

FLORIDA UTILITIES COORDINATING COMMITTEE

BYLAWS APPENDIX

OFFICER DUTIES & RESPONSIBILITIES



Adopted: **May 2, 2014**

Amended:

*Adopted and approved by the Florida Utilities
Coordinating Committee at Port Canaveral,
Florida on **May 2, 2014***

ORGANIZATION STRUCTURE

1. FUCC OFFICERS

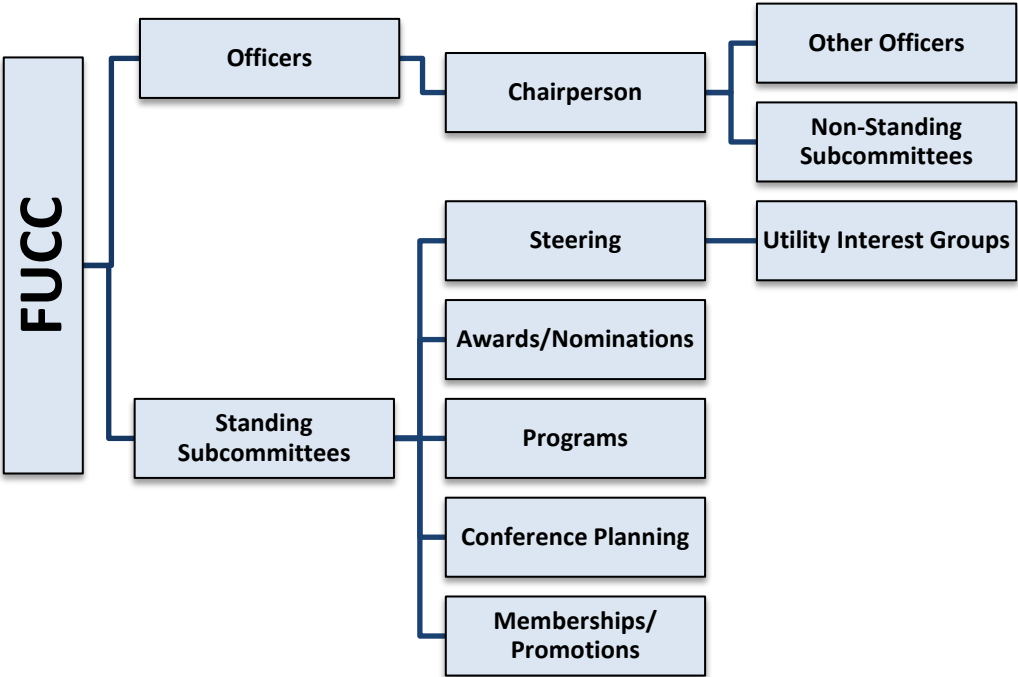
- a. CHAIRPERSON
- b. VICE-CHAIRPERSON
- c. SECRETARY
- d. TREASURER
- e. HISTORIAN

2. SUBCOMMITTEES

- a. STANDING SUBCOMMITTEES
 - i. STEERING
 - ii. AWARDS/NOMINATIONS
 - iii. PROGRAMS
 - iv. CONFERENCE PLANNING
 - v. MEMBERSHIPS/PROMOTIONS
- b. NON-STANDING SUBCOMMITTEES (AD HOC)
- c. SUBCOMMITTEE CHAIRPERSONS

3. UTILITY INTEREST GROUPS

ORGANIZATIONAL CHART



FUCC OFFICERS

CHAIRPERSON

1. The Chairperson shall have the responsibilities outlined in Section VII, Part 1 of the Bylaws.
2. In addition, the Chairperson shall:
 - a. With the assistance of the Vice-Chairperson and the Programs Subcommittee, develop agendas, content, and format for meetings.
 - b. Arrange for a local governmental representative to welcome the Committee to the area.
 - c. Conduct the Opening Remarks and General Business sessions of the Committee meetings.
 - d. Conduct appointments to fill Officer vacancies created during an administrative year.
 - e. Host the "Meet and Greet" event each evening.
 - i. The Chairperson's room will be used as the event location.
 - ii. The Chairperson is responsible for procuring the refreshments.
 - iii. The Chairperson is to be reimbursed for all expenses associated with the event.
3. Summer (August) meeting responsibilities:
 - a. Outgoing Chairperson
 - i. Prepare awards certificates for current Officers and Subcommittee chairpersons.
 - ii. Conduct the awards session.
 - iii. Dismiss the members of all Subcommittees.
 - iv. Abolish all Non-Standing Subcommittees.
 - v. Turn over chair to incoming Chairperson.
 - b. Incoming Chairperson
 - i. Appoint members of the Steering Subcommittee.
 - ii. Conduct vote to ratify Steering Subcommittee members.
 - iii. Appoint chairs of each Standing Subcommittee.
 - iv. Establish existing/new Non-Standing Subcommittee and appoint chairs of each as deemed fit.
 - v. Adjourn meeting.
4. The Past Chairperson shall:
 - a. Chair the Awards/Nominations Subcommittee, a standing subcommittee consisting of previous Yancy and Farkas award winners.
 - b. Identify candidates for the Yancy and Farkas awards.
 - c. Approve the majority vote for the Farkas award and obtain a unanimous vote for the Yancey award.
 - d. Identify candidates for the incoming Secretary position and verify ability to serve.
 - e. Conduct the door prize raffle drawings during afternoon sessions and General Business meeting, including procuring prizes and managing tickets.

VICE-CHAIRPERSON

1. The Vice-Chairperson shall have the responsibilities outlined in Section VII, Part 2 of the Bylaws.
2. In addition, the Vice-Chairperson shall:
 - a. With the assistance of the Chairman and the Programs Subcommittee, develop agendas, content, and format for meetings.
 - b. Solicit FUCS sponsorships.
3. As de facto Chair of the Steering Subcommittee, ensure those members attend and contact those that can't for their input.

SECRETARY

1. The Secretary shall have the responsibilities outlined in Section VII, Part 3 of the Bylaws.
2. In addition, the Secretary shall prepare meeting minutes drafts, seek draft approval from Officers and Subcommittee Chairs, and submit final minutes to be posted to website.

TREASURER

1. The Treasurer shall have the responsibilities outlined in Section VII, Part 4 of the Bylaws.
2. In addition, the Treasurer shall:
 - a. Ensure corporate annual reports are updated with the State.
 - b. Ensure IRS Form 990N is filed annually, if applicable.

HISTORIAN

1. The Historian shall have the responsibilities outlined in Section VII, Part 5 of the Bylaws.

SUBCOMMITTEES

STANDING SUBCOMMITTEES

Standing Subcommittees are permanent and specifically defined in Section VIII of the Bylaws and exist in order to provide continuity and maintain the organization. They may not be dissolved by action of the Chairperson. The following are permanent Subcommittees:

1. Steering
2. Awards/Nominations
3. Programs
4. Conference Planning
5. Memberships/Promotions

NON-STANDING SUBCOMMITTEES

All Subcommittees not specifically defined in the Bylaws are Non-Standing per Section X. These Subcommittees are formed for a specific purpose related to the industry and may be dissolved by action of the Chairperson. They also must be reinstated annually by the incoming Chairperson. The following are examples of Non-Standing Subcommittees.

1. UAM/Standards Review
2. Joint Use
3. Permitting
4. Design Build
5. Sound Wall

SUBCOMMITTEE CHAIRPERSONS

1. Responsibilities
 - a. Conduct the regular Subcommittee meeting at the Fucc quarterly meeting.
 - b. Hold special meetings (teleconferences, etc.) as necessary.
 - c. Attend the quarterly Steering Subcommittee meeting and report any activities that should be voted on by the Steering Subcommittee.
 - d. Develop presentations/workshops for the Combined Interest Group session
 - e. Submit a Subcommittee agenda for quarterly meetings to the Fucc Chairperson at least 30 days before the meeting.
 - f. Report on activities at the Business session.
 - g. Submit meeting minutes to Fucc Secretary.
2. Chair term
 - a. The incoming Fucc Chairperson will appoint Chairs of each Subcommittee.
 - b. Exception: The outgoing Fucc Chairperson will serve as Chairperson for the Awards/Nominations Subcommittee.

UTILITY INTEREST GROUPS

Utility Interest Groups are specifically defined in Section IX of the Bylaws to provide a forum for like utilities to discuss issues, problems, and concerns that may need to be brought up to the Steering Subcommittee or the Fucc membership. Interest Groups operate similarly to county utility groups. Interest Groups are not accountable to the Fucc Chair like Subcommittees. There are three individual Utility Interest Groups:

1. Power
2. Telecommunication
3. Underground

UTILITY INTEREST GROUP CHAIRPERSONS

1. Responsibilities
 - a. Conduct the Interest Group meetings at the quarterly Fucc meeting
 - b. Work on issues and concerns associated with the particular Interest Group
 - c. Submit problem areas to the Steering Subcommittee for appropriate action
 - d. Attend the Steering Subcommittee meeting
 - e. Develop a presentation for the annual Fucc educational seminar
 - i. The presentation should consist of a subject that will educate the other committee member on their particular operations, standards, work requirements and process.
 - f. Submit an Interest Group agenda for quarterly meetings to the program chairman at least 30 days before the meeting.
2. Chair term
 - a. Interest Group Chairs are elected for one year terms by members within their own Group.
 - b. The Groups may have a Co-chair to assist with meeting minutes and succession.