

**FUCC BY-LAWS May 8,1998**

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BY-LAWS  
OF THE  
FLORIDA UTILITIES COORDINATING COMMITTEE

Revised and approved by the Florida Utilities  
Coordinating Committee at Ft. Lauderdale,  
Florida on **May 8,1998**

BY - LAWS  
OF THE  
FLORIDA UTILITIES COORDINATING COMMITTEE

SECTION NO. I

NAME

1. The name of this Committee shall be the FLORIDA UTILITIES COORDINATING COMMITTEE, hereinafter referred to as the Committee.

SECTION NO. II

PURPOSE

1. Mission Statement: The Florida Utilities Coordinating Committee was formed in 1932 to improve the efficiency of operation, maintenance, and construction of utility and roadway infrastructure through communication, discussion of issues, educational opportunities, and facilitating cooperative relationships.
2. The purpose of the Committee shall be to promote the effective and equitable co-existence of utilities to create a successful working relationship among and between utilities, and other entities, through coordination, cooperation and communication. It is

the intent of this Committee to achieve this purpose through frank and impartial consideration of all matters referred to it with full recognition of the respective rights and obligations of the organizations concerned. It is the further intent of the Committee to participate, when practicable, in the preparation of practices, policies, procedures and rules originating with governmental organizations that may affect utility work.

3. The Committee shall support and give aid to district and local utility coordinating groups by providing a forum for local and district groups to coordinate on a statewide level. The Committee shall strive to provide a benefit to the local coordinating groups by actively providing educational update programs, provide communiqué in the form of newsletters, notices, and minutes that are distributed through the local groups.
4. The Committee shall establish a liaison with national and statewide organizations that can impact utilities or reach other entities involved in the utility industry.
5. Information, decisions, policies, procedures and instructions from the Committee to the utilities and other entities will be disseminated through the minutes of the meetings via mailing or other electronic communication.

### SECTION III

#### MEMBERSHIP

1. MEMBER: The membership of this Committee shall consist of public, private, and governmentally owned utility systems. It shall also include those entities providing pipeline, telecommunication, and cable television transmission or distribution as a utility product or service. Representatives of the utility organizations shall be referred to as Members of the Committee.
2. ASSOCIATE MEMBER: Non-utility organizations (those which do not own or operate utility systems); such as, governmental agencies, consulting engineers, railroads, contractors, one-call systems, etc., who have an interest in liaison with utilities may affiliate with the Committee. Representatives of those non-utility organizations shall be referred to as Associate Members of the Committee.
3. Membership in and affiliation with the Committee by the organizations in (1) and (2) above is automatic whether regular attendance is recorded or not. Organizations with Member status will be known as Member organizations and organizations with Associate Member status will be known as Associate Member Organizations.

### SECTION IV

#### FEES

1. A registration fee will be charged to every person attending each meeting.
2. All fees will be established as approved by two-thirds majority vote of the steering subcommittee.

### SECTION NO. V

## OFFICERS

1. The Officers of the Committee shall be the Chairperson, Vice-Chairperson, Secretary, Treasurer, and Historian who will be selected from among the membership as defined in Section 3 of these Bylaws. The terms of office for the Chairperson, Vice-Chairperson, and Secretary shall be for one year and shall begin with their elections in the August (summer) meeting. The Treasurer and Historian duration in office will be three years and may be reelected.
2. The offices of Chairperson, Vice-Chairperson and Secretary shall be so distributed that no particular type Member Organization or Associate Member will be represented in more than one office at any given time. It is preferred that no one type Member organization or Associate Member shall be represented in the office of Chairperson, Vice-Chairperson, or Secretary for a continuous period longer than one year. There may be only one (1) Associate Member holding office at any given time, that associate member alone will have full voting privileges.
3. Vacancies created by the expiration of the one-year terms of the Chairperson, Vice-Chairperson, and Secretary will be accomplished in the following manner. The outgoing Secretary will automatically become the nominee for incoming Vice-Chairperson and the outgoing Vice-Chairperson will become the nominee for incoming Chairperson. An incoming Secretary will be nominated by the Steering Committee. Additional nominations from the floor may be received for any of the above offices.
4. Vacancies created during any administrative year shall be filled by advancement of the remaining officers in accordance with Paragraph 3 above. Vacancies remaining after such advancement shall be filled by persons appointed by the Chairperson. Such appointments shall conform to the rules set forth in Paragraphs 1 and 2 above and will be presented for ratification at the next meeting.
5. Any officer may be removed from office before their term has expired by majority vote of the Steering Subcommittee as defined in Section VII if ratified by a two-thirds vote of the Membership.
6. Nomination for vacancies and election of the Historian and Treasurer will be made by the Steering Committee once every three years and/or as the position becomes open.

## SECTION NO. VI

### DUTIES OF OFFICERS

1. The Chairperson shall have the following responsibilities:
  - General supervision and jurisdiction over the affairs of the Committee,
  - Preside at all of Committee meetings,
  - Establish or abolish the non-standing Subcommittees as necessary, and appoint a chairperson to the established subcommittees,
  - Conduct Quarterly Business Meeting of the Committee,

- Be a standing member of each subcommittee or taskforce,

1. The Vice-Chairperson shall have the following responsibilities:

- Assist the Chairperson as desired in the performance of their duties,
- In the absence of the Chairperson or the inability to serve, the Vice-Chairperson shall act in the stead of the Chairperson,
- Preside as Chairperson over all meetings and functions of the Steering Subcommittee and convene such meetings as needed with the approval of the Chairperson,
- Act as Parliamentarian, correlating the parliamentary procedures of the Committee with established rules of order,
- Report to the Committee at each of the quarterly meetings the activities of the Steering Subcommittee,
- Perform Treasurer's audit once every six months,
- Preside over the Combined Interest Group Meeting,
- Be in charge of various subcommittees as required by the Chairperson.

1. The Secretary shall have the following responsibilities:

- Prepare minutes of all meetings and send copies to all Members and Associate Members.
- Prepare correspondence as directed by the Chairperson,
- In the absence of the Chairperson and the Vice-Chairperson or their inability to serve, shall act in their stead.
- Prepare newsletter, maintain web-page, or assemble other correspondence required by the Committee,
- Prepare minutes of the Steering Committee meeting and distribute with the minutes of the General meeting.
- At the end of the term in office, the Secretary will turn all records over to the Historian.

1. The Treasurer will have the following responsibilities:

- Collect all fees and donations from Committee activities,
- Coordinate with conference planning and make payment of all costs associated with quarterly meetings, other meetings, and mailings,
- Maintain accurate accounting records of the committee's expenses and revenues,
- Manage the Committee's bookkeeping system, accounts, and financial affairs,
- Prepare and provide Treasurer's report at the General Meeting.

1. The Historian will have the following responsibilities:

- Maintain all the past records from 1932 to the present,
- Accept the records turned over by the Secretary and keep them in chronological

order.

- o Provide copies of past records as requested by one of the other officers.
- o At the end of the term in office, all records will be turned over to the successor.
- o Prepare and present the historian's report during the General Meeting.

## SECTION NO. VII

### STANDING SUBCOMMITTEES

1. A Standing Subcommittee is that which is a permanent Subcommittee and is not dissolved by an action of the chairman. Any other Subcommittee in non-standing and may be assembled and disbanded by the chairman.
2. A Steering Subcommittee shall be established. This Subcommittee shall consist of one member from each of the Member and Associate Member Organizations listed below if available. That member will represent that utility for the entire term. [ NOTE: (M)= Member and (AM) = Associate Member Organizations]

Telephone (M)

Power (M)

Gas, Water and Sewer (M)

CATV (M)

Governmental Utility (M)

Governmental Non-Utility (AM)

Department of Transportation (AM)

Railroad (AM)

Contractor (AM)

Consulting Engineer (AM)

Utility Notification Center (AM)

Public Service Commission (AM)

- A. Members of the Steering Subcommittee will be appointed by the Chairman and ratified by a majority vote of the Membership at the August meeting and will serve a one-year term. In the event that there are no representatives present from a particular Member or Associate Member Organization, the Chairperson Elect may appoint a person from that Member or Associate Member Organization in absentia to serve as a member of the Steering Subcommittee.

Such appointee will be approved by a majority vote of those present. The Department of Transportation representative on the steering committee may be the State Utility Engineers Office or a District Utility Engineer representative.

- B. Members of the Steering Subcommittee shall represent their respective organizations and shall assist the Chairperson as requested.
- C. The power of the Steering Subcommittee shall be limited to:
  - Making recommendations for the formation of other Subcommittees,
  - Gathering of information,
  - Establishing the registration fee,
  - Preparation of studies necessary to formulate recommendations to the Chairperson,
  - In case of emergency when prompt action is mandatory this Subcommittee may act for the entire Committee.
- A. Recommendations presented by the Steering Subcommittee will be governed by a majority vote of the members of the Steering Sub- Committee. All officers and members will have a vote; associate members will not be able to vote.

## 2. Awards/Nominations Subcommittee

- A. An Awards/Nominations Subcommittee shall be established. This Subcommittee shall consist of a minimum of five members appointed during the August meeting each year by the outgoing Chairperson and approved by the membership. The outgoing Chairperson shall preside over this Subcommittee, and shall not serve two consecutive terms as Chairperson. The Subcommittee shall consist of a cross-section of the membership. The subcommittee will keep formal minutes of each meeting and a copy will be sent to the Secretary.
- B. The Awards/Nominations subcommittee will develop a list of potential candidates for the incoming Secretary, Historian and Treasurer.
- C. This Subcommittee shall make recommendations for the following awards based on these standards:

### (1) Malcolm Yancey Award

This is the most prestigious award the Florida Utilities Coordinating Committee can award, and may not be awarded except under the following

conditions:

- (a). The recipient must receive the unanimous vote of the Awards Committee.
- (b). The recipient must have been an active member of

the Florida Utilities Coordinating Committee for a period of at least five years.

(c). Must have provided outstanding leadership during the previous years as well as the year under consideration.

(d). This award shall not be awarded two consecutive years in a row.

## (2) Chairperson Recognition Award

This award is intended to be given to the outgoing Chairperson for recognition of their outstanding leadership. This award shall be considered by the Awards/Nomination Subcommittee only upon recommendation by the Vice-Chairperson and must receive a majority approval of the Awards/Nominations Committee.

## (3) Florida Utility Coordination Committee Liaison Person of the Year Award

This award may be given upon majority vote of the Awards Committee and approval of the current Chairperson. The award will be presented in the August (summer) Session of the Committee.

## 3. Programs Subcommittee

This subcommittee is formed to assist the Chairman and Vice Chairman with the contents of General Business Meeting and Combined Interest Group Meetings. The subcommittee will be responsible for at least the following:

- Assembling a database of programs and speakers for meetings.
- Arranging programs, speakers and the general content of the General Business Meeting and Combined Interest Group Meeting with coordination with the Chairman and Vice-Chairman, respectively,
- Act as host to the speakers,
- Arranges all audio visual (AV) equipment and other speaker requirements,
- Establish and organize the annual educational program.
  
- Coordinate with the Secretary for program promotions and with the conference planner for speaker requirements,
- Keep formal minutes of each meeting with a copy sent to the Secretary along with an agenda for the next meeting.

## 4. Conference Planning Subcommittee

This subcommittee is formed to assist the Chairman in handling the logistics of holding the

quarterly Committee Meetings. The subcommittee will be responsible for at least the following:

- Creating defined bidding documents and soliciting bids from qualified conference planner contractor/subcontractor,
- Presenting bids and recommendations to the Steering Subcommittee for final vote and acceptance,
- Assisting the Chairman in executing contracts for the conference planner contractor/subcontractor,
  
- Provide direction, oversee, and evaluate the conference planner contractor/subcontractors.
- Keep formal minutes of each meeting with a copy sent to the Secretary along with an agenda for next meeting.

#### 5. Memberships/Promotions Subcommittee

This subcommittee is formed to assist the Chairman in developing new membership and exposure of the Committee throughout the State. The subcommittee will be responsible for at least the following:

- Promote the participation of all utilities in the Committee and its subcommittees,
- Seek out new members by developing and distributing promotional materials,
- Make recommendations to the Steering Subcommittee for advertising, promotions or other membership building or publicity related activities,
- Keep formal minutes of each meeting with a copy sent to the Secretary along with an agenda for next meeting.

### SECTION NO. VIII

#### UTILITY INTEREST GROUPS

1. The purpose of the Interest Groups is to provide a forum for like utilities to discuss issues, problems and concerns. The Interest Groups may develop solutions or present other recommendations to the Steering Subcommittee.
2. There shall be three individual utility Interest Groups: Power, Communication, and Underground.
3. The chairperson of each Interest Group shall be elected from the attending members of each interest group at the August meeting and will serve a one-year term.
4. The groups will be responsible for discussing, resolving and making recommendations to the Steering Subcommittee on their Interest Group problems and issues.
5. Each Interest Group will be responsible for participating in developing their component of an annual educational seminar. The purpose of the educational seminar is to disseminate information that will aid committee members in their coordination and develop working relationship with other Interest Groups. The educational seminar will be scheduled annually at the May (spring) committee

meeting.

6. Each Interest Group Chairman will attend and participate in the Steering Subcommittee meeting. Each Chairman will be responsible for providing minutes of their meeting to the Secretary along with an agenda for future meetings.

## SECTION NO. IX

### OTHER SUBCOMITTEES

1. The Chairperson may appoint such other Subcommittees as deemed necessary to handle the work. The personnel of such other Subcommittees need not be confined to the membership of the Committee. The Chairperson of each subcommittee will attend the meetings of the Steering subcommittee as long as their Subcommittee is active.
2. Each subcommittee will keep formal minutes of each meeting and a copy will be sent to the Secretary and agenda for next meeting.

## SECTION NO. X

### MEETINGS

1. Regular meetings of the Committee shall be held on a quarterly basis typically within the first two weeks of November, February, May and August.
2. The quarterly meeting will consist of the Utility Interest Group Meetings, Combined Interest Group Meeting, and General Business Meeting.
3. If any of these dates falls on a legal holiday, the Chairperson shall select a substitute date. The hour and place of all meetings shall be designated by the Chairperson.
4. The Chairperson may call a special meeting of the Committee, by notification to all Members and Associated Members, at any time with adequate notification. Calls for special meetings shall be accompanied by a statement of the matter or matters to be considered.
5. If requested by at least a majority of Member and Associated Member Organizations, the Chairperson must call a special meeting of the Committee. The matter or matters to be considered must be clearly stated in notification of the meeting.

## SECTION NO. XI

### ACTION BY THE COMMITTEE

1. A voting quorum shall consist of any three of the five Officers (Chairperson, Vice-Chairperson, Secretary, Treasurer, or Historian) along with representatives of at least

- six (6) Member Organizations and shall have the power to transact business and make decisions that shall be binding upon the Committee.
2. If any vote is contested, each Member organization will be entitled to a single vote; Associate Member organizations will have no vote.
  3. If any vote of this Committee is by any Member organization, the Chairperson shall remove that vote from the floor and shall direct it to a vote by the Member Organizations. If any Member Organization has not designated its spokesman, the Members or Alternates from that Member Organization who are present shall caucus and select a spokesman who will cast the single vote of that Member Organization.
  4. Final action by the Committee on recommendations and amendments to these By-Laws shall be taken by two-thirds consent of the Members and or their Alternates present.
  5. Elections of Officers shall be decided by a majority vote of the Members or their Alternates present at the August meeting.