President Garland:

The following report addresses events associated with Chapter, Branch and Scholarship Trust bylaws since our previous report, as follows:

Chapter Bylaws

The Florida Chapter Bylaws were last revised in April 2015. We are required to address bylaws updates every three (3) years, therefore we will need to address any new proposed revisions on or before our 2018 Annual Meeting.

At our last meeting, the Bylaws Committee was asked to prepare and propose revisions to the Chapter Bylaws to reflect a two-year term for the appointed positions of Secretary and Treasurer. Attached please find for discussion, proposed revisions to Article VI – Officers and District Representatives.

Some language changes to the bylaws will soon be required and directed by National, associated with the fiscal year changing to run from July through June, as well as some new Audit Committee requirements.

Branch Bylaws

Since our last report, we provided coordination with both the Big Bend Branch and the Central Florida Branch on finalizing their bylaws per directives given by National. Big Bend Branch has had their new bylaws stamped “Approved” by National, completing the revision process. Central Florida Branch has had their branch members vote and accept their new bylaws, but have not yet had their new executed bylaws stamped “Approved” by National.

Scholarship Trust Bylaws

The current Scholarship Trust Bylaws were last revised in January 2013.

This concludes our report of the Florida Chapter APWA Bylaws Committee.

Respectfully submitted,

[Signature]

Thomas J. Pugh, P.E.
Chairman
ARTICLE VI – OFFICERS AND DISTRICT REPRESENTATIVES

SECTION 5. The Secretary shall be appointed by the Executive Committee annually or biennially on odd-numbered years to serve a term of one year or two (2) years and shall keep all records (except for financial records kept by the Treasurer) and correspondence of the Chapter and attest any contracts signed by the President. The Secretary shall prepare a written record of the proceedings of the Executive Committee and any formal proceedings of the Chapter. The Secretary shall prepare and submit to APWA such reports as may be required. At the expiration of the term of office, the Secretary shall turn over to his/her successor, all books, records, papers, executed contracts, documents, or other property of the Chapter in his/her custody, taking a receipt therefore.

SECTION 6. The Treasurer shall be appointed by the Executive Committee annually or biennially on even-numbered years to serve a term of one year or two (2) years and shall have custody of the funds, securities, and other valuable effects in the name of and to the credit of the Chapter. The Treasurer shall receive all monies due the Chapter, depositing them in a bank or in other safe and secure investments approved by the Executive Committee, all of which shall be in the name of the Chapter. All checks and vouchers must be signed by the Treasurer. The Treasurer shall prepare and submit financial reports quarterly to the Executive Committee and shall prepare necessary documents to be reviewed by the Chapter Audit Committee. The Treasurer shall prepare and submit to APWA such reports as may be required. At the expiration of the Treasurer’s term of office, the Treasurer shall turn over to his/her successor all books, papers, money, securities, and other valuable effects belonging to the Chapter, taking a receipt therefore from the successor.

Questions: Do we want to specify that the appointments are to be held on even-numbered years (or odd-numbered years)? Should appointment be staggered for continuity?