

By-Laws
Miami-Dade County
Interfaith Advisory Board



ARTICLE 1

NAME

The proposed ordinance (No. 20-33) creates Article XXIVA of the Code of Miami-Dade County, Florida creating the Miami-Dade County Interfaith Advisory Board (IAB) on May 5, 2020.

ARTICLE 2

PURPOSE

The Purpose of the Interfaith Advisory Board shall be to:

- (a) Increase involvement by faith-based, religious, and spiritual leaders by coming together and addressing issues of great importance in Miami- Dade County.
- (b) The IAB shall serve as a liaison between the Board and faith-based, religious, and spiritual communities. This relationship will enable outreach and interaction with these various entities and the receipt of input and feedback regarding their needs that may be addressed by the County.
- (c) The IAB will be advisory to the Board of County Commissioners on various matters that affect the faith or religious or spiritual well-being of community members.
- (d) Continuously study the interests and needs of Miami-Dade County citizens who are affected by faith-based, religious, and spiritual issues and make recommendations to best serve the residents of Miami-Dade County.
- (e) Formulate and recommend the adoption of legislation.

ARTICLE 3
MEMBERSHIP

Section 1: Composition

- (a) The IAB shall be comprised of a total of 27 voting members. Each member of the Board of County Commissioners ("Board") shall appoint two members to the IAB and the Mayor shall appoint one member.

Section 2: Qualifications

- (b) Each member of the IAB shall be a permanent resident and duly qualified elector of Miami-Dade County in accordance with section 2-11.38 of the Code, as may be amended, and shall have knowledge of and interest in matters of importance to faith-based, religious, or spiritual communities. Residents from other Counties can serve on the board with appropriate waiver/corresponding forms from appointing Commissioner.

Section 3: Compensation

- (c) IAB members shall serve without compensation but shall be entitled to reimbursement for parking in a County leased or owned parking facility.

Section 4: Vacancies

- (d) Vacancies shall be filled in the same manner by which original members were appointed.

Section 5: Tenure and Removal

- (e) All IAB members shall serve four- year terms. The term limits of IAB members appointed by Board members shall be in accordance with section 2-11.38.2 of the Code, as may be amended from time to time. Any Board member who has appointed a member of the IAB may at any time, with or without cause, remove said board member from the IAB by filing a notice with the Clerk of the Board of County Commissioners ("Clerk of the Board") and appointing a different person to fill the position.

ARTICAL 4

ATTENDANCE

- (a) The Board's attendance requirement for members shall be in accordance with Section 2-11.39 of the Code of Miami-Dade County, as amended. It shall be the responsibility of each member to attend all Interfaith Advisory Board meetings and the Sub-Committee meetings of his or her primary assignment.
- (b) A board member shall be automatically removed if, in a given fiscal year: (i) he or she is absent from two (2) consecutive meetings without an acceptable excuse; or (ii) he or she is absent from three (3) of the board's meetings without an acceptable excuse. An "acceptable excuse" is defined as an absence for medical reasons, business reasons, or any other reason which the task force, by a two-thirds majority vote of the membership deems appropriate. A member shall also be deemed absent from a meeting when he or she is not present at the meeting at least seventy-five (75) percent of the time.
- (c) All requests for excused absences shall be given in writing (faxed, mailed or emailed) to the Executive Director and Chairperson at least 24 hours prior to the meeting.
- (d) Upon absences from two (2) consecutive meetings or three (3) unexcused absences, in a given fiscal year, the Executive Director shall notify the Clerk of the Board of County Commissioners, in writing, of the member's removal. The seat shall be deemed vacant effective on the date the Clerk receives the notification. Members' removal from office shall be in accordance with the provisions of Section 2-11.38 of the Code of Miami-Dade County.

ARTICAL 5

OFFICERS

- (a) IAB members shall elect a chairperson, vice- chairperson, and such other additional offices as the board shall deem necessary. All officers shall serve one-year terms. No member shall remain in the same office for more than two consecutive years. After one year of not holding the office, a member may be elected to the same office that was previously held, for up to two additional consecutive years.
- (b) Officer elections shall take place each November, with newly elected officers installed in January. The chairperson shall preside at all meetings. The vice-chairperson shall act as chairperson in the absence of the chairperson. In the absence of the chairperson and vice- chairperson, the IAB, through a majority vote of appointed members, may select a member of the board to preside over meetings.
- (c) The Chairperson shall be the presiding officer of the Board and shall serve as the official representative and spokesperson for the Board unless presentation of an official statement or a specific representation is otherwise delegated by the Chairperson to another board member. The Chairperson will have the right to defer any passed agenda item until the next meeting of the board; said item shall then be placed on the next scheduled board meeting agenda for additional review/discussion and a final vote.
- (d) The Chairperson shall have a general knowledge of the operation of the Board and is charged with primary responsibility for determining that the Miami-Dade County Commission and the Board's policies, rules and regulations are properly executed.
- (e) Any officer may resign at any time from their position by written or oral notice delivered in person, sent by mail, or emailed to the Board, unless such member is resigning from the board all together then they should comply with Article IV, Section 9. Any such resignation shall take effect at the time specified in the notice or, if not so specified, immediately upon receipt of the notice.

ARTICLE 6

MEETINGS

- (a) The Board shall hold regular monthly meetings and such other meetings as it deems necessary at a time and place as designated by the Board.
- (b) The regular meeting in November shall be known as the annual meeting and shall be for the purpose of electing officers, approving the annual report describing the Board's activities that will be presented to the Board of County Commissioners, and for any other business that may arise as set forth in Article VI, Section 5 of these Bylaws.
- (c) The Chairperson or a minimum of eight (8) Board members upon written request to the chairperson, may call for a special meeting.
- (d) The Chair of the Board shall preside at all meetings of the full Board at which they are present. In the absence of the Chair, the Vice-Chair shall preside. In the absence of the Chair and Vice-Chair, the Board by a majority vote will elect a member at large to preside over the meeting.
- (e) Debate shall be governed by the rules of debate applicable to the Board of County Commissioners of Miami-Dade County.
- (f) All meetings will be held subject to an in conformance with Miami-Dade County and Florida Conflict of Interest and Open Government Laws, including the "Sunshine Law," public records laws and the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance.

ARTICLE 7

AMENDMENT OF BY LAWS

These Bylaws may be amended annually at the November meeting or at any meeting as determined by the Board, by a two-thirds (2/3) vote of members present. The Bylaws committee (if applicable) shall be convened to draft any amendment and present to the Board in advance of the next regular meeting.