



47 income in carrying out the purposes and provisions of chapter 582 F.S., and to sell, lease or  
48 otherwise dispose of any of its property or interests therein in furtherance of the purposes and the  
49 provisions of chapter 582 F.S.

50  
51 To make available, on such terms as it shall prescribe, agricultural and engineering machinery  
52 and equipment, fertilizer, seeds and seedlings, and such other material or equipment, as will  
53 assist such landowners and occupiers to carry on operations upon their lands for the conservation  
54 of soil resources and for the prevention or control of soil erosion and for flood prevention or the  
55 conservation, development and utilization, of soil and water resources and the disposal of flood  
56 water.

57  
58 To construct, improve, operate and maintain such structures as may be necessary or convenient  
59 for the performance of any of the operations authorized.

60  
61 To develop comprehensive plans for the conservation of soil and water resources and for the  
62 control and prevention of soil erosion and for flood prevention or water conservation. which  
63 plans shall specify procedures, performances and avoidances which are necessary or desirable  
64 for the effectuation of such plans, including the specification of engineering operations, methods  
65 of cultivation, the growing of vegetation, cropping programs, tillage practices, and changes in  
66 use of land; control of artesian wells; and to publish such plans and information and bring them  
67 to the attention of owners and occupiers of lands within the district's boundaries.

68  
69 To take over, by purchase, lease, or otherwise, and to administer any soil-conservation, erosion-  
70 control, erosion-prevention project, or any project for flood-prevention or for the conservation,  
71 development and utilization of soil and water resources, and the disposal of water, located within  
72 the district's boundaries; undertaken by the United States or any of its agencies, or by this state or  
73 any of its agencies; any soil-conservation, erosion-control, erosion-prevention, or any project for  
74 flood-prevention or for the conservation, development, and utilization of soil and water  
75 resources, and the disposal of water within the district's boundaries; to act as agent for the United  
76 States, or any of its agencies, or for the state or any of its agencies, in connection with the  
77 acquisition, construction, operation or administration of any soil-conservation, erosion-control,  
78 erosion-prevention, or any project for flood-prevention or for the conservation, development and  
79 utilization of soil and water resources, and the disposal of water within the district's boundaries,  
80 to accept donations, gifts, and contributions in money, services, materials, or otherwise, from the  
81 United States or any of its agencies, or from the state or any of its agencies, or from others, and  
82 to use or expend such moneys, services, materials or other contributions in carrying on its  
83 operations.

84  
85 To work with the State of Florida, the Florida Department of Agriculture & Consumer Services,  
86 U.S. Department of Agriculture, Seminole County, Altamonte Springs, Casselberry, Lake Mary,  
87 Longwood, Oviedo, Sanford, Winter Springs, the Association of Florida Conservation Districts  
88 and other governmental and private organizations, land owners or occupiers to accomplish our  
89 conservation and preservation goals

90

91 To work with the schools in Seminole County to develop curriculum and hands-on- programs for  
92 students to develop a better understanding of the need to conserve and preserve our natural  
93 resources.

94  
95 To balance advocacy for soil and water conservation with attention to the rights of private  
96 property owners in Seminole County seeking to make a reasonable and economic use of their  
97 property.

98  
99 To provide enhanced or specialized public services in response to citizen demand that the County  
100 or a municipality is unable or unwilling to offer.

101

102

**Governing Body and Procedure**

103

104 The Seminole Soil and Water Conservation District shall be administered by the Board of five  
105 Supervisors duly elected under provisions of Chapter 582.18 of Florida Statutes.

106

107 On the first meeting after the first Monday of January the five Supervisors will elect a Chairperson,  
108 Vice Chairperson, Secretary, Treasurer and Public Relations Officer to hold office for one year.  
109 Any Supervisor may call for an election at any noticed Board meeting. This unique provision  
110 allows each Supervisor an opportunity to see if there is an agreement of the Board for a change in  
111 the leadership of the Board. We are limiting this privilege to one time per calendar year per  
112 Supervisor. A majority of the Supervisors may call for an election at any noticed Board meeting.  
113 All elections shall take place in accordance with Florida’s Sunshine Law.

114

115 Vacancies on the Board will be replaced by appointment of a new Supervisor under the provisions  
116 of Chapter 582. The new Supervisor must be a resident of Seminole County and agree to commit  
117 at least 10 hours a month to Board activities. The appointed Supervisor shall assume the Board  
118 position of the Supervisor being replaced.

119

120 All meetings of the Seminole Soil and Water Conservation District shall be public meetings. The  
121 records of the meetings shall be public records and made available for copying or inspection upon  
122 request to the District. The District shall respond to the request promptly and in good faith in  
123 accordance with state law.

124

125 Pursuant to Section 286.012 of Florida Statutes, all Supervisors who are present at a meeting at  
126 which an official decision, ruling, or other official act is to be taken or adopted may not abstain  
127 from voting in regard to such decision, ruling, or act; and a vote shall be recorded or counter for  
128 each Supervisor present, unless, with respect to any such Supervisors, there is, or appears to be, a  
129 possible conflict of interest under state law or additional or more stringent standards of conduct, if  
130 any, adopted pursuant to state law. If there is or appears to be, a possible conflict as defined by  
131 state law, the Supervisor shall comply with the disclosure requirements of state law. If the only  
132 conflict or possible conflict is one arising from the additional or more stringent standards adopted  
133 pursuant to state law, the Supervisor shall comply with any disclosure requirements adopted  
134 pursuant to state law. If the official decision, ruling, or act occurs in the context of a quasi-judicial  
135 proceeding, a Supervisor may abstain from voting on such matter if the abstention is to assure a  
136 fair proceeding free from potential bias or prejudice.

## Duties

### Chairperson (Chair)

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- 138
- 139
- 140
- 141 1. To preside during all noticed Board meetings or arrange for the Vice-Chairperson to
- 142 preside in the absence of the Chair.
- 143 2. Notify the Board members of each meeting.
- 144 3. Call special meetings when necessary.
- 145 4. Plan the order of business or agenda with the Executive Director and District
- 146 Conservationist (when available).
- 147 5. Extend invitations to all individuals you want to attend meetings and take part in
- 148 discussions.
- 149 6. Call the meeting to order on time, announce the order of business, distribute a typed agenda,
- 150 and recognize visitors and others present.
- 151 7. Handle discussions in an orderly manner pursuant to the most current edition of Robert's
- 152 Rules of Order:
  - 153 a. Give everyone a chance to speak—one at a time.
  - 154 b. Tactfully keep all speakers to Robert's Rules of Order and the questions at hand.
  - 155 c. Give opposing Supervisor's equal opportunities to speak.
  - 156 d. Encourage all Supervisors to participate in the discussion.
  - 157 e. Enter into discussion to give additional facts or information.
- 158 8. State each Motion before it is discussed and before it is voted upon. Put all Motions to a
- 159 vote and announce the outcome.
- 160 9. Suggest Motions but do not make them.
- 161 10. Insure that Supervisor statements and Board discussions are germane to any Motions made
- 162 by a Supervisor; to any presentation being given to the Board; or the purview of the District
- 163 as established by applicable law.
- 164 11. Avoid expressing your own opinion too soon and talk no more than necessary while
- 165 presiding.
- 166 12. A quorum is required to conduct official business. The Chairperson ensures that a quorum
- 167 (3 supervisors) is present at each meeting.
- 168 13. To administer the office and staff of the District with the advice and counsel of the other
- 169 Supervisors.
- 170 14. Review the objectives of the District 5-Year (Long-Range) Plan and the District Annual
- 171 Plan monthly, to make sure that all planned activities and assignments are carried-out.
- 172 15. Appoint committees, assign their responsibilities, and collect reports when due.
- 173 16. Ensure that the board does not "rubber stamp" the actions and recommendations of
- 174 cooperating agencies.
- 175 17. Ensure that all supervisors are properly informed and understand their duties.
- 176 18. Set a good example by observing proper parliamentary procedure. Remember – all official
- 177 actions require a Motion.
- 178 19. Close meetings on time. Encourage regular attendance. Follow-up on absentees.
- 179 20. Enforce the legislation approved by the Board, and represent the Seminole Soil and Water
- 180 Conservation District at or with the State of Florida, Department of Agriculture, US
- 181 Department of Agriculture, Seminole County, Altamonte Springs, Casselberry, Lake Mary,
- 182 Longwood, Oviedo, Sanford, Winter Springs, the Association of Florida Conservation

- 183 Districts, National Association of Conservation Districts, and other governmental and  
184 private organizations to accomplish our conservation and preservation goals.  
185 21. Be familiar with the Florida Soil and Water Conservation District Supervisor Handbook.  
186 22. Other duties – duties as approved by the Board and accepted by the Chair.

187

188 **Vice-Chairperson (Vice Chair)**

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- 190 23. To assume the duties of the Chair in the absence of that officer and assist the Chairperson  
191 (Chair) in the performance of the Chairperson (Chair)’s duties.  
192 24. Assume other duties at the Chairperson’s request.  
193 25. Serve as chairperson for special programs.  
194 26. Succeed the Chairperson in the event of resignation or other conditions precluding the  
195 continued tenure until the board is reorganized.  
196 27. Be familiar with the Florida Soil and Water Conservation District Supervisor Handbook.  
197 28. Other duties – duties as approved by the board and accepted by the Vice-Chair.

198

199 **Secretary**

200

- 201 29. To assume the duties of the Chair in the absence of that officer and the Vice-Chair.  
202 30. To keep or cause to be kept an accurate set of minutes of each meeting. a. The minutes  
203 should include the following information:  
204 a. Type of meeting (regular, annual, or special)  
205 b. Name of presiding officer, date, hour, and place.  
206 c. Attendance (supervisors, agency representatives, guests). Supervisors not in  
207 attendance should also be listed.  
208 d. Official business. Remember – Official business cannot be transacted without a  
209 quorum. At least three supervisors constitute a quorum.  
210 e. Reports made at meetings. (Reports may be summarized – ask agency  
211 representatives and committees to provide written reports when necessary).  
212 f. All Motions, indicating the person making the Motion, seconding the Motion, and  
213 the action that was taken on the Motion. (A Motion that was withdrawn should  
214 not be recorded).  
215 31. Keep the Office of Agricultural Water Policy and the local Supervisor of Elections  
216 informed concerning board membership by furnishing copies of all letters of appointment  
217 and resignation, as well as names of district officers and address changes in coordination  
218 with the Chair or Executive Director.  
219 32. Record each Motion in full and read same before action is taken.  
220 33. Insist that action be completed on each item of business to ensure that a record is be made  
221 of all business conducted.  
222 34. Keep a record of all committees, both standing and special. Notify committee members of  
223 their appointment if they were not present when the appointment was made in coordination  
224 with the Chair or Executive Director.  
225 35. Initiate correspondence on behalf of the Board as the need arises in coordination with the  
226 Chair or Executive Director.  
227 36. To be the “custodian of records” as defined under Chapter 119 of Florida Statutes for the  
228 purposes of responding to public records requests.

- 229 37. Be familiar with the Florida Soil and Water Conservation District Supervisor Handbook.  
230 38. Other duties – duties as approved by the Board and accepted by the Secretary.  
231

232 **Treasurer**  
233

- 234 39. To keep or cause to be kept an accurate set of financial records of the District in accordance  
235 with Chapter 189 of Florida Statutes and make all required reports as statute or rule in  
236 coordination with the Chair or Executive Director.  
237 40. The Treasurer is responsible for maintaining an accurate account of the financial  
238 transactions of the District.  
239 41. All expenditures of the District must be made in check form. The signature of the Treasurer  
240 in conjunction with either the Chair or the Executive Director is required for all  
241 expenditures by check.  
242 42. Deposits of District funds only require one signature by either the Treasurer, the Chair, or  
243 the Executive Director.  
244 43. Prepare and maintain district budget for the operating year in coordination with the Chair  
245 and Executive Director.  
246 44. Prepare a monthly treasurer’s report for the board to be presented at Board meetings.  
247 45. Maintain complete and accurate records of receipts and expenditures. in coordination with  
248 the Chair or Executive Director.  
249 46. Instruct the Executive Director or designated agent of the District to pay only the bills  
250 approved by official action of the Board and issue receipts for incoming funds.  
251 47. Maintain separate accounting of any funds the district may receive for a specific purpose.  
252 48. Arrange for an annual audit of receipts and disbursements in accordance with Chapter  
253 218.32, F.S., “Annual Financial Report,” and Chapter 11.45, F.S., “Audit.” in coordination  
254 with the Chair or Executive Director.  
255 49. Ensure, in compliance with state and federal law, the District does not expend or mishandle  
256 district funds.  
257 50. Be responsible for the retrieval and distribution of mail to the District.  
258 51. Be familiar with the Florida Soil and Water Conservation District Supervisor Handbook.  
259 52. Other duties – duties as approved by the board and accepted by the Treasurer.  
260

261 **Public Relations Officer**  
262

- 263 53. Publicize the most current form of the proposed Meeting Agenda no later than 7 days prior  
264 to a regularly scheduled meeting, including posting the Agenda on social media if possible.  
265 54. Develop rapport, through personal contact, with local newspapers, radio, and television  
266 stations so that activities are sufficiently publicized.  
267 55. Maintain and serve as a point-of-contact for the District’s social media and website and  
268 utilize the same to disseminate information and updates about District activities and events.  
269 56. Submit news items (include photographs when appropriate) of general interest concerning  
270 the district activities to the Office of Agricultural Water Policy for possible use in statewide  
271 publications in coordination with the Chair or Executive Director.  
272 57. Develop and maintain a record of the district activities in coordination with the Chair or  
273 Executive Director.

- 274 58. Write the public information section of the District Annual and 5-Year (Long-Range) Plans  
275 in coordination with the Chair or Executive Director.  
276 59. Be familiar with the Florida Soil and Water Conservation District Supervisor Handbook.  
277 60. Other duties – duties as approved by the board and accepted by the Public Relations  
278 Officer.

279

280 **Associate Supervisors**

281

- 282 61. Are appointed by the Board and requires an affirmative vote from a minimum of three  
283 Board Members to be appointed.  
284 62. Be residents of Seminole County and registered to vote according to the supervisor of  
285 elections' office. Applicants shall submit a letter of interest to the Board before they vote  
286 detailing the applicant's background and why he/she wishes to become an Associate  
287 Supervisor.  
288 63. Be familiar with the Florida Soil and Water Conservation District Supervisor Handbook.  
289 64. Assist with the planning and preparation of all District meetings as needed by the Board.  
290 65. Attend all Board meetings.  
291 66. Attend additional Board events and activities as needed by the Board.  
292 67. Assist Board members with current and ongoing educational and/or outreach programs.  
293 68. Assume any additional responsibilities designated by the Board and accepted by the  
294 Associate Supervisor.  
295 69. May be removed by the Board at any time and requires an affirmative vote from a minimum  
296 of three Board Members to be removed.

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298

**District Employees**

299

300 **Executive Director**

301

- 302 70. Know the specific functions of the District and understand its 5-Year (Long-Range) Plan.  
303 71. Assist the Board in preparing the Annual Plan. Refer to it monthly when preparing Board  
304 meeting agendas.  
305 72. Thoroughly understand the cooperative agreement and group assistance forms.  
306 73. Be familiar with all Memoranda of Understanding, if any.  
307 74. Be familiar with the District Supervisors Handbook.  
308 75. Assist landowners applying to the District Board for technical assistance.  
309 76. Prepare District Board meeting notices and agendas in consultation with the Chair.  
310 77. Email notices and agendas to the Board Members in advance of the meeting.  
311 78. Assist with the planning and preparation for all District meetings.  
312 79. Prepare monthly financial reports, in conjunction with the Treasurer, for presentation to  
313 the Board. Reconcile balances of special and District accounts. Maintain records of District  
314 business transactions on a daily basis. Maintain all records in an orderly fashion established  
315 by the District Treasurer.  
316 80. Prepare vouchers and checks for bills authorized for payment by the District Board.  
317 81. Attend all Board meetings.  
318 82. Keep records for award programs.  
319 83. File Supervisor's mail for distribution and action.

- 320 84. Assist in the preparation of educational events such as field days, tours, and special events.
- 321 85. Maintain a standardized filing system for the District.
- 322 86. Keep a schedule of all events that concern the Board and bring it to their attention at the
- 323 proper time.
- 324 87. Assist the Board with correspondence and any other business they may have in connection
- 325 with local activities or any responsibility they may assume in area or statewide District
- 326 activities.
- 327 88. Maintain District property records.
- 328 89. Assist in District financial bookkeeping – maintain a separate ledger for “Special Funds,”
- 329 “District Funds,” “Special Projects,” and keep posting current.
- 330 90. Receive and receipt contributions to the District on behalf of the Board. The Executive
- 331 Director may also make bank deposits and is has signatory responsibility
- 332 91. Forward copies of all District meeting minutes to the Office of Agricultural Water Policy,
- 333 NRCS, and the AFCD.
- 334 92. Hire, train and directly supervise all District support staff in consultation with the Chair.
- 335 93. Assume any additional responsibilities designated by the Board of Supervisors.
- 336 94. The Executive Director will be hired by the Board at a noticed meeting with a complete
- 337 job description with working hours, benefits, etc.
- 338 95. The Chair will be responsible for the direct supervision of the Executive Director and the
- 339 Chair shall provide a written evaluation of the Executive Director, annually. In the event
- 340 of any grievances and/or reprimands regarding the Executive Director they shall be brought
- 341 to the Board for discussion/decision.
- 342 96. Should no Executive Director be hired or installed by the Board, then the Chair may assign
- 343 any of the above duties to any other Supervisor and/or Associate Supervisor as approved
- 344 and accepted by that Supervisor and/or Associate Supervisor.
- 345

346 **Office Staff**

- 347
- 348 97. Office staff shall be hired by the Executive Director at the expressed direction of the
- 349 Board by recorded vote on a Motion or the annual budget.
- 350 98. All office staff shall be hired on a part time basis, for a time limited period and further
- 351 limited by the availability of funding. The Board will work to open the State of Florida
- 352 employee benefits package to all employees of the District.
- 353 99. The Executive Director shall be responsible for the direct supervision of the Office Staff.
- 354 100. The Executive Director shall provide a written evaluation of the Office Staff, annually.
- 355 101. In the event of any grievances and/or reprimands regarding the Office Staff shall be
- 356 brought to the Board for a resolution of the issue.
- 357 102. Should no Executive Director be hired or installed by the Board, then the Chair may
- 358 assign any of the above duties to any other Supervisor and/or Associate Supervisor as
- 359 approved and accepted by that Supervisor and/or Associate Supervisor.
- 360

361 **Properties**

- 362
- 363 103. Property owned by the Seminole Soil and Water Conservation District will be transferred
- 364 to Seminole County in the event of the discontinuance of the Seminole Soil and Water
- 365 Conservation District.



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**Amendments to the Bylaws**

104. Changes to the Bylaws require a 30-day written notice and approval by a 4/5 super majority of the Board.