

FLORIDA UTILITIES COORDINATING COMMITTEE

BYLAWS APPENDIX

**FLORIDA
UTILITIES EST. 1932
COORDINATING
COMMITTEE**



*Adopted and approved by the Florida Utilities Coordinating Committee at Port Canaveral, Florida on **May 2, 2014***

*Revised at Marco Island, Florida on August 8, 2014
Revised at Ocala, Florida on April 8, 2016
Revised at World Golf Village, Florida on **November 4, 2022***

1) Organizational Structure

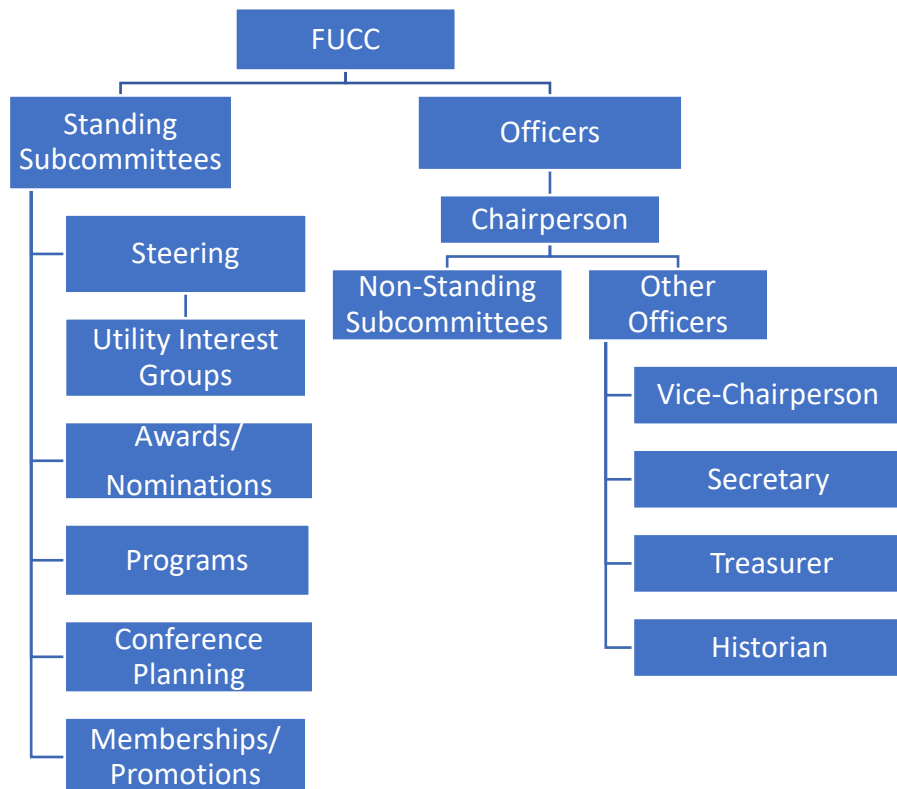
a) FUCC Officers

- i) Chairperson
- ii) Vice-Chairperson
- iii) Secretary
- iv) Treasurer
- v) Historian

b) Subcommittees

- i) Standing Subcommittees
 - (1) Steering
 - (2) Awards and Nominations
 - (3) Programs
 - (4) Conference Planning
 - (5) Memberships and Promotions
- ii) Non-standing Subcommittees (Ad Hoc)
- iii) Subcommittee Chairpersons
- iv) Utility Interest Groups

2) Organizational Chart



3) Fucc Officers

a) Chairperson

- i) The Chairperson shall have the responsibilities outlined in Section VII, Part 1 of the Bylaws.
- ii) In addition, the Chairperson shall:
 - (1) With the assistance of the Vice-Chairperson and the Programs Subcommittee, develop agendas, content, and format for meetings.
 - (2) Arrange for a local governmental representative to welcome the Committee to the area.
 - (3) Conduct the Opening Remarks and General Business sessions of the Committee meetings.
 - (4) Conduct appointments to fill Officer vacancies created during an administrative year.
- iii) Summer (August) meeting responsibilities:
 - (1) NOTE: This is traditionally known as the annual meeting. If extenuating circumstances exist, these responsibilities may be moved to a different month as approved by the Steering Subcommittee and the Officers.
 - (2) Outgoing Chairperson
 - (a) Prepare awards certificates for current Officers and Subcommittee chairpersons.
 - (b) Conduct the awards session.
 - (c) Dismiss the members of all Subcommittees.
 - (d) Abolish all Non-Standing Subcommittees.
 - (e) Turn over chair to incoming Chairperson.
 - (3) Incoming Chairperson
 - (a) Appoint members of the Steering Subcommittee.
 - (b) Conduct vote to ratify Steering Subcommittee members.
 - (c) Appoint chairs of each Standing Subcommittee.
 - (d) Establish existing/new Non-Standing Subcommittee and appoint chairs of each as deemed fit.
 - (e) Adjourn meeting.
 - (4) The Past Chairperson shall:
 - (a) Chair the Awards/Nominations Subcommittee, a standing subcommittee consisting of previous Yancy and Farkas award winners.
 - (b) Identify candidates for the Yancy and Farkas awards.
 - (c) Approve the majority vote for the Farkas award and obtain a unanimous vote for the Yancey award.
 - (d) Identify candidates for the incoming Secretary position and verify ability to serve.
 - (e) Conduct the door prize raffle drawings during afternoon sessions and General Business meeting, including procuring prizes and managing tickets.

b) Vice-Chairperson

- i) The Vice-Chairperson shall have the responsibilities outlined in Section VII, Part 2 of the Bylaws.
- ii) In addition, the Vice-Chairperson shall:
 - (1) With the assistance of the Chairman and the Programs Subcommittee, develop agendas, content, and format for meetings.
 - (2) Solicit FUCC sponsorships.
 - (3) As de facto Chair of the Steering Subcommittee, ensure those members attend and contact those that can't for their input.

c) Secretary

- i) The Secretary shall have the responsibilities outlined in Section VII, Part 3 of the Bylaws.
- ii) In addition, the Secretary shall prepare meeting minutes drafts, seek draft approval from Officers and Subcommittee Chairs, and submit final minutes to be posted to website.

d) Treasurer

- i) The Treasurer shall have the responsibilities outlined in Section VII, Part 4 of the Bylaws.
- ii) In addition, the Treasurer shall:
 - (1) Ensure corporate annual reports are updated with the State.
 - (2) Ensure IRS Form 990N is filed annually, if applicable.

e) Historian

- i) The Historian shall have the responsibilities outlined in Section VII, Part 5 of the Bylaws.

4) SUBCOMMITTEES

a) Standing Subcommittees

Standing Subcommittees are permanent and specifically defined in Section VIII of the Bylaws and exist in order to provide continuity and maintain the organization. They may not be dissolved by action of the Chairperson. The following are permanent Subcommittees:

- i) Steering
- ii) Awards/Nominations
- iii) Programs
- iv) Conference Planning
- v) Memberships/Promotions

b) Non-Standing Subcommittees (Ad Hoc)

All Subcommittees not specifically defined in the Bylaws are Non-Standing per Section X. These Subcommittees are formed for a specific purpose related to the industry and may be dissolved by action of the Chairperson. They also must be reinstated annually by the incoming Chairperson. The following are examples of Non-Standing Subcommittees:

- i) UAM/Standards Review
- ii) Joint Use
- iii) Permitting
- iv) Design Build
- v) Sound Wall

c) Subcommittee Chairpersons

- i) Responsibilities
 - (1) Conduct the regular Subcommittee meeting at the FUCC meetings.
 - (2) Hold special meetings (teleconferences, etc.) as necessary.
 - (3) Attend the Steering Subcommittee meeting and report any activities that should be voted on by the Steering Subcommittee.
 - (4) Develop presentations/workshops for the Combined Interest Group session
 - (5) Submit a Subcommittee agenda for meetings to the FUCC Chairperson at least 30 days before the meeting.
 - (6) Report on activities at the Business session.
 - (7) Submit meeting minutes to FUCC Secretary.
- ii) Chair term
 - (1) The incoming FUCC Chairperson will appoint Chairs of each Subcommittee.
 - (2) Exception: The outgoing FUCC Chairperson will serve as Chairperson for the Awards/Nominations Subcommittee.

5) UTILITY INTEREST GROUPS

Utility Interest Groups are specifically defined in Section IX of the Bylaws to provide a forum for like utilities to discuss issues, problems, and concerns that may need to be brought up to the Steering Subcommittee or the FUCC membership. Interest Groups operate similarly to county utility groups. Interest Groups are not accountable to the FUCC Chair like Subcommittees.

a) There are three individual Utility Interest Groups:

- i) Power
- ii) Telecommunication
- iii) Underground

b) Utility Interest Group Chairperson Responsibilities

- i) Conduct the Interest Group meetings at the FUCC meetings.
- ii) Work on issues and concerns associated with the particular Interest Group.
- iii) Submit problem areas to the Steering Subcommittee for appropriate action.
- iv) Attend the Steering Subcommittee meeting.
- v) Develop a presentation for the education session.
 - (1) The three underground interest groups shall rotate responsibility for providing a presentation to the full committee.
 - (2) The presentation should consist of a subject that will educate the other committee member on their particular operations, standards, work requirements and process.
- vi) Submit an Interest Group agenda for each meeting to the program chairman at least 30 days before the meeting.
- vii) Chair term
 - (1) Interest Group Chairs are elected for one-year terms by members within their own Group.
 - (2) The Groups may have a Co-chair to assist with meeting minutes and succession.