

This appendix provides supplementary information for Section 2: The Planning Process.

**Article I**

**Purpose of the Task Force**

The purpose of the Task Force is to decrease the vulnerability of the citizens, governments, businesses and institutions of the county to the future human, economic and environmental costs of natural, technological and societal disasters. The Task Force will develop, monitor, implement and maintain a comprehensive plan for hazard mitigation, which will be intended to accomplish this purpose.

**Article II**

**Membership**

Participation in the Task Force is voluntary by all entities. Membership in the Task Force is open to all jurisdictions, organizations and individuals supporting its purposes.

**Article III**

**Organizational Structure**

The organizational structure of the Task Force shall consist of the Task Force, county support staff and other temporary subcommittees as deemed necessary by the Task Force.

**A**

**Task Force**

The Task Force shall consist of designated representatives of the following:

- Representatives from the government of Gulf County and the cities of Port St. Joe and Wewahitchka.
- Representatives from organizations and associations representing key business, industry and community interest groups from throughout the county.
- Other such individuals.

Members of the Task Force will be designated by informal resolution, appointment or other action to serve as the official representative and spokesperson for the jurisdiction or organization regarding the activities and decisions of the Task Force.

**B**

**Subcommittees**

Temporary subcommittees may be established at any time for special purposes by the chair of the Task Force, and their membership designated at that time.



Membership in the subcommittees is not restricted. There are no requirements for individuals to maintain good standing as members of a permanent or temporary subcommittee.

**C | Support Staff**

The Gulf County Emergency Management Department serves as the program staff for the Task Force, and assists in the coordination and support of the Task Force’s activities.

**Article IV | Officers**

Any member in good standing of the Task Force is eligible for election as an officer. The Task Force will have a chair elected by a majority vote of a quorum of the members. The Task Force will also elect by majority vote a vice chair. Representatives of both local government and any participating private sector organizations will be eligible for election as an officer. Each will serve a term of one year, and be eligible for re-election for an unlimited number of terms.

The chair of the Task Force will preside at each meeting of the Task Force, as well as establish temporary subcommittees and assign personnel to them. The vice chair will fulfill the duties and responsibilities of the chair in his or her absence.

The chair of each permanent or temporary subcommittee will be designated from the members in good standing of the Task Force by its chair, and will serve at the pleasure of the chair of the Task Force.

**Article V | Responsibilities**

**A | Task Force**

The Task Force will be responsible for oversight and coordination of all actions and decisions by the Task Force, and is solely responsible for formal actions in the name of the Task Force, including the release of reports, development of resolutions, issuance of position papers, and similar activities. The Task Force makes assignments to the subcommittees, coordinates their work and takes action on their recommendations.

In addition, the Task Force will have the following responsibilities:

Planning – To identify, analyze and monitor the hazards threatening the county and the vulnerabilities of the community to those hazards, as well as to assist in the definition of actions to mitigate the impacts of those hazards; to define structural and non-structural actions needed to decrease the human, economic and environmental impacts of disasters, and to prepare for consideration and action by the Task Force a strategy for



implementation of those initiatives in both the pre- and post-disaster time frame; to define the general financial vulnerability of the community to the impacts of disasters; to assist with identification of initiatives to minimize vulnerabilities; and to seek funding sources for all priority mitigation initiatives identified in the mitigation strategy developed by the Task Force.

Public Information – To secure public input and comment on the efforts of the support staff; to inform the public about the activities of the Task Force; to conduct public information and education programs regarding hazard mitigation; to assist with the conduct of public hearings; and to promote public acceptance of the strategy developed by the Task Force.

The responsibilities of temporary subcommittees will be defined at the time they are established by the chair of the Task Force.

**B | The Task Force**

Technical, clerical and other types of support activities to the Task Force and subcommittees will be provided through the county or other agency or organizational staff as designated by the Task Force. The Task Force will also designate an agency of county to serve as the legal representative and agent of the Task Force, and to be empowered under county statutes to accept and disburse funds, enter into contracts, hire staff, and take such other actions as necessary in support of, or for the benefit of, the Task Force. Other jurisdictions and organizations may also provide such services on a voluntary basis upon request of the chair of the Task Force.

**Article VI | Actions by the Task Force**

**A | Authority for Actions**

Only the Task Force has the authority to take final actions in the name of the Task Force. Actions by subcommittees or program staff are not considered as final until affirmed by action of the Task Force.

**B | Meetings, Voting and Quorum**

Meetings of the Task Force and its subcommittees will be conducted informally but may be carried out in accord with Robert's Rules of Order, if and when deemed necessary by chair of the meeting. Regular meetings of the Task Force will be scheduled at least quarterly with a minimum of 10 working days' notice. Subcommittees will meet at least quarterly prior to Task Force meetings, or more frequently as deemed necessary, at the discretion of their chairperson.

All final actions and decisions made in the name of the Task Force will be by affirmative vote of a quorum of the Task Force. A quorum shall be 50 percent of the members of



the Task Force in good standing at the time of the vote. Each member of the Task Force will have one vote. Voting by proxy, written or otherwise, is not permitted.

**C | Special Votes**

Special votes may be taken under emergency situations or when there are other extenuating circumstances that are judged by both the chair and vice chair of the Task Force to prohibit scheduling of a regular meeting of the Task Force. Special votes may be by telephone, e-mail and / or first class mail, and shall be in accord with all applicable statutes for such actions.

**D | Public Hearings**

When required by statute or the policies of the county, or when deemed necessary by the Task Force, a public hearing regarding actions under consideration for implementation by the Task Force will be held. All formal Task Force meetings will be conducted as public hearings.

**E | Documentation of Actions**

All meetings and other forms of action by the Task Force and permanent subcommittees will be documented and made available for inspection by the public.

**Article VII | Adoption of and Amendments to the Bylaws**

The Bylaws of the Task Force may be adopted and / or amended by a two-thirds majority vote of the members in good standing of the Task Force. All proposed changes to the bylaws will be provided to each member of the Task Force not less than ten working days prior to such a vote.

**VIII | Dissolution of the Task Force**

The Task Force may be dissolved by affirmative vote of 100% of the members in good standing of the Task Force at the time of the vote, by order of a court of competent jurisdiction, and / or by instruction of the county's governing body. At the time of dissolution, all remaining documents, records, equipment and supplies belonging to the Task Force will be transferred to the county for disposition.

