Public Participation at Meetings: All RRCT meetings will be open to the public. A portion of time will be allocated at each meeting for public comment.
9. Agenda/Meeting Notice: The agenda for all meetings will be developed cooperatively by the co-chairpersons. RRCT members may submit items for inclusion in the agenda to the chairpersons. The agenda will be distributed to each member at least 1 week prior to the scheduled meeting. Meeting notices will be sent out one month prior to the scheduled meeting.
10. Conflict of Interest: No member of the RRCT or designee shall participate in any decision or vote which would constitute a conflict of interest under Federal or State law. Members must clearly state any potential conflicts of interest prior to any discussion and abstain from voting.
11. Committees / Subcommittees: The RRCT may establish standing and ad hoc committees as determined necessary for the conduct of business. The standing committees are the BCB-EB RCT and the CH-C RCT.
12. Travel Reimbursement Procedures: No travel expenses will be paid to members for any expenses incurred in attending RRCT meetings.
13. Adoption / Amendment of SOPs: These SOPs shall be adopted initially by consensus among the 10 representatives. SOP amendments must be proposed in writing and approved with a two-thirds affirmative vote from the general membership.

Revised October 25, 2002.