

# LOXAHATCHEE RIVER PRESERVATION INITIATIVE GUIDELINES

## Article I. Purpose.

The Loxahatchee River Preservation Initiative (hereinafter referred to as the “LRPI”) is a multi-agency and stakeholder based advisory group organized primarily for the purpose of soliciting, ranking and submitting to the Florida Legislature a list of local projects focused on the preservation and restoration of the water quality and habitats of the Loxahatchee River and its watershed.

## Article II. Membership.

- A. *Generally.* The LRPI shall, whenever possible, consist of one representative from each of the following entities:
1. South Florida Water Management District (SFWMD)
  2. Florida Department of Environmental Protection (Florida Park Service)
  3. Friends of the Loxahatchee River
  4. Jupiter Inlet District (JID)
  5. Loxahatchee River Environmental Control District (LRD)
  6. Martin County
  7. Palm Beach County
  8. South Indian River Water Control District (SIRWCD)
  9. Town of Jupiter
  10. Village of Tequesta
  11. Public at Large

Additional membership may be requested from interested and appropriate groups/agencies/governments and accepted by a majority vote of the existing membership.

- B. *Voting Members Nomination and Appointment.* Each of the eleven (11) entities listed above shall nominate one representative from their respective organizations or member class. The representative to serve within the “Public at Large” position shall be nominated and selected by majority vote of the other ten (10) committee representatives.
- C. *Term.* All voting member appointments shall serve until which time they are replaced by their respective organization. The seating of the Public at Large representative will be reconsidered during the first meeting of committee each calendar year.
- D. *Vacancies.* Any vacancy which results, the Chair will contact the respective organization and request a replacement.

- E. *Member Absenteeism.* The Chair shall authorize a letter to the respective organization requesting the replacement of any member who has two (2) consecutive unexcused absences within a twelve (12) month period.

### **Article III. Officers.**

- A. *Election of Officers.* Annually, at the first meeting of the calendar year the LRPI shall elect officers from among its members. Officers shall serve a one (1) year term and shall include a Chairperson and Vice-Chairperson and such other officers as the LRPI deems necessary. Officers may be replaced prior to the annual elections by a seventy-five percent (75%) affirmative majority of the LRPI members.
- B. *Chairperson.* The Chairperson, who shall be a member of the LRPI, shall preside at all meetings of the LRPI and at other meetings and public hearings called by the LRPI. He or she shall call special meetings of the LRPI when required, and shall transmit reports, plans, and recommendations of the LRPI to the appropriate governing authorities. The Chairperson may appoint committees or subcommittees (composed of members of the LRPI, or citizens, or a combination thereof) whenever he or she feels such committees can be of value to the LRPI. The Chairperson shall act as a spokesperson for the LRPI and shall also have such other duties as are normally conferred on such officers by parliamentary procedure.
- C. *Vice-Chairperson.* The Vice-Chairperson, who shall be a member of the LRPI, shall serve as Chairperson during the temporary absence or disability of the Chairperson. In the event of the Chairperson's permanent absence, due to resignation or other causes, the Vice-Chairperson shall perform the Chairperson's duties until such time as the LRPI shall elect a new Chairperson.
- D. *Secretary.* The Secretary is an appointed position who may or may not be a voting committee representative as defined in Article II above, under the direction of the Chairperson, and with the assistance of other staff as may be available. The Secretary shall prepare, distribute, and maintain the minutes and records of the LRPI and assume such other duties as are normally carried out by a Secretary. In case of the temporary absence of both the Chairperson and Vice-Chairperson at any meeting, the Secretary shall serve as Chairperson. In case of the temporary absence of the Chairperson, Vice-Chairperson, and Secretary at any meeting, the LRPI shall elect a temporary Chairperson for such meeting.

### **Article IV. Meetings.**

- A. *Frequency.* The regular meeting of the LRPI shall be held every other month in Jupiter, Florida. The Chairperson may elect to cancel scheduled meetings should

there not be agenda items of “Old” or “New” business. In addition, for the convenience of the LRPI members with consideration to distances of travel required, a “floating” location for meetings may be established.

- B. *Special Meetings.* Additional special meetings may be called by the Chairperson, provided that reasonable advance notice is given to each LRPI member.
- C. *Advertising.* All meetings are open to the public and shall be advertised in accordance with Florida law.
- D. *Order of Business.* The order of business at regular meetings shall be:
  - 1. Roll call
  - 2. Review/adoption of agenda
  - 3. Adoption of minutes from previous meetings
  - 4. Old Business
  - 5. New business
  - 6. Public Comment
  - 7. Adjournment
- E. *Public Comments.* The LRPI shall allow public comment. Each speaker will be limited to three (3) minutes.
- F. *Voting.*
  - 1. *Quorum.* A quorum shall consist of a simple majority of the members of the LRPI, and every action and decision rendered by the LRPI must be approved by the quorum. All agenda items shall be discussed. A motion shall then be made to vote on the item. If a motion fails, discussion may continue.
  - 2. *Alternates.* Each member may designate an alternate for informational purposes only but who will not have voting authority for that member.
  - 3. *Proxies.* All voting members should be present to vote. In the event a member cannot attend the committee meeting in person, a member may submit the vote electronically to the Chair and Secretary. Such electronic votes shall be submitted one business day in advance of the vote.
- G. *Minutes.* The minutes of all meetings and all written advisory opinions issued by the LRPI shall be kept by the Secretary of the LRPI. Copies of said minutes shall remain on file with the Town Of Jupiter.
- H. *Rules of Order.* Roberts’ Rules of Order, the most recent edition, shall govern the conduct of all meetings of the LRPI.
- I. *Sunshine.* All members of the LRPI are governed by the State of Florida’s Sunshine regulations.

**Article V. Amendments to Procedural Guidelines.**

Amendments to the procedural guidelines may be made; however, all amendments require the majority vote of the LRPI members. Written notice of the proposed amendment(s) must be provided by mail to each member at least ten (10) days prior to the meeting at which the proposed amendment is scheduled for voting. A copy of the revised Guidelines shall be filed with the Town of Jupiter.

**The Procedural Guidelines, as stated above, are hereby approved by the LRPI.**

**PASSED AND ADOPTED by the members of the LRPI, at its regular meeting this 12th day of May, 2008.**

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**David Brown, Chair**  
**Loxahatchee River Preservation Initiative**