

47 3.1.10 Developing a comprehensive local community-wide planning and strategic
48 implementation program in furtherance of stated objectives of the
49 ROUNDTABLE.

50
51 3.1.11 Engaging any and all sectors of local government and communities in the task
52 of fostering healthy child and youth development in furtherance of stated
53 objectives of the ROUNDTABLE.

54
55 SECTION 3.2 The ROUNDTABLE is a forum through which services for children mandated and
56 funded by state and federal government are planned, organized and coordinated.

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58 SECTION 3.3 The ROUNDTABLE shall use shared services and resources to achieve its mission and
59 purpose.

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62 **ARTICLE IV. EXECUTIVE ROUNDTABLE**

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64 SECTION 4.1 **AUTHORITY:** The governing authority of the ROUNDTABLE shall have and
65 exercise any and all powers in the management of the business and affairs of the
66 ROUNDTABLE.

67
68 SECTION 4.2 **COMPOSITION:** The representatives of the ROUNDTABLE shall be the Chair of the
69 Board or Executive Director (CEO) or comparable title of a corporate entity that
70 designates funding for children’s issues or the Chair of the Board or Executive Director
71 (CEO) or comparable title of an agency with statutory requirement or vested
72 community interest to deal with children’s issues.

73
74 Persons serving in the following positions will be invited to become a member of the
75 ROUNDTABLE:

- 76 1 Circuit 19 Administrator, Florida Department of Children & Families.
- 77 2 Circuit/Regional Juvenile Justice Representative, Florida Department of Juvenile
78 Justice
- 79 3 Executive Director, Children’s Services Council of St. Lucie County
- 80 4 CEO/President, United Way of St. Lucie County
- 81 5 Judge, 19th Judicial Circuit
- 82 6 Executive Director, Fort Pierce Housing Authority
- 83 7 Commissioner or County Administrator, St. Lucie County Board of County
84 Commissioners
- 85 8 Mayor or City Council Member or City Manager of Port St. Lucie
- 86 9 Mayor or City Commissioner or City Manager of Fort Pierce
- 87 10 Chair, Past-Chair, or Chair-Elect, St. Lucie County Chamber of Commerce
- 88 11 Executive Director, Healthy Start Coalition
- 89 12 Public Defender
- 90 13 State Attorney
- 91 14 St. Lucie County Sheriff
- 92 15 Chief of Police, City of Fort Pierce
- 93 16 Chief of Police, City of Port St. Lucie
- 94 17 St. Lucie County Superintendent of Schools

- 95 18 Administrator, St. Lucie County Health Department
- 96 19 Regional Director, Children’s Medical Services
- 97 20 President, Workforce Development Board, Region 20
- 98 21 President or Provost, Indian River State College
- 99 22 Executive Director, Early Learning Coalition of St. Lucie County
- 100 23 Chair, Steering Committee, Executive Roundtable of St. Lucie County
- 101 24 President of a ministerial network in St. Lucie County
- 102 25 Chief Executive or Vice President, Florida Atlantic University of the Treasure
- 103 Coast
- 104 26 Fire Chief of St. Lucie County
- 105 27 Chief Executive of Guardian ad Litem
- 106 28 Chief Executive of United for Families
- 107 29 Chief Executive of St. Lucie County Economic Development Council
- 108 30 State representative and/or state senator representing St. Lucie County
- 109 31 Other executives as deemed appropriate

111 On or before June 1 of each year, the ROUNDTABLE Chair shall correspond with
 112 each of the persons listed above about their interest in serving as a member of the
 113 ROUNDTABLE for the following fiscal year beginning October 1. Those persons that
 114 wish to serve are to provide the Chair a signed letter on their agency’s stationery or
 115 application for membership no later than July 1. The membership of the
 116 ROUNDTABLE for the following fiscal year beginning October 1 shall consist of
 117 those persons that provide the Chair correspondence in the manner and time stated
 118 above.

119
 120 SECTION 4.3 COMPOSITION AMENDMENTS: The ROUNDTABLE shall at its sole discretion
 121 amend the composition of the ROUNDTABLE membership. ROUNDTABLE
 122 positions may be added or removed by majority vote of the ROUNDTABLE.

123
 124 A Chair of the Board or Executive Director (CEO) or comparable title of a corporate
 125 entity that designates funding for children’s issues or that have a statutory requirement
 126 to deal with children’s issues may petition the ROUNDTABLE Executive Committee
 127 in writing to add their position to the ROUNDTABLE membership. The Executive
 128 Committee will make recommendation to the ROUNDTABLE as to the merit of the
 129 request.

130
 131 SECTION 4.4 TERM OF SERVICE: Each ROUNDTABLE member shall serve a term of service
 132 equal to their term of service in their position making them eligible for membership.

133
 134 SECTION 4.5 VACANCY: If a vacancy shall occur among the ROUNDTABLE membership, the
 135 appointing/electing authority shall fill such vacancy at its earliest convenience.

136
 137 SECTION 4.6 MEETINGS: The ROUNDTABLE shall meet at least 10 months of the calendar year.

138
 139 SECTION 4.7 QUORUM: A majority of the ROUNDTABLE membership shall constitute a quorum
 140 necessary for official conduct of meetings of the ROUNDTABLE.

141

142 When a quorum is present, a majority vote of those members present and voting shall
143 prevail in the decision of any matters brought before the meeting of the
144 ROUNDTABLE, except where prescribed by these Bylaws.

145
146 SECTION 4.8 ATTENDANCE POLICY: Members must attend fifty percent of the meetings held in
147 a calendar year. Anything less will result in removal from ROUNDTABLE
148 Membership.

149
150 SECTION 4.9 VOTING AND REPRESENTATION: Each ROUNDTABLE member is entitled to
151 one vote. In their absence, ROUNDTABLE members may be represented by a senior
152 member of his/her management or administrative staff. Said representative shall have
153 a seat on the ROUNDTABLE, at such meeting he/she is representing the
154 ROUNDTABLE member, for the purposes of sharing and receiving information, and
155 shall not have a vote on matters before the ROUNDTABLE. Said representative shall
156 be counted toward the establishment of a quorum.

157
158 SECTION 4.10 OFFICIAL FUNCTIONING: The ROUNDTABLE shall operate as a public body,
159 covered under provisions of the section 286.011 and the public records provision of
160 section 119.07(1).

161
162 4.10.1 All meetings of the ROUNDTABLE shall be open to the public.

163
164 4.10.2 Members of the ROUNDTABLE are subject to the provisions of part III of
165 chapter 112, the Code of Ethics for Public Officers and Employees.

166
167 SECTION 4.11 COMPENSATION: Members of the ROUNDTABLE shall serve without
168 compensation. Members of the ROUNDTABLE may be reimbursed for actual and
169 necessary expenses incurred in the performance of their official duties, subject to
170 ROUNDTABLE approval.

171
172 SECTION 4.12 VOTING CONFLICTS: If during a ROUNDTABLE or Executive Committee
173 meeting, a ROUNDTABLE member who is eligible to vote determines that he/she has
174 a "conflict of interest" with regard to a matter being considered for action, that
175 ROUNDTABLE member shall disclose the conflict at the meeting prior to discussion
176 of the matter in question. A "conflict of interest" shall exist when a specific action of
177 the ROUNDTABLE or Executive Committee shall create or have the probability of
178 creating a direct financial benefit to (a) the ROUNDTABLE member, (b) a member of
179 the ROUNDTABLE member's immediate family, (c) the agency or business for which
180 the ROUNDTABLE member works or has an ownership interest. Following such
181 disclosure, the ROUNDTABLE member shall not be precluded from participating in
182 any discussion regarding this matter, but shall be precluded from voting on the matter.
183 The ROUNDTABLE member shall be counted to determine that a quorum is present at
184 the meeting at which the conflict of interest is discussed.

185
186 SECTION 4.13 PROCUREMENT CONFLICTS: No ROUNDTABLE member shall participate in the
187 decision making process or cast a vote in the event that the subject matter of an action
188 to be taken by the ROUNDTABLE shall involve the ROUNDTABLE doing business
189 with (a) that ROUNDTABLE member, (b) the ROUNDTABLE member's immediate

190 family, and/or (c) the agency or business for which said ROUNDTABLE member
191 works or has an ownership interest.

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194 **ARTICLE V. OFFICERS**

195 SECTION 5.1 COMPOSITION: The Officers shall be Chair, Vice Chair, Secretary, and Treasurer.

196 SECTION 5.2 ELECTION/TENURE/VACANCY: All officers shall be elected by the
197 ROUNDTABLE from among its members.
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199
200 5.2.1 Each Officer shall serve for a one (1) year term. However, no Officer shall
201 serve for more than two (2) consecutive terms in the same office.
202

203 5.2.2 A Nominating Committee shall be elected from the membership of the
204 ROUNDTABLE at the July meeting of the ROUNDTABLE. The
205 Nominating Committee shall present a slate of officers to the
206 ROUNDTABLE at the August ROUNDTABLE meeting of each year.
207

208 5.2.3 Officer elections shall take place in September of each year. With presence
209 of a quorum, those ROUNDTABLE members in attendance shall elect
210 officers by majority vote.
211

212 5.2.4 The term of office for all Officers shall begin on October 1 of each year.
213

214 5.2.5 Officer vacancies may be filled by the ROUNDTABLE at any regular
215 meeting of the ROUNDTABLE or at a special meeting called for that
216 purpose. The ROUNDTABLE may elect an interim to fill any officer
217 position who shall serve with full responsibility of this position until a
218 successor is elected. The interim shall serve no more than 12 months.
219

220 SECTION 5.3 POWERS AND DUTIES: The Officers shall have such powers and duties as generally
221 ascribed to their respective offices, and such further powers and duties as from time to
222 time may be conferred by the ROUNDTABLE, including but not limited to the
223 following:
224

225 5.3.1 Chair shall preside at all meetings of the ROUNDTABLE; appoint the
226 chairmen of ROUNDTABLE committees; serve as an ex-officio member of
227 all ROUNDTABLE committees; represent and act on behalf of the
228 ROUNDTABLE as authorized by the ROUNDTABLE; and exercise such
229 other duties as may of right appertain to the office.
230

231 5.3.2 Vice Chair shall exercise the authority and fulfill the duties of the Chair in the
232 absence of that Office; and exercise such other duties as may be assigned by
233 the Chair.
234

235 5.3.3 Secretary shall maintain a current roster of the membership of the
236 ROUNDTABLE; prepare a Record of Proceedings of all meetings of the

284 6.2.3 Chair: The STEERING Chair shall be elected by the ROUNDTABLE from
285 among the members of STEERING. STEERING Chair shall serve as a voting,
286 ex-officio member of the ROUNDTABLE. The STEERING Committee will
287 submit nominations to the ROUNDTABLE for consideration.
288

289 6.2.4 Attendance: Member must attend fifty percent of the meetings held in a
290 calendar year. Anything less will result in removal from the Steering
291 Committee Membership.
292

293 SECTION 6.3 COMMITTEES: Other committees shall be appointed as deemed necessary and
294 appropriate by the ROUNDTABLE Chair.
295

296 SECTION 6.4 COMMITTEE CONSENSUS: A consensus of committee members present is
297 required in order to take action on business that comes before the committee.
298

299 SECTION 6.5 LIMITATIONS OF POWERS: No action by any member, committee, employee,
300 director or officer shall be binding upon or constitute an expression of the policy of the
301 ROUNDTABLE until it shall have been approved by the ROUNDTABLE.
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303
304 **ARTICLE VII: ADMINISTRATION/MANAGEMENT**
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306 SECTION 7.1 The ROUNDTABLE shall provide for the proper day-to-day administration and
307 management of the ROUNDTABLE by appointment of a qualified Executive Director.
308

309 7.1.1 Employment: The ROUNDTABLE shall employ an Executive Director who
310 shall serve at the pleasure of the ROUNDTABLE pursuant to a contract
311 approved By the ROUNDTABLE and signed by the Chair and the Executive
312 Director. The contract shall include provisions for an annual evaluation of the
313 Executive Director by the ROUNDTABLE.

314 7.1.2 Duties: The Executive Director is the chief administrative office of the
315 ROUNDTABLE, responsible to the ROUNDTABLE for the overall
316 management and operation of the organization. The Executive Director shall
317 convey to the ROUNDTABLE the concerns and recommendations of
318 ROUNDTABLE committees or staff and is responsible for implementation of
319 ROUNDTABLE policies.

320 7.1.3 Other Personnel: The Executive Director is responsible for the hiring and
321 termination of all employees of the organization pursuant to the
322 ROUNDTABLE approved personnel policies.

323 7.1.4 Ex-Officio Member: The Executive Director is a non-voting, ex-officio
324 member of the ROUNDTABLE, Executive Committee and STEERING, and
325 he/she or his/her staff representative shall be a non-voting, ex-officio member
326 of all other ROUNDTABLE committees. The Executive Director is also
327 responsible for providing support to all ROUNDTABLE standing and AD HOC
328 Committees.

329 7.1.5 Salary: The salary and benefits of the Executive Director shall be approved
330 by the ROUNDTABLE.
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334 **ARTICLE VIII: INDEMNIFICATION**
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336 SECTION 8.1 Each elected, appointed, or ex-officio member or officer of the ROUNDTABLE shall
337 be indemnified by the ROUNDTABLE against all expenses, damages, obligations,
338 penalties, claims, costs, judgments and liabilities, (including, but not limited to,
339 reasonable attorney fees, paralegal fees and other reasonable legal costs and expenses,
340 whether incurred at or before trial, and whether incurred at the trial level or in any
341 appellate or other legal proceeding) arising by reason of his/her being or having been a
342 member or officer of the ROUNDTABLE, whether or not he/she is a member or officer
343 at the time such expenses are incurred, except when such indemnification would
344 violate Florida Statute 607.0850 or any other applicable statute, code or law. The
345 foregoing right of indemnification shall be in addition to and exclusive of all other
346 rights and remedies to which such member or officer may be entitled.
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349 **ARTICLE IX. FUNDS**
350

351 SECTION 9.1 FUNDS: All moneys received by the ROUNDTABLE shall be deposited to the credit
352 of the ROUNDTABLE in such financial institution or institutions as may be designated
353 by the ROUNDTABLE. No committee or other entity of the ROUNDTABLE shall be
354 authorized to solicit funds without specific approval of the ROUNDTABLE.
355

356 SECTION 9.2 FISCAL AGENT: The ROUNDTABLE may elect to retain a fiscal agent for the
357 purpose of properly handling the cash assets of the ROUNDTABLE or handling the
358 cash assets associated with ROUNDTABLE programs or projects.
359

360 SECTION 9.3 DISBURSEMENTS: No obligation or expense shall be incurred and no money shall
361 be appropriated without prior approval of the ROUNDTABLE. Upon approval of the
362 budget, the Executive Director is authorized to make disbursements on accounts and
363 expenses provided for in the budget without additional approval of the
364 ROUNDTABLE. Disbursements shall be by check. Checks shall normally be signed
365 by the following two officers: Treasurer and Executive Director. In the absence of
366 either or both, then any two officers may sign.
367

368 SECTION 9.4 FISCAL YEAR: The fiscal year, operational year and all terms of office shall begin
369 October 1 and end September 30.
370

371 SECTION 9.5 BUDGET: The ROUNDTABLE shall, no later than its first regular meeting of the
372 fiscal year, approve the budget for the new fiscal year.
373

374 SECTION 9.6 ANNUAL AUDIT: An annual account shall be made of the books and accounts of the
375 ROUNDTABLE at the close of business for the fiscal year. The ROUNDTABLE may
376 elect to obtain the services of a certified public accountant for the purpose of preparing
377 a formal audit or to appoint a committee for the purpose of preparing an annual account
378 review. The formal audit or annual account review shall be presented to the
379 ROUNDTABLE no later than December 1st of the following fiscal year.
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381 SECTION 9.7 BONDING: The ROUNDTABLE may elect to bond the Executive Director and such
382 other officers and employees by sufficient fidelity bond in an amount set by the
383 ROUNDTABLE and paid for by the ROUNDTABLE.
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386 **ARTICLE X. RULES OF ORDER**
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388 SECTION 10.1 MEETING PROCEDURES: All meetings of the ROUNDTABLE will be conducted
389 according to generally accepted procedures for the conduct of meetings.
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391 10.1.1 Should a procedural dispute arise, the official presiding will seek consensus on
392 dispute resolution among the members present.
393

394 10.1.2 If the procedural dispute cannot be resolved in a reasonable amount of time, the
395 most recently published version of Robert's Rules of Order will be used to
396 resolve the disputed procedure.
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399 **ARTICLE XI. AMENDMENTS**
400

401 SECTION 11.1 PROPOSED AMENDMENTS: These Bylaws may be altered, amended, or repealed,
402 either in part or in entirety, upon written notice of the proposed changes to the duly
403 appointed/elected membership of the ROUNDTABLE at least thirty (30) days prior to
404 the date of the ROUNDTABLE meeting at which the proposed changes will be
405 considered and acted upon.
406

407 SECTION 11.2 AMENDMENT APPROVAL: These Bylaws (and any future alteration, amendment,
408 or repeal to these Bylaws) shall require approval by an affirmative vote of two-thirds
409 (2/3) of the duly appointed/elected membership of the ROUNDTABLE.
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412 **ARTICLE XII. DISSOLUTION**
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414 SECTION 12.1 The ROUNDTABLE shall use its funds only to accomplish the objectives and
415 purposes specified in these bylaws. On dissolution of the ROUNDTABLE, any funds
416 remaining shall be distributed to one or more regularly organized and qualified
417 charitable, educational, scientific, or philanthropic organizations to be selected by the
418 ROUNDTABLE or as otherwise designated by the funding source.
419