



“Building a Strong & Effective AFCD”

STRATEGIC PLAN

“Advancing soil conservation through advocacy, alliances and innovation.”

Mission Statement

The Mission of AFCD is to provide leadership, training, and coordination for Florida’s Soil and Water Conservation Districts in their role and responsibilities for addressing natural resource concerns and issues.

Why have a strategic plan?

“A strategic plan is a management tool that serves the purpose of helping an organization do a better job, because a plan focuses the energy, resources, and time of everyone in the organization in the same direction. It is vital to have a strategy in places because it sets the direction and establishes priorities for the Association of Florida Conservation Districts (AFCD). This plan will help AFCD staff and Board members understand what we should be working on, and what we need to be making a priority.”

Mission & Goals

“The mission of AFCD is to provide leadership and coordination for Florida’s Soil and Water Conservation Districts in natural endeavors.

AFCD Goals are:

- A. Facilitate information exchange and cooperative between AFCD and District Supervisors.
- B. Serve as a unified voice and liaison to represent Districts to State and Federal Agencies and outside organizations.
- C. Assist districts with capacity building.
- D. Provide Districts operations support.

Premise

AFCD has realized that a failure to plan constitutes a plan for failure. The Association is the second statewide association to coordinate the activities of the Soil and Water Conservation Districts. Since the formation of AFCD, the leadership has made considerable effort to bring stability and professionalism to the organization while making efforts to support the Districts in their operations. This document seeks to provide goals and methodology to reach those goals.

Objective:

- Develop a new strategic plan for AFCD with priorities, goals and 12-month action plan with commitments and time schedule for priority initiatives and methods to build support among members and partners.

AFCD Overview of goals:

- To be an engaged partner working toward getting good conservation projects on Florida lands.
- To be self-sufficient to be able to serve the Districts of Florida.
- To be an independent association, independent of any financial restrictions.
- To work with all Districts and the Florida Conservation District Employee Association (FCDEA), to offer quality programming and to engage the public and public officials in Conservation first.
- To lead and strengthen the network of Florida Soil and Water Conservation Districts (SWCDs) to accomplish their mission and objectives, and to thrive in the state.
- To be efficient in providing value & service to local Districts & effective in implementing Florida Department of Agriculture and Consumer Services (FDACS) and Natural Resources Conservation Services (NRCS) initiatives.
- To be an independent and a stand-alone organization made up of the Soil and Water Conservation Districts in Florida.

AFCD Accomplishments – Past 3 Years

- Hired the Executive Director and employees.
- Improved communication with districts.
- Conducted training sessions with Districts on what is expected. How AFCD can help with what is available to them.
- Continued to conduct an Annual meeting with excellent sessions including the public records law, general procedures, legislative updates, Supervisor training, networking along with reports from our partner organizations.
- Helped conduct comprehensive Area meetings.
- Built partner relationships and agreements with State and Federal agencies.
- Built a network for districts, provided contact information, and a place for districts to call for information.
- Built up an office with training room, meetings, and others to meet.
- Staff has provided training for Districts at District, Area and State meetings.
- Kept districts in compliance on reporting and other things required by the state and helped Districts and Supervisors understand Chapter 582.
- Created a clearinghouse “mutual aid society” for districts to request for information.

Future Goals for AFCD

- Continuously protect vital program funding to accomplish conservation efforts throughout Florida and the nation.
- Continue to help children to understand the importance of reducing and eliminating runoff into our waterways and to be aware of the importance of clean water and healthy soil through the AFCD speech, poster and photo contests.

- Enhance the presence of AFCD at “Ag on the Hill” day and other relevant activities at the Capital during the Legislative session or at other times.
- Continue the training for District Supervisors on roles & responsibilities, ethics, effective ways for reaching out to agriculture organizations, to reach out to elected officials, to assist with policy development and partner relationships.
- By September 2020 implement a system to assist districts with public outreach and educational activities and combine districts accomplishments into statewide reports, and to provide talking points of natural resource work being done for key audiences.
- By September 2020 assist districts with Local Work Group activities.
- By Dec 2020, AFCD will have a measure of financial stability through agreements, grants, dues structure. To create a diversified revenue stream.
- By Dec 2020, AFCD will have a plan to deal with the legislative threat of eliminating Conservation Districts in Florida.
- By Dec 2020, work with District Employees Association to utilize information gathered in the survey about what districts do and vital role they have with partners.
- By Dec 2020 AFCD officers and directors will receive training to know their roles and responsibilities.
- By July 2021, AFCD will have an improved outreach and communication system implemented with Districts.
- By January 2022 expand the number of areas in state from 4 to 6 areas.
- Double the delivery capacity by increasing staffing to meet the demands of the association.
- By July 2022 individual Supervisors will know their roles and responsibilities as elected officials,
- Help Supervisors understand the relationships with NRCS, FDACS, The Water Management Districts the Extension Service and other related agencies and organizations.
- By July 2022 AFCD assist districts with volunteer programs.
- By July 2023 AFCD will have 75% of county districts active and participating in AFCD.
- By July 2023 increase the visibility of AFCD by fostering and developing relationships with other associations to promote industry and commerce (eg Citrus Association, Fish and Wildlife, Cattlemen, Farm Bureau, Forestry, Water Management Districts, et. al). To let these and other related associations know the value added for AFCD.

Core Values of AFCD

- Reliability
- Knowledge
- Conservation of Natural Resources
- Operate with integrity and consistency in all our services
- Service
- Trust
- Effectiveness

How does AFCD create unique value?”

- Provide specific education to help supervisors perform their duties and know their responsibilities to provide services and protect natural resources for each district.
- Be a collective Voice for Florida Conservation Districts.
- Work with agricultural industry to show the connection between clean water and healthy soil that will maintain the food supply for nation.

Policy & Legislative Advocacy

Districts, SWCD Supervisors, Board members, Conservation District employees and AFCD staff need to be aware that AFCD is a 501(c)(3) tax exempt organization and cannot directly “lobby” for any legislative action. The role of the Association is to provide information to the Districts for the Supervisors to use when contacting legislators.

Measures of Success

- Produce / secure documents to share with districts before & after the legislative session highlighting bills and policies effecting Conservation in Florida.
 - Increase or procure funding for SWCDs.
 - Items AFCD advocated for are passed, enacted, or policy change is affected
- Measurable Goals.
- Continuously protect vital program funding to accomplish conservation efforts throughout Florida and the nation.
 - Be an active partner at Ag on the Hill and other relevant activities at the Capital.
 - By Dec 2020, AFCD will have dealt with the threat of eliminating Conservation Districts in Florida Early Actions.
 - Take the employee association survey results and develop a communication to show legislators the value of districts and work they are doing (before and during session).
 - Get a group of supervisors organized to meet with key legislators before and after Farm Day regarding key proposed legislation (advocacy not lobbying).
 - Partner with Farm Bureau & Forestry Association to use some legislative update materials for update materials for districts.
 - Continue to meet and work with FDACS leaders on key legislation, policies, and on-going work.
 -

Information & Training for Districts

Measures of Success

- Training sessions held and well attended
- New supervisors trained
- Attendance at meetings and events
- Email & website traffic & content

Measurable Goals

- Continue the training for District Supervisors on roles & responsibilities, ethics, effective ways for reaching out to agriculture organizations, reaching out to elected officials, policy development, partner relationships – all new Supervisors receive training within one year.
- By July 2021, AFCD will have an improved outreach and communication system implemented with Districts, and people acting for the association (contacts by AFCD board members to districts, website, talking points, policy positions).
- By July 2022 individual Supervisors all know their role, responsibilities as elected officials, help them understand the relationship with NRCS, FDACS, WMD’s, the Extension Service and have a working knowledge of natural resources.
- By July 2022 AFCD will be assisting districts with volunteer programs.

Early Actions (next few months)

- Develop a 2020 annual meeting for education and entertainment (September 2020).
- Provide on-line training developed for Florida supervisors (Examples - Georgia, Utah, Washington State, Oklahoma).

Outreach, Education, & Events

Measures of Success

- How many districts doing outreach activities and related impact?
- Participation in Speech, Poster, Photo contests.
- Attendance at meetings and events.
- Website traffic & content.

Measurable Goals

- Continue to help children to understand the importance of reducing/eliminating runoff into our waterways, clean water through AFCD speech contest, poster contest, photo contest.
- By September 2020 a system implemented for assisting districts with public outreach and education activities and combining districts accomplishments into statewide reports, and talking points of natural resource work being done for key audiences...outreach system with statewide information and messaging (eg working with Local Work Groups).

Early Actions (next few months)

- Begin work with NACD on hosting 2022 Annual Meeting and can showcase the work of districts in Florida.
- AFCD speech contest, poster contest, photo contest.
- Develop the system for assisting districts with public outreach and education activities and combining districts accomplishments into statewide reports.

Partner Relations & Services

Measures of Success

- Contracts | agreements with partners with demonstrated collaboration.
- Grant deliverables completed.
- Repetition and continuing of contracts | agreements(confidence).

Measurable Goals

- By September 2020 assist districts with Local Work Group activities.
- By Dec 2020, work with District Employees Association to utilize information gathered in the survey about what districts do and vital role they have with partners.
- By July 2023 AFCD will become more visible by fostering and developing relationships with other associations to promote industry and commerce (eg Citrus Association, Fish and Wildlife, Cattlemen, Farm Bureau, Forestry, Water Management Districts, and other) – let associations know the value added for AFCD.

Early Actions (next few months)

- Finalize the contract revisions with FDACS (deliverables).
- Complete the NRCS agreements (scope of work, deliverables, and budget).
- Develop a uniform, boiler plate Local Work Group agenda to be used in 67 counties working with Extension Service.
- Work with District Employees Association on reporting of information gathered in their recent survey and sharing with other districts.

AFCD Operations & Funding

Measures of Success

- Sources and diversity of funding (not dependent on single source).
- Staff workload and accomplishments.
- Funding in budget.
- Board members with knowledge of their role and responsibilities.
- By Dec 2020, AFCD will have a measure of financial stability through agreements, grants, dues structure, other diversified revenue stream.
- By Dec 2020 AFCD officers and directors all know their role and responsibilities.
- By Dec 2021 AFCD will determine what they will be known for.
- By January 2022 expand the number of areas in state from 4 to 6 areas so people did not have as far to travel for meetings.
- By July 2022, AFCD will double their delivery capacity by increasing staffing to meet the demand on the association.
- By July 2023 AFCD will have 75% of county districts active and participating in AFCD

Early Actions (next few months)

- Contracts completed NDACS and NRCS.
- Officers and Directors training on role and responsibilities for AFCD.
- Complete AFCD bylaw revisions.



BYLAWS (with proposed revisions)

ARTICLE I - Name and Type

This organization is the Association of Florida Conservation Districts. The official abbreviation is AFCD. It is independent, non-profit, and non-partisan.

ARTICLE II - Mission and Goals

The Mission of AFCD is to provide leadership and coordination for Florida's Soil and Water Conservation Districts in natural endeavors.

AFCD Goals are:

1. Facilitate information exchange and cooperative efforts between AFCD and District Supervisors.
2. Serve as a unified voice and liaison to represent Districts to State and Federal Agencies and to outside organizations.
3. Assist Districts with capacity building.
4. Provide Districts operations support.

ARTICLE III - Membership and Dues

Each Soil and Water Conservation District created under provisions of Chapter 582, Florida Statutes, is eligible for membership. Each District in good standing has one vote in the actions of AFCD. Individuals, groups, and organization sharing AFCD goals are eligible for associate membership. Associate members cannot hold office or vote. ~~as a delegate.~~

Annual membership dues per District are established for the ensuing year at the annual meeting by a majority vote of the delegates. Annual dues for associate members are established annually by the Board of Directors. Notification of dues assessment will be sent to each District by the Secretary/Treasurer on or before October 1 of each year. By a two-thirds (2/3) ~~majority~~ vote of delegates eligible to vote at an annual meeting, special assessments may be levied for a one-year period, with the purpose of the assessment clearly defined. Each District eligible to vote has one (1) vote. By a majority vote of the Board of Directors, AFCD may make other special funding requests as needed: members and associate members not responding are under no penalty. The AFCD fiscal year is October 1 through September 30.

A District in good standing is defined as having paid full dues, or if claiming inability to pay full dues shall have submitted partial dues along with a letter detailing the nature of the hardship, and shall include a copy of the District's annual financial report and statement of assets and liabilities.

ARTICLE IV – Executive Board

Section 1. The Executive Board shall consist of the President, First and Second Vice Presidents, Secretary/Treasurer, and the Immediate Past President (Article VI). The Executive Board shall manage the business and affairs of AFCD, and shall exercise all of the powers of AFCD, except such as are by law or by Articles of Incorporation of AFCD or by these By-Laws conferred upon or reserved to the Board of Directors or assembled voting delegates.

Section 2. The Executive Board may act in place of the Board of Directors between board meetings on all matters, except those specifically reserved to the Board by these By-laws. Actions of the Executive Board shall be reported to the Board of Directors within ten (10) days of such action and shall be deemed ratified by the Board of Directors unless the Board of Directors shall, at its next meeting, expressly modify or set aside such action.

Section 3. The Executive Board shall have the power to authorize expenditures within an approved budget, including expenditures to purchase and rent real and personal property as the Executive Board shall determine and may, in addition, hold special meetings on the call of the President on not less than ten (10) days written notice. The Executive Board will have the power to determine a District's good standing by receiving and annual report provided by the individual District. ~~The Executive Board shall determine the parameters of the report.~~

Section 4. In the event of emergency or extenuating circumstances, the Executive Board shall have the authority to suspend portions of these Bylaws relating to time and place of meetings, deadlines to hold Area meetings or other events, the quorum and other factors necessary for the continued operation of AFCD. The suspensions shall be effective through the period of emergency or extenuating circumstance and shall expire upon the return to normal conditions. A majority vote of the Executive Board is required to suspend any portion of the Bylaws.

Section ~~5.~~ 4. Three (3) members of the Executive Board shall constitute a quorum at any meeting.

ARTICLE V - Board of Directors

Section 1. The Board of Directors of AFCD shall consist of the ~~four (4)~~ six (6) Area Vice Presidents, the six (6) Area Deputy Vice Presidents, ~~which~~ who shall not have a vote except in the absence of their Area Vice President (Article VII), and the Executive Board (Article IV). The Board of Directors shall be the governing body of the AFCD responsible to the assembled voting delegates of AFCD. The Board of Directors shall meet quarterly and may hold additional meetings as are deemed necessary by the Board of Directors.

Section 2. Five (5) Directors eligible to vote shall constitute a quorum at any meeting.

Section 3. In addition, the Board of Directors will annually designate all delegates and alternates to National Association of Conservation Districts (NACD) functions.

ARTICLE VI - Officers

Section 1. Officers of AFCD are President, First Vice President, Second Vice President, Secretary/Treasurer, Immediate Past President, and the ~~four (4)~~ six (6) Area Vice Presidents. The President, First Vice President, Second Vice President, and Secretary/Treasurer are nominated from and elected by the membership at each annual meeting. They take office at the end of the Annual Meeting at which they are elected and serve for one (1) year or until a successor is duly elected or appointed. The Secretary/Treasurer is bonded in an amount equal to and not less than the total funds handled during the previous fiscal year. No officer serves more than two (2) complete consecutive terms in one office. Any officer failing to attend three (3) consecutive Board, Annual, or Special Meeting without advance Executive Board approval is removed from office. The Board of Directors appoints a qualified member to fill any vacancy to complete an unexpired term. Additionally, an officer, Area Vice-President or Deputy Vice-President may be removed from office by majority vote of the Board of Directors for misfeasance, malfeasance, conviction of a felony, actions deemed to be disruptive, libelous or in any manner detrimental to AFCD it's officers and directors and the membership at large.

Section 2. The state is divided into four ~~(4)~~ (6) Areas. Each Area elects an Area Vice President. and a Deputy Vice Presidents. ~~Deputy Vice Presidents are established as follows:~~

~~Area 1-A, One (1) Deputy Vice President is appointed from Escambia, Yellow River, or Blackwater Soil and Water Conservation Districts and serves Escambia, Okaloosa, and Santa Rosa Counties.~~

~~Area 1-B, One (1) Deputy Vice President is appointed from Bay, Holmes, Choctawhatchee River, or Orange Hill Soil and Water Conservation Districts and serves Bay, Holmes, Walton, and Washington Counties.~~

~~Area 1-C, One (1) Deputy Vice President is appointed from Chipola River, Franklin, or Tupelo Soil and Water Conservation Districts and serves Calhoun, liberty, Franklin, and Gulf Counties.~~

~~Area 1-D, One (1) Deputy Vice President is appointed from Gadsden, Jackson, Jefferson, Ochlocknee River or Wakulla Soil and Water Conservation Districts and serves Gadsden, Jackson, Jefferson, Leon, and Wakulla Counties.~~

~~Area 2-A, One (1) Deputy Vice President is appointed from Santa Fe, Hamilton, Lafayette, Madison, or Suwannee Soil and Water Conservation Districts and serves Santa Fe, Columbia, Hamilton, Lafayette, Madison, and Suwannee Counties.~~

~~Area 2-B, One (1) Deputy Vice President is appointed from Dixie, Gilchrist, Levy, or Taylor Soil and Water Conservation Districts and serves Dixie, Gilchrist, Levy, and Taylor Counties.~~

~~Area 2-C, One (1) Deputy Vice President is appointed from Alachua, Baker, Bradford, or Union Soil and Water Conservation Districts and serves Alachua, Baker, Bradford, and Union Counties.~~

~~Area 2-D, One (1) Deputy Vice President is appointed from Citrus, Clay, Marion, or Putnam Soil and Water Conservation Districts and serves Citrus, Clay, Marion, and Putnam Counties.~~

~~Area 2-E, One (1) Deputy Vice President is appointed from Duval, Flagler, Nassau, St. Johns, or Volusia Soil and Water Conservation Districts and serves Duval, Flagler, Nassau, St. Johns, and Volusia Counties.~~

~~Area 3-A, One (1) Deputy Vice President is appointed from Pasco, Lake, Sumter, or Nature Coast Soil and Water Conservation Districts and serves Pasco, Hernando, Lake, and Sumter Counties.~~

~~Area 3-B, One (1) Deputy Vice President is appointed from Brevard, Orange, Osceola, Seminole, or Polk Soil and Water Conservation Districts and serves Brevard, Orange, Osceola, Seminole, and Polk Counties.~~

~~Area 3-C, One (1) Deputy Vice President is appointed from Hillsborough, Manatee River, Pinellas, or Sarasota Soil and Water Conservation Districts and serves Hillsborough, Manatee, Pinellas, and Sarasota Counties.~~

~~Area 3-D, One (1) Deputy Vice President is appointed from Hardee, Peace River, Charlotte, or Lee Soil and Water Conservation Districts and serves Hardee, DeSoto, Charlotte, and Lee Counties.~~

~~Area 4-A, One (1) Deputy Vice President is appointed from Highlands, Okeechobee, Indian River, or St. Lucie Soil and Water Conservation Districts and serves Highlands, Okeechobee, Indian River, and St. Lucie Counties.~~

~~Area 4-B, One (1) Deputy Vice President is appointed from Palm Beach, Hendry/Glades, or Martin Soil and Water Conservation Districts and serves Palm Beach, Hendry/Glades, and Martin Counties.~~

~~Area 4-C, One (1) Deputy Vice President is appointed from Collier, Broward, or South Dade Soil and Water Conservation Districts and serves Collier, Broward, Monroe, and Miami-Dade Counties.~~

Area Vice Presidents and Deputy Vice Presidents serve a two (2) year term. An Area Vice President shall serve no more than three (3) consecutive terms. Areas 1, ~~and 3~~ and 5 hold elections during odd numbered years. Areas 2, ~~and 4~~ and 6 hold elections during even numbered years. These elections are held during the appropriate Annual Meetings in each Area with each Supervisor, whose District is in good standing, allowed one (1) vote. An Area Vice President may appoint a Deputy Vice President to temporary serve in his/her absence.

If the position of Area Vice President becomes vacant, due to resignation, or otherwise, the AFCD Board of Directors will appoint a successor to complete the unexpired term of the Area Vice President (or until a special election is held). An Area Vice President nominates a successor to complete the unexpired term of a Deputy Vice President (or until a special election is held). The nomination is submitted to the Board of Directors for confirmation. If a special Area election is held, those elected will take office immediately and serve through the unexpired term. An Officer will hold only one (1) position on the Board of Directors at any time.

ARTICLE VII - Agents and Employees

The Board of Directors may utilize the services of and may employ such employees and agents permanent and temporary, as they may require and determine their qualifications, duties, and compensation. The Board of Directors may delegate to the President, to one or more Directors, or to one or more agents, or

employees such powers and duties as they may deem proper. The Board of Directors shall maintain copies of such rules, orders, contracts, forms, and such other documents as they shall adopt or employ.

ARTICLE VIII - Area Organization

Section 1. The state is divided into four ~~(4)~~ (6) Areas ~~and Sub-Areas~~, duly recorded and maintained by the Board of Directors, this delineation may be modified by a majority vote at the next Annual Meeting without pursuing a full By-Law change (Article XIV).

~~Area 1-A, Escambia, Yellow River, and Blackwater Soil and Water Conservation Districts and serves Escambia, Okaloosa, and Santa Rosa Counties.~~

~~Area 1-B, Bay, Holmes, Choctawhatchee River, and Orange Hill Soil and Water Conservation Districts and serves Bay, Holmes, Walton, and Washington Counties.~~

~~Area 1-C, Chipola River, Franklin, and Tupelo Soil and Water Conservation Districts and serves Calhoun, Liberty, Franklin, and Gulf Counties.~~

Area I

The Counties of Escambia, Okaloosa, Santa Rosa, Bay, Holmes, Walton, Washington, Calhoun, Liberty, Franklin and Gulf.

~~Area 1-D, Gadsden, Jackson, Jefferson, Ochlockonee River and Wakulla Soil and Water Conservation Districts and serves Gadsden, Jackson, Jefferson, Leon, and Wakulla Counties.~~

~~Area 2-A, Santa Fe, Hamilton, Lafayette, Madison, and Suwannee Soil and Water Conservation Districts and serves Santa Fe, Columbia, Hamilton, Lafayette, Madison, and Suwannee Counties.~~

~~Area 2-B, Dixie, Gilchrist, Levy, and Taylor Soil and Water Conservation Districts and serves Dixie, Gilchrist, Levy, and Taylor Counties.~~

Area II

The Counties of Gadsden, Jackson, Jefferson, Leon, Wakulla, Columbia, Hamilton, LaFayette, Madison, Suwannee, Dixie, Gilchrist, Levy and Taylor.

~~Area 2-C, Alachua, Baker, Bradford, and Union Soil and Water Conservation Districts and serves Alachua, Baker, Bradford, and Union Counties.~~

~~Area 2-D, Citrus, Clay, Marion, and Putnam Soil and Water Conservation Districts and serves Citrus, Clay, Marion, and Putnam Counties.~~

~~Area 2-E, Duval, Flagler, Nassau, St. Johns, and Volusia Soil and Water Conservation Districts and serves Duval, Flagler, Nassau, St. Johns, and Volusia Counties.~~

Area III

The Counties of Alachua, Baker, Bradford, Union, Citrus, Clay, Marion, Putnam, Duval, Flagler, Nassau, St. Johns and Volusia.

~~Area 3-A, Pasco, Lake, Sumter, and Nature Coast Soil and Water Conservation Districts and serves Pasco, Hernando, Lake, and Sumter Counties.~~

~~Area 3-B, Brevard, Orange, Osceola, Seminole, and Polk Soil and Water Conservation Districts and serves Brevard, Orange, Osceola, Seminole, and Polk Counties.~~

~~Area 3-C, Hillsborough, Manatee River, Pinellas, and Sarasota Soil and Water Conservation Districts and serves Hillsborough, Manatee, Pinellas, and Sarasota Counties.~~

Area IV

The Counties of Pasco, Hernando, Lake, Sumter, Brevard, Orange, Osceola, Seminole, Polk, Hillsborough, Manatee, Pinellas, and Sarasota.

~~Area 3-D, Hardee, Peace River, Charlotte, and Lee Soil and Water Conservation Districts and serves Hardee, DeSota, Charlotte, and Lee Counties.~~

~~Area 4-A, Highlands, Okeechobee, Indian River, and St. Lucie Soil and Water Conservation Districts and serves Highlands, Okeechobee, Indian River, and St. Lucie Counties.~~

~~Area 4-B, Palm Beach, Hendry/Glades, and Martin Soil and Water Conservation Districts and serves Palm Beach, Hendry/Glades, and Martin Counties.~~

Area V

The Counties of Hardee, DeSoto, Charlotte, Lee, Highlands, Okeechobee, Indian River, St. Lucie, Hendry, Glades and Martin.

~~Area 4-C, Collier, Broward, and South Dade Soil and Water Conservation Districts and serves Collier, Broward, Monroe, and Miami-Dade Counties.~~

Area VI

The Counties of Collier, Broward, Palm Beach, Monroe and Miami/Dade.

Section 2. Names of Soil and Water Conservation Districts and the boundaries of the Districts and Areas and ~~Sub Areas~~ are subject to change due to dissolution, creation and realignment. Notice of any changes to the Area, ~~Sub Area~~ or District structure shall be made to the members at Area meetings and the Annual Meeting.

ARTICLE IX - Duties of Officers

President

- AFCD Chief Executive
- Presides at Annual, Special, and Board Meetings
- Appoints standing and special committees
- Directs AFCD activities
- Administers AFCD agents/employees

First Vice President

- Chair of Annual Meeting Planning Committee
- Presides when President is absent

- Receives duplicate copies of all Treasurer's records and co-sign any checks over \$200.00 (Any member of the Board of Directors may co-sign in the absence of the First Vice-President)
- ~~Receives duplicate copies of all Treasurer's records and the First Vice President (or any other Officer of the Executive Board) must co-sign checks over \$200.00.~~

Second Vice-President

- Coordinator of standing committees
- Assumes the duties of the First Vice-President when the First Vice President is absent.
- Assumes the duties of President when both President and First Vice-President are absent

Secretary/Treasurer

- Keeps minutes of Annual, Special, and Board Meetings
- Disseminates information to membership
- Receives and accounts for all funds paid to AFCD
- Make disbursements as directed by the President and approved by the Board of Directors
- Arranges for an annual audit of AFCD Financial Records using acceptable accounting practices by an independent auditing agency
- Presents a Financial Report at each Board Meeting
- Presents a Year-to-Date Financial Report at each Board Meeting and a copy available to each District
- Accounts to AFCD for all AFCD Area expenditures

Immediate Past President

- Chairs Resolutions, By-Laws, and Nominations Committees
- Presides during election of Officers at the Annual Meeting Area Vice Presidents (4)
- Arranges for and presides at Area Meetings
- Reports on Area activities at AFCD Board Meetings
- Communicates with Area Districts on AFCD matters
- Serves on standing and special committees as an ex-officio member

ARTICLE X – Association Meetings

Section 1. The time and general location of AFCD Annual Meetings is determined by the Board of Directors two (2) years in advance of each meeting. Each District is given ninety (90) or more days advance notice of Annual Meetings. The First Vice President (Article IX), along with host Area Vice President and host District Chairperson make arrangements including accommodations, entertainment, and tours as requested by the AFCD Annual Meeting Planning Committee

Section 2. Prior to any AFCD meeting, each District Board having paid full dues or partial dues with a hardship letter will designate one (1) voting delegate and one (1) alternate. These names will be given to the Secretary/Treasurer prior to the Official Business Section of the Annual Meeting. Those delegates representing Districts in good standing will be seated by the Secretary/Treasurer and will cast that District's vote on matters of AFCD business.

Section 3. Meetings by Telephone or Other Electronic Means. Any meeting of the AFCD or of any committee may be held upon notice as provided in this Article, at which some or all are present by telephone conference call or any other means by which each person who participates in the meeting can hear and speak to all of the other persons who are participating in the meeting. This section shall not apply

to delegates at the Annual Meeting. Each separate body may adopt special rules to facilitate or regulate electronic or telephonic meetings. This provision shall not apply to bodies subject to the open meeting law. If two-thirds of such members consent to the action taken by mail, telephone, fax, or electronic mail it shall be considered valid.

Section 4. Notice of meetings. Any requirement for a notice in these Bylaws shall be satisfied when sent by mail, fax or electronic mail. This provision shall not apply to bodies subject to the open meeting law.

Section 5. Delegates from a majority of Districts in good standing will constitute an Annual Business Meeting quorum. By majority of those qualified delegates present, quorum requirements may be modified for individual meeting

Section 6. Any District Supervisor shall have the right to speak at the Annual Business Meeting or any official meeting of AFCD. Discussions shall be limited to three (3) minutes in length, with additional time granted at the discretion of the presiding Officer.

Section 7. A majority vote by the delegates is needed for adoption and ratification of AFCD actions or positions.

Section 8. The President may call Special Meetings as required. Notification of such meetings will be sent to each District ten (10) or more days prior to the meeting, and will state the meeting date, time, place, and purpose. Only that business stated in the notice will be considered and acted on. The delegate requirements and voting provisions spelled out in this Article apply equally to Special Meetings.

ARTICLE XI- Area Meetings

Each Area shall hold an Annual Meeting a minimum of ninety (~~90~~ 60) days before the opening of the AFCD Annual Meeting. Area Vice Presidents will establish the meeting date, time, place, and program. They will also notify each District in the Area ten (10) or more days prior to the meeting. Area Vice Presidents and Deputy Vice Presidents will be elected (Article V) and take office immediately following election. All supervisors representing Districts in good standing are eligible to vote.

ARTICLE XII- Committees

The President shall appoint chairpersons annually for each of the standing committees. The Standing Committees shall be the:

- Partnerships Committee
- Annual Meeting Committee
- District Operations/Capacity Building Committee
- Legislative Committee
- Education and Public Affairs Committee
- Urban, Community, and Coastal Resources Committee
- Land Management Committee
- Resource Conservation and Development (RC&D) Committee

Section 1. The standing committees shall meet at least once a year to review and recommend AFCD policy. The committees shall submit a report of their findings to the Board of Directors for presentation at the Annual Meeting. The committee reports, as well as, board adopted policies, submitted through Area

Meetings shall be presented to the voting delegates at the AFCD Annual Meeting. The Board of Directors may include recommended actions with the proposals.

Section 2. The Annual Business Meeting voting delegates shall ratify, adopt, reject, or modify the recommendations either in part or whole.

Section 3. The Board of Directors shall maintain a record of AFCD policies. All actions of the Board of Directors shall be available to all Districts.

Section 4. The President shall, with the assistance of the Board of Directors, appoint the members of all standing committees (with exception noted below). Each committee (with exception noted below) shall be composed of at least four (4) District Supervisors and advisors (advisors may be employees of FDACS/OAWP, USDA/NRCS, UF/IFAS, or other partnering agencies) deemed necessary by the Board of Directors. Employees of a District or partnering agency may be appointed by the District supervisor upon approval from the AFCD President.

Section 5. Note: There are three (3) standing committees (Resolutions, By-laws, and Nominating) that are chaired by the Immediate Past President and shall be made up of the four ~~(4)~~ (6) Area Vice Presidents.

Section 6. Committees shall maintain charters that detail their purpose, ARTICLE XIII – Amendments.

Section 7. When the President or Board of Directors deems it necessary to address a special issue, the President may form a special committee. The committee shall consist three (3) members, at least two (2) of which are District Supervisors. Advisors may serve on special committees; advisors may be employees of FDACS/OAWP, USDA/NRCS, UF/IFAS, or other partnering agencies (Article XII). If the committee is necessary for more than one (1) year, it shall become a standing committee by a majority vote of the Board of Directors or Annual Business Meeting voting delegates.

ARTICLE XIII- Amendments

Section 1. These By-laws can be amended by a two-thirds (2/3) vote of delegates at the Annual Business Meeting. The standing Resolutions, By-laws, and Nominating Committees, chaired by the Immediate Past President, will consider proposed changes each year. Proposed changes must be submitted to the committee three (3) months prior to the Annual Meeting. The committee distributes proposed changes or amendments to each District a minimum of sixty (60) days before the Annual Meeting.

Section 2. At its discretion, the Resolutions, By-laws, and Nominating Committees or voting delegates may make recommendations for change without these time constraints. By-Laws can be amended at the Annual Business Meeting, by a two-thirds (2/3) voting delegates majority vote.

Section 3. The secretary is authorized to correct article and section designations, punctuation, spelling, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the Board in connection with these bylaws.

ARTICLE XIV – Rules of Order

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the AFCD in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE XV- Dissolution

AFCD may be disbanded by a two-thirds (2/3) vote by the delegates voting at the Annual Business Meeting. Any funds, property, or other assets will be distributed in accordance with Section 617.011, Florida Statutes, 1977.

Adopted 2004 Amended: 8/13/2006, 08/09/2009, 07/31/2010, 08/01/2012, 08/25/2018