

Office of Mayor John E. Dailey  
LGBTQ+ Advisory Council

Josh DeShea
Janel Diaz (She/Her/Hers)
Kim Ladner (She/Her/Hers)
Lauren Kelly-Manders (She/Her/Hers)
Brian Marquez
Jon Harris Maurer (He/Him/His) – Chair
Lieutenant Maria Mercurio (She/Her/Hers) <i>Liaison: Tallahassee Police Department</i>
Dr. Brandon Moton (He/Him/His) – Vice Chair
Stephanie Powell <i>Liaison: Tallahassee Fire Department</i>
Stephanie Schwartz

**BYLAWS OF THE  
Office of Mayor John E. Dailey LGBTQ+ Advisory Council  
CITY OF TALLAHASSEE**

**ARTICLE I -- NAME AND AUTHORIZATION**

**A. NAME**

The name of the Committee shall be “Office of Mayor John E. Dailey LGBTQ+ Advisory Council,” here after referred to as the “Committee.”

**B. AUTHORIZATION**

The Committee exists by the authority of Mayor John E. Dailey and may be modified or abolished by action of Mayor John E. Dailey.

**ARTICLE II -- PURPOSE AND FUNCTION**

**A. PURPOSE**

This Committee shall serve in an advisory capacity to the Office of Mayor John E. Dailey on issues presented to the Committee related to the LGBTQ+ community in Tallahassee.

**B. FUNCTION**

The function of the Committee shall be to advise Mayor John E. Dailey on LGBTQ+ issues in Tallahassee.

**ARTICLE III -- MEMBERSHIP**

**A. MEMBERS**

The committee shall serve at the pleasure of the Mayor. The Council will be comprised of 11 members appointed by Mayor John E. Dailey. Committee members will be selected based on their qualifications and willingness to serve. Members will be selected without regard to race, creed, national origin, age, sex or the presence of a disability. As much as possible, the Committee will be made up of an equitable representation of City residents according to the demographic ratio

of the City. In consideration of the Americans with Disabilities Act, efforts should be made to include members with disabilities.

## **B. ELIGIBILITY**

All members of the Committee shall be City residents, City property owners or City utility customers. Members who are not City residents may be appointed to provide appropriate expertise or when deemed in the best interest of the Committee.

## **C. APPOINTMENTS**

1. Members shall be appointed initially for a three-year term, except that initial appointments at the inception of the Committee may be split between one-, two-, and three-year terms to stagger vacancies. Members shall not serve more than two (2) full consecutive terms. Term lengths and limits do not apply to TPD and TFD liaisons.

2. It is the responsibility of the Mayor to ensure an appointment will occur within sixty (60) days of notification of a vacancy.

## **D. VACANCIES**

1. A member's position shall become vacant when:

a. a member is absent from 33% of the regularly scheduled meetings in a given calendar year, regardless if such absence is excused or unexcused. All absences will be duly recorded in the meeting minutes. Absences from emergency or special called meetings will not be recorded against a member in calculating the percent of absences. Special exceptions on the removal of members for absences may be made by the Chairperson of the Committee or the Office of the Mayor when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the Committee to maintain a quorum, or

b. when a member no longer meets eligibility requirements, or

c. when a member's term expires, or

d. when a member resigns, or

e. at the Mayor's discretion.

2. The Chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the Office of the Mayor.

3. Should a resignation be submitted to staff; they will immediately notify the Chair and the Office of the Mayor.

## **ARTICLE IV -- ORGANIZATION**

### **A. OFFICERS**

1. The Committee shall elect from its members a Chair and a Vice Chair.

2. Officers shall be elected for a term of one (1) year at the November meeting and shall assume office immediately following the November meeting, except for the initial election of officers at the time these bylaws are ratified.

### **B. QUORUM**

A majority of the Committee shall constitute a quorum to hold a meeting or take any action.

### **C. VOTING RIGHTS**

Each member shall be entitled to one (1) vote and shall cast that vote on each item submitted. Proxy votes and absentee ballots shall not be permitted. Members shall only abstain from a vote when there is a valid conflict of interest addressed to the committee.

## **ARTICLE V -- OFFICERS AND DUTIES**

### **A. CHAIR**

1. It is the Chair's responsibility to ensure compliance with the bylaws. The Chair or Office of the Mayor will notify members of removal from the Committee for noncompliance. Specific questions of conflict of interest will be addressed by the City Attorney or designee.

2. The Chair shall immediately upon receipt of a resignation, or when advised of a vacancy, notify the Office of the Mayor to begin the appointment process.

3. The Chair, in consultation with the Office of the Mayor, may approve special exceptions on the removal of members for absences at regularly scheduled meetings when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the Committee to maintain a quorum.

## **B. VICE CHAIR**

The Vice Chair shall perform these duties in the absence of the Chair.

## **C. REMOVAL**

When an officer has been absent or has not performed the duties of that office for three (3) consecutive meetings, that officer may be removed from office by the Committee, with a majority vote, at a regularly scheduled meeting.

## **ARTICLE VI -- COMMITTEE OPERATIONS**

A. The Committee shall have no authority other than as stipulated by the bylaws and approved by the Office of Mayor John E. Dailey.

B. The Committee will meet routinely based upon an adopted meeting schedule. The meeting date may be changed by the Chair or the Office of the Mayor with notification in advance to Committee members. Special meetings may be called by the Chair or the Office of the Mayor.

C. All meetings will be open to the public. For advertising purposes, the Committee will provide to the Public Information Office a schedule of their meetings and will ensure agendas and minutes are available to the public in accordance with the State of Florida Sunshine Laws.

D. All meetings shall be conducted in an orderly manner in accordance with relevant City Commission policies and practice and may use Robert's Rules of Order as a guide.

## **ARTICLE VII -- STAFF SERVICES**

A. The Office of Mayor John E. Dailey shall act as the liaison for the Committee with the City Commission and the appropriate appointed official(s). The Office of Mayor John E. Dailey will provide staff services to the Committee. Staff services will include:

1. providing a schedule of meetings to the Public Information Office and Committee members, arranging meeting locations, maintaining summary minutes of the meetings, preparing and distributing appropriate information related to the meeting agenda;
2. informing the Committee of events, activities, policies, programs, etc. occurring within the scope of the Committee's function and informing the Committee of all City Commission or department requests for information or assistance;
3. ensuring the Office of the Mayor is informed of all vacancies, expired terms, changes in officers, or any other changes to the Committee and that all requests for review of applications by the Committee are reviewed in a timely manner;
4. the responsibility for the continuous flow of information to the appropriate appointed official is including providing reports, actions, and recommendations of the Committee and notification of noncompliance by the Board or Chair with the bylaws or statutes;
5. the responsibility for ensuring information provided by the Committee for City Commission review is appropriately agendaed for the City Commission meetings.

B. A formal, standard orientation program will be provided by staff to all new members. The program will address, but not be limited to, the bylaws, conflict of interest, the State of Florida Sunshine Law, ethics violations, and stress the legal obligations and responsibilities. Staff will ensure responses are provided to any concerns the new members may have regarding the duties and responsibilities of the Committee and the members.

## **ARTICLE VIII -- SUNSET PROVISION**

The committee will be dissolved at the discretion of Mayor John E. Dailey or when John E. Dailey and no longer Mayor of the City of Tallahassee.

## **ARTICLE IX -- BYLAWS AND EFFECTIVE DATE**

A. Any changes to the bylaws will be reviewed and approved by the Committee and the Office of the Mayor.

1. These Bylaws shall become effective upon adoption by the Committee.
2. These Bylaws were adopted by the Committee at their regular meeting on September 10, 2020.