



## OFFICE OF MAYOR ALVIN BROWN

ST. JAMES BUILDING  
117 WEST DUVAL STREET, SUITE 400  
JACKSONVILLE, FLORIDA 32202

PH: (904) 630-1776  
FAX: (904) 630-2391  
[www.coj.net](http://www.coj.net)

### EXECUTIVE ORDER NO. 2014-03

**TO:** All Elected Officials, Department Heads, Division Chiefs,  
Independent Agencies, Authorities, Boards, Commissions and Councils

**FROM:** Alvin Brown, Mayor

**RE: Citizens Planning Advisory Committees (CPACs)**

---

By virtue of the authority vested in me as Mayor by the Charter and as Chief Executive Officer of the Consolidated Government, it is hereby ordered that Executive Order 93-170, as amended pursuant to Executive Order No. 97-211, and Executive Order 01-04 and Executive Order 2007-04, are hereby repealed in their entirety and superseded and replaced with this Executive Order 2014-03.

#### **Section 1. Background**

In October 1993, former Mayor Ed Austin, demonstrating leadership and vision, assisted Jacksonville in moving forward to become a stronger, more proactive community by issuing Executive Order 93-170, which established the Community and Neighborhood Outreach and Participation Program. Former Mayor John Delaney continued this program, and over the past twenty (20) years, the six (6) Citizens Planning Advisory Committees, or "CPACs", have grown and matured in response to the needs of each particular planning district. Effective government requires sustained public participation in the identification of community and neighborhood issues and concerns and the development of solutions. Broad-based public involvement in planning, land use and zoning, transportation, community services, economic development, recreation, schools, police, and public safety are absolutely essential for the successful resolution of neighborhood and community issues and concerns. Citizens Planning Advisory Committees were established as an on-going grassroots public participation program and continue to flourish as a testament to Mayor Austin's vision. Mayor Alvin Brown values and supports the CPAC program and uses input from the CPACs to make decisions and set policy. Therefore, this Executive Order is issued to continue the CPACs, update and clarify the CPACs purposes, functions, membership, organization, and the responsibilities of the Planning and Development Department.

#### **Section 2. Intent and Purpose**

The primary purpose of the CPACs is to maintain open and effective lines of communication between Jacksonville residents, businesses, neighborhoods, community organizations, educational institutions and government. Citizens of an area are the best resource for identifying issues, suggesting solutions and developing programs needed to solve existing and future problems in the community. No individuals or group are better

qualified to determine a neighborhood's needs than the residents who live or work there. In order to continue to maintain a broad-based community involvement program, Citizens Planning Advisory Committees, as established pursuant to Executive Order 93-170 and Executive Order 01-04 and Executive Order 2007-04, will continue to exist and operate throughout the City. The CPACs shall function, from a broad perspective, in concert with the current neighborhood outreach initiatives occurring within the City. The input from the CPACs shall be used by the City in developing the Capital Improvement Program for the City, in the amendment and update of various elements of the City of Jacksonville Comprehensive Plan and in the development of other social and economic programs.

### **Section 3. Membership of CPACs.**

Within each of the six (6) Planning Districts of the City, a CPAC shall continue to exist and operate. Members of the CPACs are the associations, organizations, and groups listed herein. A primary and alternate representative of those associations, organizations, and groups are appointed by the Mayor, based upon nominations from those entities. Eligibility shall be determined by the Planning and Development Department. Membership is voluntary and honorary. Names and contact information of members and representatives shall become public record.

#### **A. Voting Members**

1. One representative and one alternate representative from the neighborhood, civic, apartment, town home, condominium and homeowners' associations in the district, which are listed in the Directory of Neighborhood Organizations maintained and posted at [www.coj.net](http://www.coj.net) by the Planning and Development Department; and
2. One representative and one alternate representative from any business and/or business/professional organizations active in the district; and
3. One representative and one alternate representative from the Parent Teacher Association (PTA) and/or School Advisory Council organization and/or student organization from each school in the planning district; and
4. One representative and one alternate representative from other unique community-based organizations and entities in the district, as determined appropriate by the Director of the Planning and Development Department, in accordance with this Executive Order; and
5. One representative and one alternate representative nominated by each City Council Member, including At-Large Council Members, to each CPAC located in any part of his or her district, to serve during the nominating Council Member's term in office; and
6. One representative and one alternate representative nominated by each Sheriff's Advisory Council (ShAdCo) in the district; and
7. "Charter" member of a CPAC, as hereinafter defined.

#### **B. Criteria for Membership:**

1. All voting members and alternate members must either reside in, work in a neighborhood, or own a business or property which is located in the district. These

members must have a substantial interest in matters which occur within the district or be substantially affected by matters which occur within the district, and must meet the membership criteria established in writing and promulgated by the Director of the Planning and Development Department; as such criteria may be amended from time to time. Members, with the exception of City Council Members who may represent multiple planning districts, may have membership in only one CPAC.

2. The City Council Members, associations, organizations and groups that meet the eligibility requirements of section 3, B, 1, are invited to nominate members to the Mayor, through the Director of the Planning and Development Department or their designee. The Mayor shall appoint all CPAC members, and all CPAC members, including "charter" members, may be removed by the Mayor at any time. A vacancy on any of the CPACs shall be filled by the Mayor in the same manner as the original appointment.
3. Nominees will be required to attend a minimum of three consecutive meetings before nominations will be considered.
4. Nomination forms shall be signed by an officer or member of the association, not by the nominee(s).
5. Members shall be subject to the provisions of Chapters 112, 119 and 286, *Florida Statutes*, regarding Ethics, Public Records and Government in the Sunshine, and Part 2, Chapter 50 (Procedures Governing Conduct of Public Officials with respect to Ex Parte Communications), and Chapter 602 (Jacksonville Ethics Code) of the City of Jacksonville *Ordinance Code* and shall govern themselves accordingly.
6. Members will provide annual updates to the Directory of Neighborhood Organizations.
7. Members, including "Charter" members, shall complete annual CPAC training and annual Ethics training and/or other training as deemed necessary by the Mayor or the Director of the Planning and Development Department.
8. "Charter" members of a CPAC are those members who were originally appointed by Mayor Austin to serve during the first year of the CPACs existence, from 1993 through the end of 1994. "Charter" members who have served continuously, as defined as no more than three consecutive unexcused absences, on the same CPAC to which they were appointed, are permanent voting members until such time as they notify the Director of the Planning and Development Department that they are no longer able to serve.

**C. Non-voting Staff:**

1. One City Department Head assigned to the CPAC by the City's Chief Administrative Officer and
2. One representative from Duval County Public Schools and
3. One representative from the Jacksonville Sheriff's Office and
4. One representative from the Florida Department of Transportation (FDOT) and
5. One representative from the Mayor's Office and

6. Any other agency representative as deemed appropriate by the Director of the Planning and Development Department and
7. Appropriate staff as necessary and at the request of the Chair, including a Neighborhood Coordinator and a planner from the Planning and Development Department and a representative from the Municipal Code Compliance Division, shall attend all meetings to offer assistance, provide information, and address citizens' concerns.

#### **Section 4. Functions.**

**A.** The purpose of the CPACs is to identify planning district issues and make recommendations to address them. To accomplish this purpose, each of the CPACs shall:

1. Serve as a communication link, with the assistance of the Planning and Development Department, between Jacksonville's residents, businesses, neighborhood organizations, community organizations, and City government.
2. Identify local issues in the community, including neighborhood, physical, environmental, social, and economic issues, and propose alternative solutions to address the issues identified.
3. Review and make recommendations on district plans or major plans, projects and programs that affect the district, including, but not limited to, land use and zoning, transportation, community services, economic development, recreation, schools, police and public safety.

#### **Section 5. Meetings; By-Laws, Rules and Regulations.**

**A.** Each CPAC shall meet a minimum of eight times a year. The Model By-Laws, Rules and Regulations shall be binding upon each CPAC and shall govern the conduct of all CPAC meetings from the effective date of this Executive Order.

**B.** All meetings of the CPACs, including all subcommittees, shall be open to the public and shall be subject to the provisions of Chapters 112, 119 and 286, *Florida Statutes*, regarding Ethics, Public Records and Government in the Sunshine, and Part 2, Chapter 50 (Procedures Governing Conduct of Public Officials with respect to Ex Parte Communications), and Chapter 602 (Jacksonville Ethics Code) of the City of Jacksonville *Ordinance Code*.

#### **Section 6. CPAC Officers: Duties.**

**A.** Each CPAC shall elect a chair and vice-chair from among its members. These officers shall serve for one year or until their successors are elected and take office. Officers may be reelected for multiple terms; however, no officer may serve for more than three consecutive years in the same office.

**B.** The chair shall preside over all meetings.

**C.** The chair, or in his/her absence, the vice-chair or other member presiding, shall sign all formal written motions and resolutions adopted by the CPAC.

**D.** The chair shall appoint the subcommittee chairs and may appoint the members of the subcommittee(s). Subcommittee members must be CPAC members; however, at the discretion of each subcommittee chair, other individuals who have a special expertise or interest in matters which are considered by the subcommittee may be invited to serve as advisors, or provide outside resources to the subcommittee. Subcommittee participants who are not CPAC members shall not vote.

**E.** A minimum of twenty percent (20%) of the total voting membership shall constitute a quorum for a lawful meeting of any CPAC. A simple majority of those present during a lawful meeting shall be required to take any action, except as otherwise required by the By-Laws, Rules and Regulations of each CPAC.

#### **Section 7. Administrative Support.**

**A.** The Director of the Planning and Development Department is responsible for overseeing the CPAC program and shall coordinate administrative, professional and technical support, as appropriate, to the CPACs. The staff support services provided to the CPACs may vary from year to year, depending on staff availability, CPAC needs, and Chair requests. The support and services to be provided to the CPACs shall be specified in writing and promulgated by the Director of the Planning and Development Department to the CPACs, and may be updated, amended, modified, or revised from time to time, as deemed necessary by the Director of the Planning and Development Department in his/her discretion.

**B.** The Director of the Planning and Development Department shall assign appropriate professional staff to each CPAC who will coordinate its activities and who shall be assisted by the appropriate representative from the Planning and Development Department, Jacksonville Sheriff's Office, the Mayor's Office and the Municipal Code Compliance Division. A staff member shall attend each CPAC meeting and shall prepare and maintain the summary from each meeting, but not each subcommittee meeting. The Planning and Development Department and the CPAC chairs shall report to the Mayor's Office on a regular basis to fully advise the Mayor regarding all CPAC activities.

**C.** Heads of City departments are hereby directed, and each of the independent agencies are hereby requested, to provide appropriate staff to each CPAC at the request of the Director of the Planning and Development Department, or his/her designee.

**D.** Members of the CPACs and CPAC subcommittees shall serve without compensation.

**Section 8. Effective Date.**

The effective date of this Executive Order No. 2014- 03 shall be July 1, 2014, and it shall remain in full force and effect unless and until amended or repealed by the Mayor of the City of Jacksonville.

Approved as to conformity with sound fiscal policy:

  
Chief Financial Officer

Approved and Issued:

  
Alvin Brown, Mayor

Approved:

  
Cindy Laquidara, General Counsel

Approval date: May 27, 2014

Effective date: July 1, 2014

## ATTACHMENT TO EXECUTIVE ORDER NO. 2014-03

### MODEL BY-LAWS, RULES, AND REGULATIONS FOR CITIZENS PLANNING ADVISORY COMMITTEES (CPACs)

#### ARTICLE I: PURPOSE OF RULES

The purpose of these Model By-Laws, Rules, and Regulations is to establish procedures for the conduct of business and the internal administration of the Citizens Planning Advisory Committees (CPACs) in accordance with Executive Order No. 2014-03, which continued, updated and clarified the CPACs purposes, functions, membership, organization, and the responsibilities of the Planning and Development Department.

#### ARTICLE II: MEMBERSHIP

- A. Voting members of the CPACs are appointed by the Mayor and may be composed of representatives of the associations, organizations, and groups listed herein, based upon nominations from those entities. Eligibility shall be determined by the Planning and Development Department. Membership is voluntary and honorary. Names and contact information of members and representatives shall become public record.
1. One representative and one alternate representative from the neighborhood, civic, apartment, town home, condominium and homeowners' associations in the district, which are listed in the Directory of Neighborhood Organizations maintained and posted at [www.coj.net](http://www.coj.net) by the Planning and Development Department; and
  2. One representative and one alternate representative from any business and/or business/professional organizations active in the district; and
  3. One representative and one alternate representative from the Parent Teacher Association (PTA) and/or School Advisory Council organizations and/or student organization from each school in the planning district; and
  4. One representative and one alternate representative from other unique community-based organizations and entities in the district, as determined appropriate by the Director of the Planning and Development Department, in accordance with this Executive Order; and
  5. One representative and one alternate representative nominated by each City Council Member, including At-Large Council Members, to each CPAC located in any part of his or her district, to serve during the nominating Council Member's term in office; and
  6. One representative and one alternate representative nominated by each Sheriff's Advisory Council (ShAdCo) in the district; and
  7. "Charter" member of a CPAC, as hereinafter defined.

**B. Criteria for Members:**

1. All voting members and alternate members must either reside, work in a neighborhood, or own a business or property which is located in the district. These members must have a substantial interest in matters which occur within the district or be substantially affected by matters which occur within the district, and must meet the membership criteria established in writing and promulgated by the Director of the Planning and Development Department, as such criteria may be amended from time to time. Members, with the exception of City Council Members who may represent multiple planning districts, may have membership in only one CPAC.
2. The City Council Members, associations, organizations, and groups that meet the eligibility requirements of section 3,B,1, are invited to nominate members to the Mayor, through the Director of the Planning and Development Department. The Mayor shall appoint all CPAC members, and all CPAC members, including "charter" members, may be removed by the Mayor at any time. A vacancy on any of the CPACs shall be filled by the Mayor in the same manner as the original appointment.
3. Nominees will be required to attend a minimum of three consecutive meetings before nominations will be considered.
4. Nomination forms shall be signed by an officer or member of the association, not by the nominee(s).
5. Members shall be subject to the provisions of Chapters 112, 119 and 286, *Florida Statutes*, regarding Ethics, Public Records and Government in the Sunshine, and Part 2, Chapter 50 (Procedures Governing Conduct of Public Officials with respect to Ex Parte Communications), and Chapter 602 (Jacksonville Ethics Code) of the City of Jacksonville *Ordinance Code* and shall govern themselves accordingly.
6. Members will provide annual updates to the Directory of Neighborhood Organizations.
7. Members, including "Charter" members shall complete annual CPAC training and annual Ethics training and/or other training as deemed necessary by the Mayor or the Director of the Planning and Development Department.
8. "Charter" members of a CPAC are those members who were originally appointed by Mayor Austin to serve during the first year of the CPACs existence, from 1993 through the end of 1994. "Charter" members who have served continuously, as defined as no more than three consecutive unexcused absences, on the same CPAC to which they were appointed are permanent voting members until such time as they notify the Director of the Planning and Development Department that they are no longer able to serve.
10. An individual member may represent only one organization in any capacity, whether as a primary or an alternate representative, and shall have only one vote. Alternate representatives shall not vote when primary representatives are in attendance, except in the event that a primary representative has a conflict of interest and abstains from voting.



**C. Non-voting staff of the CPAC shall consist of the following:**

1. One City Department Head assigned to the CPAC by the City's Chief Administrative Officer and
2. One representative from Duval County Public Schools and
3. One representative from the Jacksonville Sheriff's Office and
4. One representative from the Florida Department of Transportation (FDOT) and
5. One representative from the Mayor's Office and
6. Any other agency representative as deemed appropriate by the director of Neighborhoods and
7. Appropriate staff as necessary and at the request of the Chair, including a Neighborhood Coordinator and a planner from the Planning and Development Department and a representative from the Municipal Code Compliance Division, shall attend all meetings to offer assistance, provide information, and address citizens' concerns.

**ARTICLE III: ELECTION OF OFFICERS**

- A. At the last regularly scheduled meeting of the calendar year, the CPAC shall elect a chair and vice-chair from among its members. These officers shall serve for one year, or until their successors are elected and take office. Officers may be reelected for multiple terms; however, no officer may serve for more than three consecutive years in the same office.
- B. Before the October regularly scheduled meeting, the Chair shall appoint a nominating subcommittee. The nominating subcommittee shall present a slate of officers no later than the October regularly scheduled meeting. Elections shall be held no later than the November regularly scheduled meeting. Voting shall be by voice, hand, or written ballot, and limited to one vote per member organization. The nominating subcommittee shall count the ballots. In the case of a tie, members shall vote again until there is at least a simple majority of votes in favor of each officer.

**ARTICLE IV: OFFICERS, DUTIES, SUBCOMMITTEES, QUORUM, VOTING**

- A. Presiding Officer
  1. The Chair shall preside over all meetings.
  2. The Vice-Chair shall preside in the absence of the Chair.
  3. If the Chair and Vice Chair are absent, the members present shall select a member to preside.
  4. The Chair shall set the agenda for the meeting.

B. Formal Action of the CPAC

1. The Chair, or in his or her absence, the Vice-Chair or other member presiding, shall sign all formal written motions and resolutions adopted by the CPAC.
2. The CPAC may conduct other business as deemed necessary in order to perform its function.

C. Appointment of Subcommittees and Nomination of Subcommittee Officers

1. The Chair of the CPAC shall appoint the chair and may appoint members of each of the standing subcommittees. The standing subcommittees may include, but shall not be limited to, the following:
  - Land Use, Planning and Zoning or Governmental Affairs
  - Transportation
  - Youth, Schools, and Recreation
  - Environmental
  - Community Safety and Security
  - Public Works and Utilities
  - Beautification
  - Sergeant at Arms (to assist with room set-up)
  - Parliamentarian
2. All subcommittee members must be CPAC members; however, at the discretion of each subcommittee chair, other individuals who have a special expertise or interest in matters which are considered by the subcommittee may be invited to serve as advisors or provide outside resources. Subcommittee participants who are not CPAC members shall not vote.
3. The Chair shall be a voting member of each subcommittee of which he or she is not a regular member, except the nominating subcommittee. The Chair has the right, but not the obligation, to participate in the proceedings of each subcommittee.
4. Each subcommittee shall consist of a minimum of three (3) members, and a simple majority of its members shall constitute a quorum.
5. The subcommittee Chair shall ensure that all subcommittee meetings are properly noticed. Upon request, Planning and Development Department staff will assist with properly noticing subcommittee meetings.
6. The subcommittee Chair shall take minutes at all subcommittee meetings and forward the minutes to the Planning and Development Department coordinator at the next regularly scheduled CPAC meeting. At a minimum, the minutes shall include: the date, start time, end time, and location of the meeting, the names of all who attended the meeting, the subject matters discussed, and any motions or votes taken.

D. Constitution of a Quorum

1. A minimum of twenty percent (20%) of the total voting membership shall constitute a quorum for a lawful meeting of the CPAC. Non-voting members shall not be counted as members in determining a quorum.
2. A simple majority of those present during a lawful meeting shall be required to take any action, unless otherwise required herein.

E. Voting

1. Voting may be by written ballot, voice or hand vote only. No secret ballots are allowed.
2. No proxy votes will be permitted.
3. No telephonic or electronically-submitted votes will be permitted.
4. No member may abstain from voting except in the event of a conflict of interest. Each member shall vote yes, no, or declare a conflict of interest under the provisions of Sections 112.311, 112.313 or 112.3143, pursuant to Section 286.012, Florida Statutes.
5. If a conflict of interest has been declared, the person declaring the conflict must abstain from voting. Form 4 Memorandum of Voting Conflict shall be obtained from the Planning and Development Department staff representative and shall be completed and returned to the staff representative within fifteen (15) days, pursuant to Section 112.3143, Florida Statutes.
6. In the event that the Chair or other officer presiding has a conflict of interest on any item before the CPAC, then, in addition to the above, he/she shall step down from the Chair prior to the commencement of that agenda item.
7. Only one representative from the associations, organizations or groups listed in Article II as voting members shall vote.

**ARTICLE V: MEETINGS**

A. The CPAC shall meet a minimum of eight times per year and meetings may be called by either the Chair or the Director of the Planning and Development Department.

1. Attendance

- a. Members of the CPAC shall make every reasonable effort to attend all regular and special meetings.
- b. Any member who fails to attend three consecutive regular meetings of the CPAC without just cause as determined by the Planning and Development Department, including alternate

representatives who fail to attend when requested by the primary representatives, shall be automatically removed from the CPAC.

**ARTICLE VI: GENERAL RULES**

- A. All meetings of the CPAC, including subcommittee meetings, shall be open to the public and are subject to the provisions of the following laws:
  - 1. Part III, Chapter 112, Florida Statutes (Code of Ethics for Public Officers and Employees)
  - 2. Chapter 119, Florida Statutes (Public Records Act)
  - 3. Chapter 286, Florida Statutes (Government in the Sunshine Law)

In addition, all applicable provisions of the City of Jacksonville Ordinance Code, including Part 2, Chapter 50 (Procedures Governing Conduct of Public Officials with Respect to Ex Parte Communications) and Chapter 602 (Jacksonville Ethics Code), must be followed.

- B. All CPAC meetings, including subcommittee meetings, whether formal or informal, and which include two (2) or more members from the same CPAC to discuss an item that may foreseeably come before the CPAC, must be properly noticed and summaries prepared and filed with the Planning and Development Department.
- C. Robert's Rules of Order shall be the accepted authority on all business or actions which come before the CPAC, except in cases where they are not consistent with these By-Laws.

**ARTICLE VII: ADMINISTRATIVE SUPPORT TO THE COMMITTEE**

- A. The Director of the Planning and Development Department is responsible for overseeing the CPAC program and shall coordinate administrative, professional and technical support, as appropriate and at the request of the Chair, to the CPACs, but not to the subcommittees. The staff support services provided to the CPACs may vary from year to year, depending on staff availability and CPAC needs. The support and services to be provided to the CPACs shall be specified in writing and promulgated by the Director of the Planning and Development Department to the CPACs, and may be updated, amended, modified, or revised from time to time, as deemed necessary by the Director of the Planning and Development Department in his/her discretion without revision of these by-laws.
- B. The Director of the Planning and Development Department shall assign appropriate professional staff to the CPACs, who will then coordinate the activities of the CPAC, including assisting the Chair to set meeting agendas, speakers and locations. A Planning and Development Department staff member shall attend each CPAC meeting and shall prepare and maintain the summary from each meeting, but not each subcommittee meeting. The staff will be assisted by the appropriate representatives from the Office of the Sheriff and the Duval County Public Schools, as well as appropriate staff from other City Departments, Authorities and Independent Agencies.

**ARTICLE IX: EFFECTIVE DATE**

The effective date of these Model By-Laws, Rules, and Regulations shall be \_\_\_\_\_, and they shall remain in full force and effect unless and until amended pursuant to Article VIII above, or modified, amended, or repealed by the City of Jacksonville.

ADOPTED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
Chairman of Citizens Planning Advisory Committee  
District # \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Director, Planning and Development Department

  
\_\_\_\_\_  
Office of General Counsel