**Policies and Procedures**

**Jacksonville Journey Forward**

**(Draft)**

**Article I**

***Organization; Officers***

Section 1.1 Organization. The Jacksonville Journey Forward (“**JF**” or “**Journey Forward”**) is established pursuant to Chapter 85 of the Jacksonville Ordinance Code and that chapter sets forth requirements for board membership and meetings, board powers and duties, and other board matters not addressed in these Rules of Procedure.

Section 1.2 Officers: Jacksonville Journey Forward’s officers shall be as follows: Chair, Vice-Chair, and Secretary.

Section 1.3 Term: Officers shall be elected each June for a term of one year commencing July 1.

Section 1.4 Duties and Responsibilities:

1. Chair: The Chair shall preside at all meetings of the Board unless the Chair delegates otherwise. The Chair shall designate from time to time such committees as the Chair deems appropriate and shall designate the subject matter assigned to each committee for consideration.

1. Vice-Chair: The Vice-Chair shall perform such duties as are assigned by the Chair in addition to the functions for which the Vice-Chair is responsible. The Vice-Chair shall preside at any meeting of the Board in which the Chair is absent or unable to attend. In the event of the Chair’s prolonged absence or disability the Vice-Chair shall exercise all functions of the Chair until appointment of the Chair by the Mayor as provided by Ch. 85.105, Ordinance Code, or thereafter elected by the Board.
2. Secretary: The Secretary shall verify, on behalf of the Board, the proper maintenance of records, minutes, and notices and perform such duties as are assigned by the Chair.

The officers shall act as an Executive Committee to handle any necessary ministerial business between board meetings. In addition to prompt notice of the Executive Committee meetings and service of minutes, actions taken by the Executive Committee shall be reported by the Chair at the next meeting of the Board.

**Article II.**

***Meetings***

Section 2.1 Regular Meetings: Regular meetings shall be held no less than quarterly at the Ed Ball Building, 214 N. Hogan Street, Jacksonville, Florida 32202. or any place or means as permitted by law, at such times as the Chair or a majority of the members may designate. More frequent meetings may be held at the pleasure of the Chair or a majority of the members.

Section 2.2 Special and Emergency Meetings: Special meetings and emergency meetings of the members may be called by the Chair and shall be held at the Ed Ball Building, or any place or means as permitted by law. The purpose of the meeting shall be specified in the public notice. Journey Forward staff shall ensure that notice of a special meeting is provided to all Board members in the same manner as regular meetings. No business shall be conducted at any special meeting other than the purpose specified in the notice.

Section 2.3 Workshop Meetings: Workshop meetings may be called by the Chair to discuss issues relating to the business of the Authority. No formal action may take place during a workshop. As no formal action may take place, a quorum is not required at a workshop to conduct a discussion and the Chair may elect to waive strict adherence to Roberts Rules of Order.

Section 2.4 Public Comment: Absent exceptional circumstances, public comment shall be permitted at all regular meetings. At the discretion of the Chair, public comment should adhere to the following procedures:

1. Time permitting and depending on the number of persons requesting to speak, public comment shall be limited to three (3) minutes;
2. If public comment is requested on an agenda item on which the board will take action, it should be permitted before the Board vote;
3. Public comment shall be civil and directed to matters within the province of Jacksonville Journey Forward; and
4. Except as provided in (b) above, public comment will ordinarily be scheduled at the end of the regular board meeting.

Section 2.5 Code of Ethics: The Board shall conduct all business according to law including Chapter 112, Part III, Florida Statutes (Ethics in Government) and Chapter 602, City of Jacksonville Ordinance Code.

Section 2.6 Rules and Procedures: The meetings of the Board shall be conducted in accordance with *Robert’s Rules of Order Newly Revised* in all cases where they are applicable and in which they are not inconsistent with these Rules of Procedure, board policies, or applicable laws.Additionally, the conduct of business by the Board, its staff, and employees shall be governed by the Florida Public Records Law, codified in Chapter 119, Florida Statutes.

Section 2.7 Telephone or Virtual Participation. Consistent with Florida laws governing local governmental entities, if a physical quorum of the JF Board has been met at a meeting, members may participate by telephone or virtual participation, including voting on matters, provided the reason for the member’s physical absence is due to extraordinary circumstances such as illness, out-of-town travel, emergency situations, or other comparable circumstances approved by the JF Board.

**Article III.**

***Committees***

Section 3.1 Standing Committees: The Standing Committees of JF shall be: Finance Committee, and Governance and Oversight Committee. Standing committees may consist of one or more members as the Chair may designate. The Chair shall appoint a chair and vice chair for each standing committee. The duties and responsibilities of each standing committee are stated below:

1. Finance Committee: The Finance Committee shall meet no less than every three months to review all financial and contractual matters relating to JF, receive a financial report from JF staff, and review any matters designated to them by the Chair or the Board. The Committee shall present to the Board in September of each year a report of committee activities.
2. Governance and Oversight Committee: The Governance and Oversight Committee shall conduct an annual review of these Rules of Procedure and board policies to ensure compliance with applicable Local, State, and Federal laws as well as compliance with current best practices. The Committee shall present to the Board by September of each year a report of committee activities.

Section 3.2 Special Assignment/ Ad Hoc Committees: The Chair may create and appoint persons to ad hoc committees and designate members to special assignments as the Chair may deem proper to the orderly conduct of business by the Board. Such special assignments and ad hoc committees shall cease upon the completion of the assignment or purpose for which they were formed.

Section 3.3 Role of Chair: The Chair is an ex-officio member of all committees, unless otherwise stated in the resolution creating the committee, and shall be entitled to vote and shall be counted in determining whether a quorum is present.

Section 3.4 Appointment of Subcommittees: The chair of any committee is authorized to appoint subcommittees to investigate, report, and make recommendations on particular matters within the scope of the committee’s duties for action by the committee.

Section 3.5 Whenever a committee acts pursuant to power vested under these Rules of Procedure, then all third persons are entitled to rely on the committee’s representation that it has power to act.

Section 3.6 Power of Committee(s): The powers vested by these Rules of Procedure in the committees shall not be construed or deemed to limit the authority of the Board to act in any instance, but if such authority is exercised by the Board, it shall not be construed or deemed to affect the power of the committees to act in similar cases thereafter.

Section 3.7 Rules and Procedures: Committee meetings shall be conducted in accordance with *Robert’s Rules of Order Newly Revised* in all cases where they are applicable and in which they are not inconsistent with these Rules of Procedure, board policies, or applicable laws*.* Additionally, the conduct of business by the committee shall be governed by the Florida Public Records Law, codified in Chapter 119, Florida Statutes.

**Article IV.**

***Ethics Training***

Section 4.1 Ethics training for Board members: Board members must meet the ethics training guidelines set out in Florida Statutes and the Ordinances of the City of Jacksonville.

**Article V.**

***Effective Date***

Section 5.1: Effective Date: These Rules of Procedure are effective as of October 1, 2025 as adopted by the Board.

Adopted by the Board on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 2025.

Chair Secretary

Form Approved:

Office of General Counsel

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