

**BYLAWS OF THE  
DUVAL COUNTY ELECTION ADVISORY PANEL**

**ARTICLE ONE  
OFFICES**

The principal office of the DUVAL COUNTY ELECTION ADVISORY PANEL, an advisory panel of the consolidated City of Jacksonville (the “Panel”), shall be located in the City of Jacksonville, State of Florida.

**ARTICLE TWO  
MEMBERS**

2.1. General Powers. The affairs of the Panel shall be exercised, and the business and affairs of the Panel, shall be managed under the direction of its members in accordance with Chapter 59, *Ordinance Code of the City of Jacksonville*, as amended, and other applicable laws.

2.2 Number. The governing body of the Panel shall consist of nine (9) voting members. Each member of the Panel shall possess the qualifications set forth in section 59.103, *Ordinance Code*.

2.3 Appointment of Members. Appointment of members shall be as set forth in Chapter 59, *Ordinance Code*. Each member of the Panel shall hold office for the term for which he or she is appointed and confirmed as set forth in section 59.103, *Ordinance Code*, and until his or her successor is appointed and confirmed or until his earlier resignation, removal from office or death. Any member of the Panel who is appointed for two (2) consecutive terms shall not be eligible for appointment to the next succeeding term, unless waived by an Ordinance enacted by the City Council for the City of Jacksonville.

2.4 Vacancies; Absences. A member may resign at any time by giving written notice to the Chairman of the Panel. Such resignation shall take effect when the notice is delivered unless the notice specifies a later effective date. Any member who cannot attend a meeting must notify the Chairman in advance of such meeting for such absence to be excused. As set forth in Section 50.104, *Ordinance Code*, if any member fails to attend two of three successive meetings of the Panel without cause and without prior approval of the Chairman, then the Panel shall declare such member’s office vacant. Any vacancy occurring in the Panel shall be filled in the manner and for the term of his or her predecessor in office as set forth in Section 50.104, *Ordinance Code*.

2.5 Place of Meetings; Conduct of Meetings. Meetings of the Panel, regular or special, shall be held in the City of Jacksonville, Florida, and in compliance with Chapter 286, Florida Statutes, and other applicable laws. The conduct of the meetings shall be in accordance with Roberts Rules of Order, Newly Revised, 10<sup>th</sup> Edition.

2.6 Regular Meetings. Regular meetings of the Panel shall be held as set forth in Chapter 59, *Ordinance Code*, at such time and at such place as shall from time to time be determined by the Panel.

2.7 Special Meetings and Notice. Special meetings of the Panel may be called by the Chairman or on the written request of any three (3) Panel members. Written notice of special meetings of the Panel shall be given to each member of the Panel at least forty-eight (48) hours before the meeting, unless such special meeting has been determined by the Chairman to be an emergency meeting in which case the notice shall be given to each member of the Panel immediately. Unless as otherwise provided by applicable law, notices to members of

the Panel shall be in writing and delivered personally, emailed, telecopied, or mailed to the members of the Panel at their addresses appearing on the books of the Panel. Notice shall also be given in accordance with Chapter 286, Florida Statutes, and other applicable laws.

2.8 Quorum; Required Vote. All business of the Panel shall be conducted at meetings wherein at least a majority of then currently appointed members of the Panel are present and voting. The act of a majority of the Panel present at a meeting at which a quorum is present when the vote is taken shall be the act of the Panel. Pursuant to Chapter 286, Florida Statutes, no Panel member who is present at any Panel meeting may abstain from voting except when there appears to be or is a possible conflict of interest whereupon such non-voting member shall comply with the disclosure requirements of Chapter 112, Florida Statutes.

2.9 Compensation of Members. No member of the Panel shall receive compensation for his or her services. However, members of the Panel shall be entitled to necessary expenses, including travel expenses, incurred in the discharge of duties pursuant to the City of Jacksonville Ordinance Code and other applicable law.

### **ARTICLE THREE** **OFFICERS**

3.1 Officers. The Panel shall elect from its members, by a simple majority vote, a Chairman, a Vice Chairman, and a Secretary, as set forth in section 59.104, *Ordinance Code*. Vacancies may be filled, new offices created and filled, or existing offices, to the extent permitted by law. Such other officers and assistant officers and agents as may be deemed necessary may be appointed by the Panel as permitted by applicable law.

3.2 Chairman. The Chairman is a voting member of the Panel and shall preside at meetings of the Panel. The Chairman shall also be an *ex officio* (non-voting) member of any and all standing committees. The Chairman shall have such other powers and shall perform such other duties as shall be designated by the Panel and by Chapter 59, *Ordinance Code*. In the absence or disability of the Chairman, the Vice Chairman shall exercise all functions of the Chairman.

3.3 Vice Chairman. The Vice Chairman shall perform such duties as are assigned to him or her by the Chairman, as may be designated by Chapter 59, *Ordinance Code*, or the functions for which he or she is responsible under section 3.2 above.

3.4. Secretary. The Secretary shall attest such documents as necessary and sign the minutes of meetings for the Panel, and shall perform such other duties as shall be designated by Chapter 59, *Ordinance Code*. Records of the Panel shall be maintained on behalf of the Secretary in the offices of the Council Secretary.

3.5 Removal. Any officer or agent elected or appointed by the Panel under this Article 3 may be removed from such office by a majority vote of the Panel whenever in its judgment the best interests of the Panel would be served thereby.

3.6 Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, shall be filled in the same manner and for the term of his or her predecessor in office.

### **ARTICLE FOUR** **COMMITTEES**

4.1 Generally. The Chairman of the Panel may designate one or more committees, each of which, to the extent provided at such meeting, shall have and may exercise all of the

authority of the governing body of the Panel in the business and affairs of the Panel except where the action of the full body of Panel is required by applicable laws. Each committee must be comprised of at least two or more members of the Panel who serve at the pleasure of the entire Panel. Vacancies in the membership of a committee shall be filled by the Panel at a regular or special meeting of the Panel. The designation of any such committee and the delegation thereto of authority shall not operate to relieve the Panel of any responsibility imposed upon it by law.

**ARTICLE FIVE**  
**CONTRACTS, CHECKS, DEPOSITS AND CENTRAL SERVICES**

5.1. Contracts and other Documents. All instruments in writing necessary to be executed by Panel shall be executed in the name of the City of Jacksonville in accordance with the City of Jacksonville Ordinance Code and other applicable law.

5.2 Checks, Drafts, Loans, etc. All checks or other evidence of indebtedness issued by the Panel shall be executed in the name of the City of Jacksonville pursuant to the Panel's policies and procedures and the requirements of the City of Jacksonville.

5.3 Deposits. All funds of the Panel shall be deposited to the credit of the City of Jacksonville pursuant to the Panel's policies and procedures and the requirements of the City of Jacksonville.

5.4 Central Services. Except as the Council of the City of Jacksonville may provide, the Panel shall utilize the central services of the City of Jacksonville.

**ARTICLE SIX**  
**FISCAL YEAR**

The fiscal year of the Panel shall end on September 30.

**ARTICLE SEVEN**  
**BOOKS AND RECORDS**

The Panel shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its meetings in accordance with Chapter 119, Florida Statutes, and other applicable law. The Panel shall also keep at the registered office a record giving the names and addresses of the Panel members. All books and records of the Panel may be inspected by any member of the Panel, or his agent or attorney, for any proper purpose at any reasonable time, or by any other person in accordance with applicable law.

**ARTICLE EIGHT**  
**AMENDMENTS OF BYLAWS**

Unless otherwise provided by law, these Bylaws may be altered, amended or repealed or new Bylaws may be adopted by the affirmative vote of two-thirds of the Panel at any regular or special meeting, provided such subject has been announced in the notice of the meeting.