

TRUE COMMISSION BY-LAWS

Adopted November 18, 2003

Proposed Revision 6-8-2023

(Normal text indicates provisions of Jacksonville Ordinance Code)
(*Italicized text indicates provisions adopted by the TRUE Commission*)

Article I – Name

The name of this commission shall be the Taxation, Revenue and Utilization of Expenditures (TRUE) Commission (sec. 57.101).

Article II – Created in Ordinance Code Chapter 57

The commission was created in July 1994 to act as a permanent fiscal policy advisory body for the City (sec. 57.101).

Article III – Membership (sec. 57.102)

- A) Appointment, qualifications, and term: The Commission shall consist of eighteen members to be appointed as described in B) below.
- B) **Twelve All** members shall be residents of the City with an interest in city financial planning and budgeting and knowledge or expertise in financial management or accounting. Six members shall be appointed by the Mayor. Six members shall be appointed by the President of the Council. Six members shall be residents of the City appointed one each by the Citizens Planning Advisory Committee in the six Planning Districts. All members shall be confirmed by the Council.
- C) Members of the Commission shall serve for three year staggered terms. Any member appointed for two consecutive full terms shall not be eligible to serve a next succeeding term.
- D) Attendance: Commissioners shall make every reasonable effort to attend all regular and special meetings of the Commission. If any member of the Commission fails to attend two of three successive meetings of the Commission without cause and without prior approval of the Chair of the Commission, the Commission shall declare the member's seat vacant, and the vacancy shall be filled as soon as possible (sec. 50.104).
- E) *Standards of conduct: The Commission shall be governed by the provisions of Chapters 112 (Part 3), 119 and 286 of the Florida Statutes. All commissioners shall thoroughly familiarize themselves with the provisions of these laws as they now exist or as they may be amended from time to time.*
 - 1) *Commissioners are required to vote on items before the Commission unless there exists a conflict of interest. Any Commissioner abstaining from voting due to a possible conflict of interest shall publicly state the nature of his/her interest prior to the vote being taken on an item, shall give a summary of said conflict, and shall complete the standard conflict of interest form prior to the close of the meeting.*
 - 2) *All meetings shall be recorded on audio tape and written minutes of the Commission shall be kept by staff of the City Council. These tapes and documents are considered public documents.*
 - 3) *The Commission, its members, and all meetings, whether formal or informal, are subject to the Government in the Sunshine Law codified in Chapter 286, Florida Statutes. A gathering of two or more commissioners to discuss an item that may ~~forseeably~~ come before the Commission must be properly noticed in advance.*
 - 4) *Oral or written communications occurring outside a public meeting or hearing, either between commissioners or between members of the public and commissioners, are prohibited regarding any matter before the Commission. Commissioners should not accept any such communications. Only presentations made at the public hearings shall be considered in the decision on that item.*

Article IV – Purpose (sec. 57.104): The Commission is established to act as an advisory body to the City concerning fiscal policy. The Commission may choose to review any aspect of fiscal policy within the consolidated government, including, without limitation, the following areas:

- A) The City’s long-range financial soundness, planning, budgeting, and management.
- B) The City’s budgetary process, including taxation, revenue generation, expenditures, use of permit fees and user fees, bonding capacity, franchise fees, State and Federal mandates, privatization, “zero based” budgeting, and other similar topics.
- C) The appropriateness of each revenue source the City receives to make up its annual general revenue budget.
- D) Potential new revenue sources, such as impact fees, and the use of any such funds.
- E) The pre- and post-retirement benefit structure for city employees and the potential impact on the financial status of the City.
- F) Recommendations that will help make Jacksonville the most fairly taxed and financially sound city in the nation.
- G) Recommendations to keep the public better informed about important issues of city financing and budgeting that affect their lives.
- H) Other areas as the Commission may determine are appropriate and within the scope of the Commission’s duties.

Article V – Powers and duties (sec. 57.105): The Commission shall have the following powers and duties:

- A) To gather data and information on
 - 1) the soundness of the City’s current financial status;
 - 2) measures of the City’s current effectiveness and efficiency in service delivery;
 - 3) long-range projections of future revenue need and trends, including unfunded liabilities;
 - 4) Suggestions for improvements of to the City’s long-term financial soundness sustainability.
- B) To conduct a limited number of in-depth studies each year of specific, high-priority financial issues, leading to Make recommendations to the Mayor and Council for improvements in to the City’s long-range financial planning, budgeting, management, and soundness sustainability. Sources of study topics shall include the Mayor, the Council, and the Commission itself.
- C) To provide important information and raise public awareness of public finance issues by encouraging in-depth media coverage of these issues, and by meeting with community, neighborhood associations, and civic organizations.
- D) To review the Council Auditor’s reports and external audits of the City and its independent agencies, and Report findings to the Council Audit Committee on a quarterly basis.
- E) To perform such additional duties as may be given to the Commission by the Mayor and/or the Council as such need is identified when so directed.
- F) To receive grants and donations from foundations, institutions, organizations, and individuals for expended expanded funding to carry out its duties, subject to approval of the Mayor and the Council.

Article VI – Officers

- A) *Titles.* The officers of the Commission shall be the Chair~~man~~, Vice-Chair~~man~~ for Taxation and Revenues, Vice-Chair for Utilization of Expenditures, and Secretary. These officers shall perform the duties prescribed by these By-Laws and by the parliamentary authority of Robert’s Rules of Order.
- B) *Terms.* The term of office shall be for one year and shall begin at the close of the meeting at which the election is held. No member shall hold more than one office, and in no case shall the Chair~~man~~ be eligible to serve for more than two consecutive years. However, an officer may hold over until a successor is qualified and elected.
- C) *General duties.* The Chair~~man~~ shall preside at all meetings of the Commission; appoint the members of the standing committees and such other committees as he/she may deemed necessary and prescribe their duties; be an ex-officio member of each committee; and be

authorized to sign orders, reports or other items requiring the signature of a certifying officer of the commission. In the absence, disqualification, ~~or~~ disability, ~~or direction~~ of the Chairman, ~~or at his/her direction~~, the Vice-Chairman shall exercise all the functions of the Chairman. The Secretary, in the absence of the Chairman and Vice-Chairman, shall act as Chairman, and at such times shall have the same powers ~~of~~ ~~as~~ the Chairman. In the absence of the Chairman, Vice-Chairman and Secretary, the Commissioner with the most seniority shall be the presiding officer at any meeting of the Commission.

- D) Nominations and elections. At the May commission meeting a Nominating Committee comprised of three (3) commissioners shall be appointed by the Chairman. It shall be the duty of this committee to nominate a candidate for each office. All meetings of the committee shall be noticed and recorded. The committee shall report at the June meeting, at which time the election of officers shall be held. Nominations may be made from the floor by any Commissioner in good standing.
- E) Committees and duties of committees shall be established by the Commission, or Chair, as needed. A committee should generally be comprised of at least three (3) commissioners. A quorum of any committee shall consist of a number equal to a majority of the members of the committee.

Article VII – Quorum: A majority of the current active membership of the TRUE Commission shall constitute a quorum for the purpose of meeting and transacting business.

Article VIII – Administrative support (sec. 57.106): The Commission shall receive staff support from the Office of the City Council and shall receive the cooperation and support of the Council Auditor’s Office and the City’s Department of Administration and Finance for any matters pertaining to the responsibilities, powers and duties of the Commission as set forth in this chapter. Furthermore, subject to ability and capacity, the service and information from all departments, boards and agencies of the City shall be made available to the Commission at its request.

Article IX – Amendment of By-laws: These By-laws may be amended at any regular meeting of the Commission by a two-thirds vote of the members in attendance at that time, provided that the amendment has been submitted in writing at the previous regular meeting, or at a special called meeting.