

Broward County  
Climate Change Task Force  
**DRAFT AMENDED**  
Meeting Procedures

IV. CONDUCT OF MEETING

The meeting of the Task Force and any Subcommittee shall be governed by Robert's Rules of Order.

V. OFFICERS

a. Election of Chairperson and Vice Chairperson

A Chair has been appointed by the Board. The Task Force shall elect from among its members a Vice Chair at the first joint meeting of the Task Force and the Subcommittees. The tenure of the Vice Chair for the Task Force and the Chair and Vice Chair for the subcommittees shall be for one year, which shall be automatically extended until the next elections. The Chair and Vice Chair of the subcommittees shall be elected from the members of the Task Force. When both the Chair and Vice-Chair are absent for the meeting, a quorum of members present may elect a temporary chair who shall have the full powers of the Chair to conduct Task Force business.

b. Duties of Chair of the Task Force:

- i. To call to order Task Force or Subcommittee meetings.
- ii. To execute official Task Force or Subcommittee business as the representative of the Task Force or Subcommittee.
- iii. To restate and put to a vote by Task Force members all matters which are moved for consideration or necessarily arise in the course of the proceedings and further to announce the result of each vote.
- iv. To protect the Task Force or Subcommittee from frivolous or dilatory motions.
- v. To assist in expediting Task Force or Subcommittee business.
- vi. To enforce the observance of order and decorum among the Task Force or Subcommittee.
- vii. The Chair of the Task Force shall contact any Task Force member who has missed two or more meetings within one calendar year to ascertain their commitment.
- viii. To appoint the Chair and Vice Chair of any Subcommittee of the Task Force.

- ix. To call or cancel meetings of the Task Force upon reasonable notice.
- x. To set the agenda of the Task Force or Subcommittee.

#### VI. SUBCOMMITTEES TO THE CLIMATE CHANGE TASK FORCE

- a. On December 4, 2008, the Climate Change Task Force established seven Subcommittees.
- b. Subcommittee members may be members of the Task Force; those that may provide technical expertise; or those with a specific interest in the mission of the Subcommittee. ~~The Chair and Vice Chair~~ of each Subcommittee shall be appointed by the Chair of the Task Force. The Vice Chair of the Subcommittee shall be appointed by the Chair of the Subcommittee.
- c. Members shall serve at the pleasure of the Climate Change Task Force.
- d. The quorum of the Subcommittee shall consist of fifty percent (50%) plus one (1) of the total ~~appointed~~ Subcommittee members.
- e. Meeting times and frequencies are determined by the Subcommittee Chair.
- f. Proposed Subcommittee action shall be forwarded to the Climate Change Task Force for discussion and approval.