

replacement organization, which may be accomplished at any noticed Regular or Special Board meeting. Board Policy may be simultaneously amended at such meeting, if permissible, or subsequently amended at a later Board Meeting. If an organization does not designate a Committee representative within thirty (30) days after a written request from the District, said organization shall be deemed to have declined representation on the Committee. Committee membership shall be composed as follows:

1. One (1) representative of a District parent organization. This representation shall be from the District Advisory Council or the District Parent Teacher Association on a rotational basis. The initial single term representative will be from the District Advisory Council and thereafter alternate between the two organizations as terms expire.
2. One (1) representative of Jacksonville Regional Chamber of Commerce.
3. One (1) representative of Northeast Florida Builders Association.
4. One (1) representative of Northeast Florida Association of Realtors.
5. One (1) representative of a post-secondary institution in Duval County. This representation will be from Edward Waters University, Florida State College at Jacksonville, Jacksonville University, or the University of North Florida on a rotational basis. The initial single term representative shall be from Edward Waters University and thereafter

nonprofit organization providing services to the District, or representing the interests of Duval County parents.

B. EX-OFFICIO NON-VOTING MEMBERS.

1. Superintendent of Schools or designee.
2. One (1) member appointed by the District Student Government Association.

C. MEMBER QUALIFICATIONS.

appointing Board member's term of office and shall not end until such time as the succeeding Board member appoints a replacement committee member. In any event, said committee member, if replaced, can subsequently serve additional terms if appointed by another Board member.

E. **CONFLICT OF INTEREST AND CODE OF ETHICS.**

1. Members shall not have any direct or indirect conflict of interest in a contract with the Board or a financial interest in any of the projects funded under the Sales Surtax.
2. Prior to serving, members are required to certify in writing that they do not have any direct or indirect conflict of interest in a contract with the Board or any financial interest in any of the projects funded under the Sales Surtax.
3. If a conflict or financial interest arises after appointment, the member shall disclose the conflict or financial interest and immediately resign or shall be removed from the Committee.

IV. **Meetings.**

- A. The Committee shall elect a chair and vice-chair and may elect other officers as necessary. The term of office shall expire the earlier of (2) years or the officer no longer being a member of the Committee.
- B. The Committee shall hold at least four Quarterly Meetings and Special Interim meetings as needed for up to eight meetings per year. All meetings and Committee proceedings must comply with Florida's Sunshine and Public Records laws (Chapter 119 and s. 286.011, Florida Statutes).
- C. A majority of the voting members shall constitute a quorum.
- D. Meetings shall be conducted according to the latest version of Robert Rules of Order.
- E. In extraordinary circumstances and subject to a vote of the Committee, a member may participate telephonically provided the member is present for the entire meeting and a quorum of the Committee is otherwise physically present.
- F. The Superintendent, the Chief of Staff or the Deputy Superintendent, the Chief Financial Officer, the Assistant Superintendent Operations, the Internal School Board Auditor, and the Office of General Counsel shall provide staff support to the Committee as necessary to accomplish its purpose.

- V. **Duration.** The Committee shall exist through the date of completion of the projects to be funded by the Sales Surtax, including the expenditure of, and accounting for, all Sales Surtax proceeds.