

MIAMI-DADE COUNTY, FLORIDA

MIAMI-DADE COUNTY COMMUNITY RELATIONS BOARD

BY-LAWS

ADOPTED JANUARY 17, 1990

AMENDED 1994

AMENDED AND ADOPTED JUNE 25, 2001

FURTHER AMENDED AND ADOPTED MARCH 21, 2018

MIAMI-DADE COUNTY COMMUNITY RELATIONS BOARD BY-LAWS

ARTICLE 1 BACKGROUND AND INTRODUCTION

On September 19, 2000, the Board of County Commissioners approved Ordinance 00-115, amending Article XXIII of Chapter 2 of the Miami-Dade County Code ("Ordinance"), which established the Community Relations Board (hereinafter the "CRB"). The Ordinance and subsequent amendments refines the CRB's organizational structure and membership representation, while reaffirming its mission. At the time of passage, the Board of County Commissioners requested that an Administrative Order be developed to establish the structure of the Office of Community Relations and CRB staff support for a group of community leaders who form the CRB.

The CRB is composed of a respected, diverse group of prominent community leaders with the authority to act independently to address issues impacting intergroup relations and to assist in their resolution. The CRB functions with complete advisory access to the Mayor and County Commissioners.

ARTICLE 2 MISSION STATEMENT

The purpose of the CRB is two-fold: (1) the primary mission is to intervene and contain, as quickly as possible, community tensions. (2) the secondary mission of the CRB is to work proactively to identify and relieve intergroup conflicts before crises arise; to develop bridges of understanding, communication and mutual respect; to develop and support local or city-based community relations boards throughout the County; and to assure that resources are in place to respond to community crises.

ARTICLE 3 DUTIES AND FUNCTIONS

The duties and functions of the CRB shall be:

1. To foster mutual understanding, tolerance and respect among all economic, social, religious and ethnic groups in Miami-Dade County;
2. To make studies and to have studies made in the field of human and community relations and to prepare and disseminate report of such studies. The Board is vested such the power and authority and charge with such duty and responsibility,

3. To attempt to act as conciliator in controversies involving community relations.
4. To cooperate with federal, state and city agencies in developing harmonious community relations.
5. To cooperate in the development of educational programs dedicated to the improvement of community relations with, and to enlist the support of, civic leaders; civic; religions, veterans, labor, industrial, commercial and eleemosynary groups, and private agencies engaged in the inculcation of ideals of tolerance, mutual respect and understanding.
6. To serve as quasi-autonomous body authorized to act independently to pursue strategy for the promotion of intergroup relations and to recommend to the Mayor and the Board of County Commissioners such resolutions, ordinances and other causes of action as will aid in carrying out the purpose of this article.
7. To submit an annual report including the CRB's accomplishments and priorities to the Mayor and the Board of County Commissioners.
8. To accept grants and donations on behalf of the County from foundations and others for the purpose of carrying out the above listed functions, subject to approval by the County Commission.

ARTICLE 4 LIMITATION OF POWERS

The power and jurisdictions of the CRB shall be purely advisory, voluntary and persuasive. The CRB shall not have any power or authority to subpoena or compel the attendance of witnesses.

ARTICLE 5 MEMBERSHIP: QUALIFICATIONS; TERMS

1. Selection Criteria: The CRB shall consist of twenty-six (26) regular members appointed by the Board of County Commissioners. The membership of the CRB shall be broadly representative of the various social, racial, religious, linguistic, cultural, economic national origin and geographic groups comprising the population of Miami-Dade County. Each member shall be a resident of Miami-Dade County with an outstanding reputation for community pride, interest, integrity, responsibility, business or professional ability and a documented commitment to intergroup relations. The membership of the CRB shall include thirteen (13) members appointed from among residents of each of the respective County Commission Districts and thirteen (13) member appointed at-large.

The CRB shall consist of thirteen (13) duly qualified members appointed by each Commission District and thirteen (13) at-large members appointed by an ad hoc nominating committee designated by the CRB. When the Commissioner who appointed the Commission District member leaves office, the term of his or her appointed CRB shall expire. Each member shall continue to serve until his or her replacement has been appointed by the Board of County Commissioners.

2. Vacancies. CRB appointments shall be for terms of four (4) years except that appointment to fill any vacancy shall be for the remainder of the unexpired term. In filling an at-large vacancy, the CRB shall appoint a replacement to be approved by the Board of County Commissioners. This process shall continue until a replacement has been appointed.

4. Ex-Officio Member. The current chairs of Black Affairs Advisory Board, Hispanic Affairs Advisory Board, Asian American Advisory Board and the Commission for Women, shall serve as ex-officio members of the Board but shall not be entitled to vote on any matter before the Board and shall not be required to attend meetings of the Board.

5. Compensation. Member shall serve without compensation, but shall be reimbursed for necessary expenses incurred in official duties, as approved by the CRB and as may be determined and approved by the County Commission.

ARTICLE 6 OFFICERS

The members of the CRB shall; upon open nomination, select and designate from its members a Chairperson, First Vice Chairperson, Second Vice Chairperson, Secretary and such other officers as they may deem necessary, who shall serve for the terms set out herein below subject to the pleasure of the CRB.

An ad hoc nominating committee shall review all nominations and propose a slate of officers to be considered by the full CRB. The nominating committee shall verify that each nominee is eligible to serve the term of the respective office in accordance with Article 5 herein. In the event of a floor nomination, the Executive Director shall verify that each nominee is eligible to serve the term of the respective office in accordance with Article 5 herein.

The term of all officers shall be for a period of two (2) years and until their successors are duly elected and qualified. Any officer may seek re-election, provided however, that no member shall remain in office for more than four (4) consecutive years.

In the event any officer is rendered unable to serve, a new election for that office shall be held as soon as practical. Such new election shall be to complete the term of office being filled. No officer at the time of such new election may be a candidate to fill the vacated office without first resigning from the office he or she currently holds.

The officers shall be:

1. Chairperson. The chairperson shall be of the Chief Executive Officer of the CRB and shall preside at all meetings of the CRB and its Executive Committee. The Chairperson shall have a general knowledge of the operation of the agency and is charged with the primary responsibility for determining that at all times the Board of County Commissioners' and Miami-Dade County's policies, rules and regulations are properly executed. The Chairperson shall see to it that all members of the CRB perform their duties properly. By November of each year, the Chairperson shall submit a report covering the operation of the CRB during the fiscal year. The Chairperson shall be an ex-officio member of all committees.

2. First Vice Chairperson. The First Vice Chairperson shall exercise all powers and perform all duties of the Chairperson during the absence of the latter and perform such other duties as from time to time be assigned by the Chairperson, and work with the Executive Director and his/her staff in the development of proposed annual themes and goals for submission to the Executive Committee.

3. Second Vice Chairperson. The Second Vice Chairperson shall exercise all powers and perform all duties of the Chairperson and First Vice Chairperson during the absence of the latter and perform such other duties as from time to time be assigned by the Chairperson, and work with the Executive Director and his/her staff in the development of proposed annual themes and goals for submission to the Executive Committee.

4. Secretary. The Secretary shall be responsible for the issuance of notices of all meetings of the members of the CRB, where notices of such meetings are required by Ordinance or by these Bylaws; shall review the minutes of meetings of the members of the CRB prior to their distribution; shall perform all duties incident to the office of Secretary and such other duties as may be assigned from time to time by the Chairperson.

ARTICLE 7 EXECUTIVE COMMITTEE

The officers of the CRB and three (3) members at large of the CRB shall constitute its Executive Committee. All members of the Executive Committee must be members of the CRB and shall be elected by majority vote of the CRB members at a meeting at which a quorum is present. The members of the Executive Committee shall serve for a term of two (2) years. The Executive Committee shall have the delegated authority of the CRB to the fullest extent allowed by law and may transact business between regular or special meetings of the members of the CRB. It will provide guidance to the CRB and will act in its name in routine matters, as well as in urgent matters when there is no opportunity to convene the full CRB, and shall discharged such other functions and duties as the CRB may designate to it.

Other Committees. The CRB or the Executive Committee may designate and appoint one or more Committees and delegate to such Committees specific and prescribed authority. The CRB Chairperson shall appoint committee chairpersons. The Chairperson or Committee chairperson

shall select members who shall serve at the discretion of the CRB. However, no such Committee will have the authority over the CRB or the Executive Committee in reference to affecting any of the following:

1. Filling of vacancies in the CRB or Executive Committee or other committees.
2. Adoptions, amendment or repeal of Bylaws or resolutions of the Executive Committee or CRB.
3. Action on matters committed by the Executive Committee or CRB.

ARTICLE 8 MEETINGS

The meetings of the CRB, the Executive Committee and such other Committees as the CRB may institute shall be convened on a schedule to set by the CRB and the Committees from time to time. Notification and conduct of all said meetings shall be in accordance with applicable ordinances and State law, including without limitation all Sunshine Law provisions.

Members may attend a properly convened meeting via telephone or teleconferencing facilities.

A majority of members duly appointed to the CRB shall constitute a quorum. No action shall be taken except by majority vote of those present at a duly constituted meeting of the CRB.

ARTICLE 9 AMENDMENTS

These by-laws may be amended at any time by a majority vote of the full CRB only at a duly convened meeting where a quorum is present. These bylaws shall be reviewed for amendment at least every four (4) years prior to the end of that calendar year.

ARTICLE 10 COMPLIANCE WITH ORDINANCE AND LAWS

These by-laws are subject to all applicable County ordinances, and State and Federal laws. Any provision deemed to be in contravention of any such law or ordinance shall be deemed null and void, without prejudice to all other provisions hereof. All power not otherwise delegated herein, shall remain with the full Board.