<table>
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<th>COMMITTEE NAME</th>
<th>CHAIRMAN</th>
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<td>Annual Chapter Dinner</td>
<td>Bill Chamberlin</td>
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<td>O - 407/246-2370</td>
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<td>John Davis</td>
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<td>League of Cities Liaison</td>
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<td>O - 305/460-5001</td>
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<td>Coral Gables, FL 33114</td>
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BRANCH OFFICERS 1993-1994

(Includes the District the Branch is located, the District Rep., and the Counties found in the Branch/District)

<table>
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<tr>
<th>CHAIRMAN</th>
<th>VICE CHAIRMAN</th>
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<td><strong>BIG BEND BRANCH</strong></td>
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</table>
TO: ALL DISTRICT REPRESENTATIVES
    ALL BRANCH, CHAIRMAN

FROM: George R. Knecht, P.E., Chairman
      Strategic Planning Committee

DATE: June 17, 1994

SUBJECT: Request for Input

RE: Your Needs to Accomplish Your Goals

President Coleman has asked that I chair a committee this year whose goal is to better serve you and our members at the chapter level. In order to do this I need to know what it is that each of you need to accomplish your goals.

Enclosed is a questionnaire. Please take a moment to fill it out. Then return it to me by July 29. I will compile the data and we can discuss how to get you the information or whatever you need at our next executive committee meeting.

GRK/mm

cc: Bill Coleman, President
    Al Linero, Vice President
    Ben Pratt, P.E., Sec./Treas

RECEIVED
July 2, 1994

FT. MYERS SERVICE CENTER
FLORIDA CHAPTER
APWA
STRATEGIC PLAN
INITIAL QUESTIONNAIRE
June 17, 1994

A. What are the 3 most pressing issues facing the Florida Chapter?
   1. 
   2. 
   3. 

B. What are the 3 most pressing issues facing your Branch? (Branches)?
   1. 
   2. 
   3. 

C. What do you need to address these issues?

D. How can the Chapter help you with these issues?

Please return this to: By July 29, 1994 Friday
George R. Knecht, P.E.
C/O Dept. of Public Utilities
219 Newnan St.
Jacksonville, Florida 32202
(904) 630-1209
(904) 630-2911 (Fax)
DUTIES OF CHAPTER SECRETARY

1. Record minutes of quarterly Executive Board Meeting (note number of attendees present), formalize and present to subsequent executive board meeting for approval file in large black loose leaf of chapter activities, separated by year (BLL of CA), receive income, deposit in bank, record in check register and in ledger, noting account "A" or account "B". Tape invoices, receipts (8-1/2 X 11 to 8-1/2 X 11 sheets, 3-hole punch and maintain in loose leaf or file folder - (file folder initially, then BLL CA at end of year), financial records and all reports of particular year are in BLL CA. Perhaps better to have a BLL for financial records separately by year. Pay accounts by check, record in check register and in ledger, noting account "A" or account "B". Receive bank statement, tape canceled checks to check register, balance account, reconcile with ledger, general quarterly financial report of income and expense for quarter and YTD, submit with itemized quarterly treasurer's report to executive board for approval. Include with quarterly meeting minutes of board meeting to subsequent quarterly board meeting. OR INCLUDE ONLY INCOME, EXP, OPENING AND CLOSING BALANCE WITH MEETING MINUTES. File in large black loose leaf of chapter activities separated by year (BLL of CA)

Notify Executive Board members, Jolyn Haven, past presidents, and committee members, et al on distribution list, of
quarterly meeting dates, times, locations, directed by President. File meeting notice in BLL of CA.

2. Joynn Haven arranges executive board quarterly meetings, locations, meeting room, meals, reservations and notifies executive board members and committee members who are then responsible for notifying Jolyn/hotel for meals and hotel for rooms.

Board and committee members eat free. Spouses, et al, pay secretary C.O.D. at time of meal. Secretary collects money and deposits in chapter account.

Jolynn pays hotel by check from secretary for meals, after ascertaining correctness of bill.

Jolynn contacts sponsors for breakfast, for social hour, et al. Jolynn pays for breakfast by check from secretary.

Meet president, vice president before evening meeting to discuss general matters and upcoming meeting events.

Secretary prepares meeting agenda and transmits to members of board and committees with meeting notice and minutes of previous meeting, treasurer's report, et al. Agenda generally remains the same.
3. Secretary receives copies of branch reports, committee reports (3), at quarterly board meeting and files:

1 copy BLL of CA, 1 copy to Chicago, 1 copy to ?
Maintain current roster of: Chapter members, Executive Board Members, Committee Chairmen, Branch Officers, (with address, phone number, fax number, Suncom number).
Receive and maintain file of branch activities reports.
At appropriate time request from branches:

a. Roster of new branch officers (name, address, fax#, phone #.)

b. Annual Financial report of branch (for calendar year)

c. Annual activity report of branch (for calendar year)

General distribution list
Generate mailing labels for: Exec. Bd. Members, Committee Chairmen, Branch Chairmen, Distribution List

4. Request membership roster mailing labels as required, bill for this when possible, deposit receipt in bank, pay national for labels as required.
Receive correspondence
Route to president, VP, et al as required
Maintain correspondence file in BLL of CA
Generate correspondence as directed by Pres., VP, et al as appropriate
Maintain file in BLL of CA
Maintain financial record in perpetuity
Maintain canceled checks and invoices 6 years
Request financial reports and activity reports from branches in December for the past calendar year.
Submit annual financial report to National after OK by audit committee. Include Social Security No. and amount paid to secretaries for work and travel, if any.
Submit annual chapter activity report to National after OK by Pres. and Executive Board.
Coordinate with President's plaque chairman. He will need information for his submittal.

**SCHOLARSHIPS**

Maintain scholarship foundation CD
Maintain record of payments to scholars
Issue payments to scholars as directed by board quarterly? to whom? who authorizes?
Maintain roster of scholars to receive payments with schedule of payments made and to be made
Maintain records as appropriate in file and BLL of CA
Request reimbursement from APWA Education Foundation of University of FL students funded under that program.

5. Prepare and maintain menu of files in file cabinet by drawer.
Prepare menu of black loose leaf books
Secure BLL's in file cabinet if possible
Someday - tape all canceled checks to register
Procure Award Plaques for: - out-going President (2) (National and Local); Member of the Year; Mac Ulsch
Maintain file of Newsletters
Maintain file of Committee Reports

Maintain file of Branch Activity Reports
American Public Works Association
Florida Chapter
October 27, 1994

Mr. Michael Tavano
548 S.E. Sixth Avenue
Homestead, Fl. 33030

Dear Mike,

The exercise of manning the ESF #3 Public Works and Engineering unit of the State Emergency Operations Center in Tallahassee during Tropical Storm Alberto pointed out some areas in our organization that need strengthening. The unit performed in an outstanding manner, and brought credit to the organization, but the initial contacts and energizing the system was not as orderly as I would prefer it to be.

Mike, we need you to chair a committee (actually to lead a task force) composed of all District Representatives to insure that, during any disaster or other occurrence that would require the State E.O.C. to be activated, we will be ready to respond in a timely fashion.

You have been chosen to lead this unit because of your experience in handling disaster preparedness, your organizational skills, and your familiarity with the system and the Emergency Operations Staff in Tallahassee. The District Representatives are being asked to serve in order that there will be someone available to lead this unit from an unimpacted area.

Putting this unit together in an operational form will be your task and the task of the District Representatives should you all chose to accept, but I visualize the organization as having a Strike Team from each District capable of manning the ESF#3 unit at the EOC in Tallahassee for an extended period of time. These strike teams would be activated by you or your designee in your absence or inability to perform the task.

By this letter I am requesting your presence in Orlando at the Executive Committee meeting November 11th and 12th. If possible, I would like to discuss this Friday afternoon.

Sincerely,

Bill
Bill Coleman
President, Florida Chapter

Copies to:
All District Representatives
Al Linero, Vice-President
Ben Pratz, Secretary & Treasurer
John Davis, Chairman Mutual Aid Agreement Committee
November 11, 1994

Mr. William Coleman,
President
Florida Chapter APWA
642 Mabry Street
Tallahassee, FL. 32304

Dear Bill:

I have reviewed the bylaws of the Santa Fe Branch. The bylaws are consistent with the Florida Chapter’s. I recommend the adoption of the Santa Fe Branch to the Executive Board.

Sincerely,

James Singleton
Bylaws Chairman

[Signature]

Adopted Santa Fe Branch
Treasure Coast Branch
12 Nov 94
PETITION

TO ORGANIZE A SANTA FE BRANCH
OF THE AMERICAN PUBLIC WORKS ASSOCIATION

As active members of the American Public Works Association, we the undersigned petition the APWA for approval to form a branch of that organization to be known as the Santa Fe Branch of the Florida Chapter of the American Public Works Association.

Signature

Robert D. Cremer, Jr.

C. Pat Tate

Robert L. Bell

APWA Member Number

4331

103556

63574
PETITION

TO ORGANIZE A SANTA FE BRANCH
OF THE AMERICAN PUBLIC WORKS ASSOCIATION

As active members of the American Public Works Association, we the undersigned petition the APWA for approval to form a branch of that organization to be known as the Santa Fe Branch of the Florida Chapter of the American Public Works Association.

Signature

APWA Member Number

Stewart E. Pearson, PE
City of Gainesville

92966
PETITION

TO ORGANIZE A SANTA FE BRANCH
OF THE AMERICAN PUBLIC WORKS ASSOCIATION

As active members of the American Public Works Association, we the undersigned petition the APWA for approval to form a branch of that organization to be known as the Santa Fe Branch of the Florida Chapter of the American Public Works Association.

Signature: [Signature]

Teresa Scott
Alachua County Public Works

APWA Member Number: 42874

[Signature]
[Signature]
[Signature]
[Signature]
PETITION

TO ORGANIZE A SANTA FE BRANCH
OF THE AMERICAN PUBLIC WORKS ASSOCIATION

As active members of the American Public Works Association, we the undersigned petition the APWA for approval to form a branch of that organization to be known as the Santa Fe Branch of the Florida Chapter of the American Public Works Association.

Signature

Edwin E. Culpepper, Director
Alachua County Public Works

APWA Member Number

44161
PETITION

TO ORGANIZE A SANTA FE BRANCH
OF THE AMERICAN PUBLIC WORKS ASSOCIATION

As active members of the American Public Works Association, we the undersigned petition the APWA for approval to form a branch of that organization to be known as the Santa Fe Branch of the Florida Chapter of the American Public Works Association.

Signature

______________________________

APWA Member Number

William G. Massey
#87750

______________________________
PETITION

TO ORGANIZE A SANTA FE BRANCH
OF THE AMERICAN PUBLIC WORKS ASSOCIATION

As active members of the American Public Works Association, we the undersigned petition the APWA for approval to form a branch of that organization to be known as the Santa Fe Branch of the Florida Chapter of the American Public Works Association.

Signature

J. E. Sprengén, PE
Public Works Director
City of Gainesville

APWA Member Number

20183
PETITION

TO ORGANIZE A SANTA FE BRANCH
OF THE AMERICAN PUBLIC WORKS ASSOCIATION

As active members of the American Public Works Association, we the undersigned petition the APWA for approval to form a branch of that organization to be known as the Santa Fe Branch of the Florida Chapter of the American Public Works Association.

Signature

wendell chastain
Alachua County Public Works

Alan Hardin
Alachua County Public Works

APWA Member Number

38460

38460
PETITION

TO ORGANIZE A SANTA FE BRANCH
OF THE AMERICAN PUBLIC WORKS ASSOCIATION

As active members of the American Public Works Association, we the undersigned petition the APWA for approval to form a branch of that organization to be known as the Santa Fe Branch of the Florida Chapter of the American Public Works Association.

Signature

Thomas G. Frisbie
City of Gainesville

APWA Member Number

510804
AMERICAN PUBLIC WORKS ASSOCIATION
BYLAWS
SANTA FE BRANCH OF FLORIDA CHAPTER

ARTICLE I
Name and Boundaries

Section 1. The name of the organization shall be the Santa Fe Branch, Florida Chapter of the American Public Works Association. The territory included within the boundaries of this Branch shall be the counties of Alachua, Bradford, Columbia, Dixie, Gilchrist, Lafayette, Levy, Suwannee, Union and Marion.

ARTICLE II
Purposes

Section 1. The purposes of this Branch shall be the advancement of the theory and practice of the design, construction, maintenance, administration, and operation of public works facilities and services; the dissemination of information and experience upon, and the promotion of improved practices in public works administration; the encouragement of the adherence by public works officials to a high professional standard; and the professional and social improvement of its members, as set forth in the Constitution of the American Public Works Association.

Section 2. The Branch is not organized for profit, and no part of the earnings shall inure to the benefit of any member or officer except as compensation for services rendered or for necessary expenses actually incurred.

ARTICLE III
Membership

Section 1. Members of the American Public Works Association residing in the Branch territory specified in Article I, Section 1, shall hold the same type of membership in the Branch that they hold in the Association.

ARTICLE IV
Officers and Executive Committee

Section 1. The governing body of the Branch shall be the Executive Committee, a majority of which shall be "active" members, consisting of:
(a) The Chairman and Vice-Chairman, who shall be members of the Branch by virtue of holding the same type of membership in the American Public Works Association and shall be elected for terms of one calendar year.
(b) The Secretary and Treasurer, who if appointed, shall be non-voting members.
(c) Four members of the Branch, who shall be elected to serve as members of the Executive Committee. Two of the first four elected shall serve terms of one calendar year. The terms of office for all other members elected to the Executive Committee shall be two calendar years.
(d) The most recent living Past Chairman able to serve.

Section 2. The majority of voting members of the Executive Committee shall be "active" members.

Section 3. In the event of a vacancy on the Executive Committee, the remaining members of the Committee shall have the power to elect a member possessing the qualifications specified in Article IV, Section 1, to fill the unexpired term of office.
ARTICLE V
Duties of Officers and Executive Committee

Section 1. The Chairman shall be the Chief Executive Officer of the Branch. The Chairman shall preside at all meetings and shall be Chairman of the Executive Committee. The Chairman shall issue the call for regular or special Executive Committee meetings. The Chairman shall appoint all Committees, standing and special, and act as an ex-officio member of each Committee. The Chairman shall see that these Committees function and shall cooperate with the Committee Chairman to that end. At the conclusion of the term in office, the Chairman shall prepare a report to the Branch membership which will include, but not be limited to, a financial and membership report, accomplishments of the past year, and recommendations concerning Branch goals and objectives for the coming year. The Chairman shall perform such other duties as may from time to time be assigned by the Executive Committee.

Section 2. The Vice-Chairman shall occupy the position of Chairman and perform all of the Chairman's duties if for any reason the Chairman is absent and shall perform such other duties as may from time to time be assigned by the Executive Committee.

Section 3. The Secretary shall keep all records and conduct all correspondence of the Branch. The Secretary shall prepare and submit to the American Public Works Association such reports as may be required.

Section 4. The Treasurer shall collect and receive all monies, depositing them in a bank in the name of the Branch. Vouchers should be initialed by the Treasurer and countersigned by the Chairman or Vice-Chairman. In addition to the Treasurer, two other Branch officers should be authorized to sign checks. The Treasurer shall prepare and submit financial reports annually to the Executive Committee and at such other times as requested by the Executive Committee. The Treasurer shall prepare and submit to the Branch such reports as may be required.

Section 5. The Executive Committee shall manage all the affairs of the Branch in accordance with the rules and regulations of the Florida Chapter and the Board of Directors of the American Public Works Association.

Section 6. The Executive Committee shall not enter into any contract involving any liability of the American Public Works Association without approval and formal delegation of authority in each instance by the Florida Chapter and the Board of Directors of the Association.

ARTICLE VI
Meetings

Section 1. Meetings of the Branch shall be held one or more times a year, the dates and places to be determined by the Executive Committee. The membership shall be notified at least two weeks in advance of the date and place of the annual meeting. Special meetings of the Executive Committee shall be held on the call of the Chairman or on the request in writing of any three members of the committee.

ARTICLE VII
Quorum

Section 1. A majority of the voting members shall constitute a quorum at an Executive Committee meeting.

Section 2. A minimum of ten members shall constitute a quorum to do business at a meeting of members.
ARTICLE VIII
Dues

Section 1. The annual dues shall be that portion of the annual service fee paid to the American Public Works Association that is assigned to the Branch by the Florida Chapter by the Board of Directors of the Association.

Section 2. The Executive Committee is authorized to establish the annual dues for "aliend" and "special" members at amounts not to exceed 20% of the annual fee for APWA Sustaining and Active membership.

ARTICLE IX
Branch Service Fees

Section 1. In the event that funds are needed to support branch activities, a service fee can be established upon the recommendation of the Executive Committee of the Branch. All branch members regardless of APWA affiliation would be subject to this fee.

ARTICLE X
Election of Officers

Section 1. The Chairman shall appoint, not less than thirty days prior to the date fixed by the Executive Committee for its report, a nominating committee of three members, who shall report the names of candidates for each position to be voted upon at the annual election.

Section 2. The Executive Committee shall prescribe the form of ballot, the schedule of dates of the several steps and the other details of the election procedure. The Executive Committee shall determine if the annual election shall be held at the time and place of the annual meeting or by means of a mail ballot. If the election is held at the annual meeting, additional nominations for any office may be made by members at that meeting, a majority of votes cast by qualified voting members present electing, and all members of the Branch in good standing present shall be eligible to vote. If the election is held by means of mail ballot, printed ballots shall be mailed to members not less than forty days before the date set for the announcements of the results and shall be returned for counting within thirty days of their mailing. Ballots shall be counted by three tellers appointed by the Chairman, who shall certify their findings to the Executive Committee. Ballots shall contain the names of nominees recommended by the nominating committee an shall have blank spaces under each office for the use of members who desire to vote for eligible candidates other than those named in the printed ballot.

Section 3. Newly elected officers shall assume office on January 1 following the annual election.

ARTICLE XI
Amendments

Section 1. Amendments to these bylaws may be proposed by inihiatory petition submitted to the Executive Committee in writing and signed by not fewer than eight members or by resolution of the Executive Committee. Proposed amendments shall be presented to the membership within one year after the date of their submission at a meeting of the Branch or by letter ballot as may be determined by the Executive Committee. Provided, however, that the Executive Committee may, within sixty days after receipt of any amendment proposed by inihiatory petition, return same to the petitioners with a letter of explanation requesting that the proposed amendment be modified before it is presented to the membership. If the proposed amendment is resubmitted in writing and signed by not fewer than eight of the original petitioners, it shall be presented to the membership with or without the approval of the Executive Committee. An affirmative vote of two thirds of the qualified votes cast shall be necessary for the adoption of a proposed amendment.
Section 2. These bylaws and such amendments as may be made from time to time shall become effective upon adoption by the Branch, approval by the Chapter, and approval by the Board of Directors of the American Public Works Association.
PETITION

We, the undersigned members in good standing of the Florida Chapter of the American Public Works Association do hereby petition to form a branch of the Chapter which is to be known as the TREASURE COAST BRANCH OF THE FLORIDA CHAPTER OF THE AMERICAN PUBLIC WORKS ASSOCIATION and submit the attached Branch Bylaws for approval by the Executive Board of the Florida Chapter.

Nancy W. Ingle
Gary M. Ferch
Dave Roberts
Robert A. Magan
Steve Elmore
Paul G. Williams
Ted Perkin
Hector Arias
Gary L. Basham
Walter B. England
H.B. Shearer, Jr.
AMERICAN PUBLIC WORKS ASSOCIATION

FLORIDA CHAPTER

TREASURE COAST BRANCH - BYLAWS

ARTICLE I

Name and Boundaries

Section 1.

The name of the organization shall be the Treasure Coast Branch, Florida Chapter of the American Public Works Association. The territory included within the boundaries of this Branch shall be the Florida Counties of Indian River; Okeechobee; St. Lucie.

ARTICLE II

Purposes

Section 1.

The purpose of this Branch shall be the advancement of the theory and practice of the design, construction, maintenance, administration, and operation of public works facilities and services; the dissemination of information and experience upon, and the promotion of improved practices in public works administration; the encouragement of the adherence by public works officials to a high professional standard; and the professional and social improvement of its members, as set forth in the Constitution of the American Public Works Association.

Section 2.

The Branch is not organized for profit, and no part of the earnings shall inure to the benefit of any member or officer except as compensation for services rendered or for necessary expenses actually incurred.
ARTICLE III

Membership

Section 1.

Members of the American Public Works Association residing in the Branch territory specified in Article I, Section 1, shall hold the same type of membership in the Branch that they hold in the Association.

Section 2.

The Executive Committee of the Chapter may admit to "Allied" membership any private organization and to "Special" membership any individual who desires to participate in the activities of the Chapter but who is not a member of the American Public Works Association. "Allied" members may designate up to three representatives in the chapter, each of whom shall be enrolled as "Special" members.

ARTICLE IV

Officers and Executive Committee

Section 1.

The governing body of the Branch shall be the Executive Committee, a majority of which shall be "active" members, consisting of:

(a) The Chairman and Vice-Chairman, who shall be members of the Chapter by virtue of holding the same type of membership in the American Public Works Association and shall be elected for terms of one calendar year.

(b) The Secretary/Treasurer, who if appointed, shall be a non-voting member.

(c) Four members of the Branch, who shall be elected to serve as members of the Executive Committee. Two of the first four elected shall serve terms of one calendar year. The terms of office for all other members elected to the Executive Committee shall be two calendar years.

(d) The most recent living Past Chairman able to serve.

Section 2.

The majority of voting members of the Executive Committee shall be "active" members.

Section 3.

In the event of a vacancy on the Executive Committee the remaining members of the
Article IV, Section 3 - con't

Committee shall have the power to elect a member possessing the qualifications specified in Article IV, Section 1, to fill the unexpired term of office.

ARTICLE V

Duties of Officers and Executive Committee

Section 1.

The Chairman shall be the Chief Executive Officer of the Branch. The Chairman shall preside at all meetings and shall be Chairman of the Executive Committee. The Chairman shall issue the call for regular or special Executive Committee meetings. The Chairman shall appoint all Committees, standing and special, and act as an ex-officio member of each Committee. The Chairman shall see that these Committees function and shall cooperate with the Committee Chairman to that end. At the conclusion of the term in office, the Chairman shall prepare a report to the Branch membership which will include, but not be limited to, a financial and membership report, accomplishments of the past year, and recommendations concerning Chapter goals and objectives for the coming year. The Chairman shall perform such other duties as may from time to time be assigned by the Executive Committee.

Section 2.

The Vice-Chairman shall occupy the position of Chairman and perform all of the Chairman's duties if for any reason the Chairman is absent and shall perform such other duties as may from time to time be assigned by the Executive Committee.

Section 3.

The Secretary shall keep all records and conduct all correspondence of the Branch. The Secretary shall prepare and submit to the American Public Works Association such reports as may be required.

Section 4.

The Treasurer shall collect and receive all monies, depositing them in a bank in the name of the Branch. Vouchers should be initialed by the Treasurer and countersigned by the Chairman or Vice-Chairman. In addition to the Treasurer, two other branch officers should be authorized to sign checks. The Treasurer shall prepare and submit financial reports annually to the Executive Committee and at such other times as requested by the Executive Committee. The Treasurer shall prepare and submit to the Chapter such reports as may be required.
Section 5.

The Executive Committee shall manage all the affairs of the Branch in accordance with the rules and regulations of the Florida Chapter and the Board of Directors of the American Public Works Association.

Section 6.

The Executive Committee shall not enter into any contract involving any liability of the American Public Works Association without approval and formal delegation of authority in each instance by the Florida Chapter and the Board of Directors of the Association.

ARTICLE VI

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Section 1.

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ARTICLE VII

Quorum

Section 1.

A majority of the voting members shall constitute a quorum at an Executive Committee meeting.

Section 2.

A minimum of ten members shall constitute a quorum to do business at a meeting of members.
ARTICLE VIII

Dues

Section 1.

The annual dues shall be that portion of the annual service fee paid to the Public Works Association that is assigned to the Branch by the Florida Chapter by the Board of Directors of the Association.

Section 2.

The Executive Committee is authorized to establish the annual dues for "allied" and "special" members at amounts not to exceed 20% of the annual fee for APWA Sustaining and Active membership respectively provided, however, that no dues shall apply to designated representatives or "allied" members.

ARTICLE IX

Election of Officers

Section 1.

The Chairman shall appoint, not less than thirty days prior to the date fixed by the Executive Committee for its report, a nominating committee of three members, who shall report the names of candidates for each position to be voted upon at the annual election.

Section 2.

The Executive Committee shall prescribe the form of ballot, the schedule of dates of the several steps and the other details of the election procedure. The Executive Committee shall determine if the annual election shall be held at the time and place of the annual meeting or by means of a mail ballot. If the election is held at the annual meeting, additional nominations for any office may be made by members at that meeting, a majority of votes cast by qualified voting members present electing, and all members of the Branch in good standing present shall be eligible to vote. If the election is held by means of mail ballot, printed ballots shall be mailed to members not less than forty days before the date set for the announcements of the results and shall be returned for counting within thirty days of their mailing. Ballots shall be counted by three tellers appointed by the Chairman, who shall certify their findings to the Executive Committee. Ballots shall contain the names of nominees recommended by the nominating committee and shall have blank spaces under each office for the use of members who desire to vote for eligible candidates other than those named in the printed ballot.
Section 3.

Newly elected officers shall assume office on January 1 following the annual election.

ARTICLE X

Amendments

Section 1.

Amendments to these bylaws may be proposed by initiatory petition submitted to the Executive Committee in writing and signed by not fewer than eight members or by resolution of the Executive Committee. Proposed amendments shall be presented to the membership within one year after the date of their submission at a meeting of the Branch or by letter ballot as may be determined by the Executive Committee. Provided, however, that the Executive Committee may, within sixty days after receipt of any amendment proposed by initiatory petition, return same to the petitioners with a letter of explanation requesting that the proposed amendment be modified before it is presented to the membership. If the proposed amendment is resubmitted in writing and signed by not fewer than eight of the original petitioners, it shall be presented to the membership with or without the approval of the Executive Committee. An affirmative vote of two thirds of the qualified votes cast shall be necessary for the adoption of a proposed amendment.

Section 2.

These bylaws and such amendments as may be made from time to time shall become effective upon adoption by the Branch, approval by the Chapter, and approval by the Board of Directors of the American Public Works Association.
FLORIDA CHAPTER - APWA
TREASURER’S REPORT 1 Jan 94 - 31 Mar 94.

NOW Acct Opening Balance $94,276.79
Income 2,930.53
Expense (3,765.26)
NOW Acct Closing Balance 93,442.06
Scholarship Fund CD Jax 25,000.

TOTAL RESOURCES $118,442.06

INCOME
Interest $505.82
Meal Sales (Exec Bd) 330.
Pin Sales 69.
Donations 2026.07

$2930.53

EXPENSE
News Ltr 521.82
Exec Bd Mtg Indigo Lakes 1st Qtr 2812.58
Sec’y travel, exp. 221.42
Exec Dir lunch 9.44
Branch Essay Winner 200.00

$3765.26

NOTE:
No pmts recd from APWA Natl since Oct ’92 for membership rebates.

Chapter has agreed to forgive APWA Natl membership rebates for 3 years from date of last rebate. These are the rebates for calendar years 1993, 94, 95. The next rebate due the Fla Chapter will be 1 Jan 96.

Respectfully submitted,

[Signature]

Benjamin C. Pratt, Secretary
# Florida Chapter - APWA

**Treasurer's Report**  
1 October 94-31 December 94

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
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<tr>
<td>NOW Acct Opening Balance</td>
<td>$6,538.24</td>
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<tr>
<td>Income</td>
<td>3,221.24</td>
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<tr>
<td>Expense</td>
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<td>NOW Acct Closing Balance</td>
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<td>Scholarship Fund DWR Inc. Orlando</td>
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<td>A.A. acct. DWR Inc. Orlando</td>
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<td><strong>Total Resources</strong></td>
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</tr>
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## Income
- Interest (CD & NOW Acct) $116.09
- Meal Sales 719.75
- Donations 974.38
- Teleconference 264.00
- Tampa Convention 797.02
- Software rebate 350.00

**Total Income $3,221.24**

## Expense
- Admin/printing/mailing expense
- Barnett Bank Charges 24.00
- Sec'y travel, exp. 191.18
- Branch Rebates 3,580.00
- Teleconference 1,464.00
- Executive Board Meeting 2,842.48
- Misc. 295.25

**Total Expense $8,396.91**

## Note:
No pmts recd from APWA Natl since Oct '92 for membership rebates.  
Chapter has agreed to forgive APWA Natl membership rebates for 3 years from date of last rebate. These are the rebates for calendar years 1993, 94, 95. The next rebate due the Fla Chapter will be 1 Jan 96.

DWR Inc. AA Acct established initially w/ money generated from annual conventions. Scholarship portion of DWR Acct invested in 3 American family of funds. 40% in growth, 40% in equity and 20% in international funds. The money left in AA Acct will be used for Chapter operating. The Barnett Bank acct will be closed out as they have started charging us $12./mo. maintenance fee.

Respectfully submitted,

----------------------------------------
Benjamin C. Pratt, Secretary